



RESIDENTIAL BUILDING PERMIT APPLICATION

NEW CONSTRUCTION, ADDITIONS AND GARAGES

OFFICIAL USE ONLY

Building Permit # _____

Date: _____

Received By: _____

Staff Contact: _____

Historical

Design Review

SITE LOCATION

Project Name: _____

Description of work to be done (be specific): _____

Site Address: _____

Tax Parcel Number: _____ Zoning: _____

PROJECT DESCRIPTION

Value of Construction: _____ # of Stories: _____ Retaining Wall: _____

Square Footage: _____

House: _____ Garage: _____ Porch: _____

First Floor: _____ Second Floor: _____

Building Height: _____ Design Review (Lots < 5,000 sq. ft., ADU, Duplex, Town House, Plat Requirement)

Historic (Needs separate review and application)

GENERAL CONTRACTOR INFORMATION

Company Name: _____ Contact Person: _____

Mailing Address: _____ Phone: _____

Email Address: _____ Fax: _____

State Contractor's License #: _____ Expiration Date: _____ State UBI #: _____

PROPERTY OWNER

Owner Name: _____ Phone: _____

Mailing Address: _____

CONTACT PERSON (This person is designated to receive all project communications)

Name: _____ Phone: _____ Fax: _____

Mailing Address: _____ Email Address: _____

EXISTING AND PROPOSED CONDITIONS

Total of EXISTING AND PROPOSED: **Site Area:** _____ **(Total square feet of lot)**

TOTAL BUILDING COVERAGE

AREA:

(including sheds, detached garages)

Existing: _____ **Proposed:** _____

TOTAL PROJECTED ROOF AREA:

Existing: _____ **Proposed:** _____

TOTAL IMPERVIOUS SURFACE AREA:

(includes impervious concrete or paved driveway, patios, and buildings)

Existing: _____ **Proposed:** _____

TOTAL AREA OF PERMEABLE SURFACES: *(including porous concrete or asphalt, permeable pavers)*

Existing: _____ **Proposed:** _____

TOTAL HARD SURFACES: *(total sum of impervious surfaces plus permeable surface areas)*

Existing: _____ **Proposed:** _____

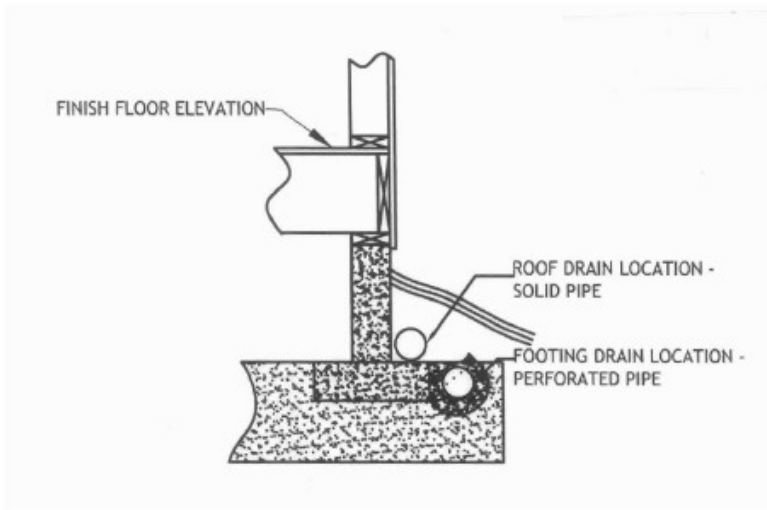
(INCLUDE EXISTING BUILDINGS, SIDEWALKS, AND DRIVEWAYS WHICH WILL REMAIN.)

MINIMUM REQUIREMENTS FOR SINGLE FAMILY RESIDENTIAL PLOT PLAN SUBMITTAL FOR BUILDING PERMITS

1. Utilities (water, sewer, storm, franchise)
2. Easements and tracts
3. Setbacks to property lines from building walls
4. Building footprint with roof overhangs and chimney/mechanical pop-outs
5. Driveway locations
6. Porches, patios and decks
7. Street names
8. Actual finish floor elevations, mean sea level
9. Proposed and existing contour lines
10. Drainage (swales, infiltration trenches, footing and roof drain, yard or perimeter drain line, areas of compost-amended soils, etc.)
11. Calculations for infiltration trenches, attach table
12. Indicate soil type (A, B, C or D)
13. Retaining walls with top and bottom wall elevations, retaining walls over 4’ tall require separate building permit.
14. Existing drainage through site
15. North arrow
16. Scale/dimensions
17. Wells and septic onsite and on adjacent properties
18. Trees – preserved and new (see handout)
19. Directional arrows for proposed surface drainage flows
20. Show locations on plans of critical areas (steep slopes, creeks, wetlands)
21. Property corners and curblines elevations, mean sea level

Technology Fee – 3.9% on all Land Use, Engineering and Building permit & plan review fees

- 22. Show all erosion control items (construction entrance, erosion control fence, sediment pond, etc.)
- 23. Total hard surface greater than 2,000 sq. ft. and less than 5,000 sq. ft., submit abbreviated Drainage Plan.
- 24. Total hard surface greater than 5,000 sq. ft., submit Drainage Control Plan.



**SITE PLAN MUST REFLECT ACTUAL POSITION OF BUILDING
(NO REVERSE OR MIRROR PLANS)**

RESIDENTIAL APPLICATION CHECKLIST

Completed permit application(s): Building Electrical Mechanical Plumbing

STAFF	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) sets of plans (architectural drawings and specifications)
<input type="checkbox"/>	<input type="checkbox"/>	Foundation plans
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) sets of site plans/erosion control plan (use site plan checklist)
<input type="checkbox"/>	<input type="checkbox"/>	Climatic and geographic design criteria (include soil-bearing capacity)
<input type="checkbox"/>	<input type="checkbox"/>	Floor plans (all levels)
<input type="checkbox"/>	<input type="checkbox"/>	Elevations (all sides)
<input type="checkbox"/>	<input type="checkbox"/>	Floor framing plan (all levels)
<input type="checkbox"/>	<input type="checkbox"/>	Roof framing plan
<input type="checkbox"/>	<input type="checkbox"/>	Building/assembly cross-section (components labeled)
<input type="checkbox"/>	<input type="checkbox"/>	Construction details (referenced to plan)
<input type="checkbox"/>	<input type="checkbox"/>	Stamped engineered structural drawings (required if not designed by prescriptive code)
<input type="checkbox"/>	<input type="checkbox"/>	Stamped structural calculations report (required if not designed by prescriptive code)
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies of engineered truss drawings
<input type="checkbox"/>	<input type="checkbox"/>	Two (2) copies engineered floor manufacturer's layout
<input type="checkbox"/>	<input type="checkbox"/>	Washington State Residential Energy Code compliance worksheets and plan
<input type="checkbox"/>	<input type="checkbox"/>	Whole-house mechanical ventilation compliance plan
<input type="checkbox"/>	<input type="checkbox"/>	Construction Stormwater Pollution Prevention Plan (See Volume II, Chapter 3 of the City of Olympia Drainage Design and Erosion Control Manual)

STAFF
APPLICANT

Stormwater Review:

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Total hard surface greater than 2,000 sq. ft. and less than 5,000 sq. ft., submit Abbreviated Drainage Plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | Total hard surface greater than 5,000 sq. ft., submit Drainage Control Plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | Land disturbing activities greater than 7,000 sq. ft., submit Abbreviated Drainage Storm Plan. |
| <input type="checkbox"/> | <input type="checkbox"/> | If the property is listed on a Historic Register: Two additional copies of plans, exterior photographs if the proposal includes exterior changes, photographs of adjacent or abutting structures, statement of the date of construction of the structure, and description and basis of any code exceptions sought due to historic nature of structure. |
| <input type="checkbox"/> | <input type="checkbox"/> | A Soil and Vegetation Plan Supplement, if required as outlined in OMC 16.60 and the Urban Forestry Manual. |
| <input type="checkbox"/> | <input type="checkbox"/> | If within the Downtown area or Design Review Corridors, or if the project includes attached housing units, manufactured housing, single-family housing on a lot of less than 5,000 square feet, an accessory dwelling unit, cottage or co-housing, or abutting or across the street from a historic register building, a Detailed Design Review Supplement is required. (See OMC 18.100.) |
| <input type="checkbox"/> | <input type="checkbox"/> | An environmental review supplement if within 500 feet of any critical area (wetland, stream, significant upland habitat area, seismic hazard area, landslide hazard area, frequently flooded area, or critical aquifer recharge area. |
| <input type="checkbox"/> | <input type="checkbox"/> | Model Soil Management Plan <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> | <input type="checkbox"/> | FEMA Flood Zone <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> | <input type="checkbox"/> | Sea Level Rise <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> | <input type="checkbox"/> | Permit fees and plan check fees are calculated based on ICC published actual construction cost per OMC 4.36.010.4. |

BUILDING OWNER OR AUTHORIZED AGENT

I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.

Signature

Print Name

Date

This form has been approved for use by the Olympia Community Planning and Development (CPD) Department.



Keith Stahley, Director,
Community Planning and Development

12/1/2016
Date