



BUILDING PERMIT SUBMITTAL CHECKLIST

This packet identifies the minimum building plan requirements necessary for the City of Normandy Park to accept construction plans with building permit applications. The packet contains plan checklists, pertinent zoning information and sample plans. The answers to many commonly asked questions can be found in this packet. In order to expedite successful plan submittal and plan review, please read the entire packet carefully before submitting plans. Planning staff is available to answer questions and may be reached by calling the Permit Center at (206) 248-8260. If you have building code questions please call the building inspector at (206) 812-4729.

The City is now requiring that all building plan submissions also be submitted in digital form.

Incomplete submittals will not be accepted.

Plan Review Fees and Building Permit Fees are calculated based on current International Building Code fee schedules. Plan review fees are paid at time of permit application submittal. The building permit fee and State Building Code surcharge are paid when the permit is issued. Some new construction may require SEPA if more than 100 CY of material is moved.

Application and plans must be complete in order to be accepted for plan review.

1. **Plot and Construction Plans.** Plot and construction plans shall be drawn to scale at either 1/8" = 1' or 1/4" = 1' and printed on sheets of substantial paper measuring at least 24"x 36" for all new construction and substantial remodels and at least 8 1/2"x 11" for all other projects. **Four (4)** complete sets of plans are required for all new construction and substantial remodel projects. **Three (3)** complete sets of plans are required for all other projects (additional sets of plans may be requested as necessary for any project). These plans shall at a minimum include the following information:
 - A. **Plot Plan (see figure 1)**
 - Drawing must be to scale with a north arrow.
 - Square footage of site
 - Square footage of total building area
 - Dimensions of all property lines and easements.
 - Environmentally critical areas on site, adjacent to, or within 200' (if present). These include steep slopes, wetlands, rivers, streams, shorelines, etc.
 - Surface water within 200' of property (if present)
 - Distance to property lines and distances between proposed construction and existing structures. Identify all structures proposed for demolition
 - Access from the site to public right of way and name of street or roadway
 - Existing and proposed structures and impervious surfaces
 - Proposed decks, roof line, and dimensions of roof overhang
 - On-site parking and driveways
 - Ground surface elevation at each property corner, lowest finished floor elevation, and existing and finished contours at two (2') intervals
 - Location of existing water, sewer, and other utility pipes and storm drains
 - Location and method of proposed sewer connection, roof drain connection with the point of disposal indicated, and the location of the foundation drain with the point of disposal indicated.

B. Drainage Control Plan (see handout for specifics). Any construction that will increase or alter the amount of new impervious surface by 120 square feet or more are located must provide a drainage proposal to the city. Drainage plans must meet all NPMC requirements as listed in chapter 13.08. Contact the Public Works Director with any drainage questions 206-248-8269

C. Foundation Plan (see figure 2)

- North arrow
- Dimension plan to show overall size of foundation. Indicate thickness of foundation walls and size of continuous and isolated footings
- Location of vents and crawl space access opening
- Details of foundation drain system
- If floor framing is show in conjunction with the foundation, note size, spacing, grade and species of all wood structural members

D. Floor Plan (see figures 2 and 3)

- North arrow
- Dimensions to describe proposed layout
- Label in all rooms to indicate intended use
- Location and dimension of all doors and windows
- Location of plumbing fixtures, water heater, heating appliance and fireplaces
- Structural framing may be shown on this plan. Note size, spacing, direction of span, grade and species of wood members

E. Roof Plan (see figure 3)

- North arrow
- Roof plan shall describe roof form and note ridges, valleys and overhangs
- Roof structural framing may be shown on this plan. Size, spacing, direction of span, grade and species of all wood members should be indicated. If trusses are to be used, it should be noted on this plan
- Proposed roofing material

F. Building Elevations (see figures 4 and 5)

- Elevations of all views
- Building heights (see zoning code information in this packet)
- Existing and proposed finished grades on all views
- Exterior wall finishes and roofing material (if not already noted)
- Finished floor line

G. Cross Section (see figure 4)

- Note all proposed construction materials
- Note all proposed insulation values
- Note roof slope and dimension of roof overhang
- Dimensions of all roof-to-ceiling heights
- Note all structural members, including grade and species of all wood members

H. Structural calculations including lateral analysis by a professional engineer are required for all new construction and substantial remodels. Gravity load calculations may be required as determined by the plan reviewer.
