



RESIDENTIAL BUILDING STOCK PLAN CHECKLIST

NEW CONSTRUCTION

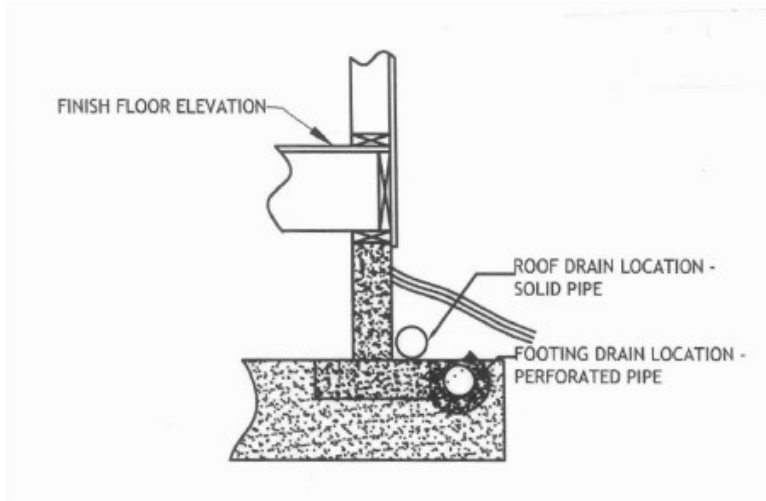
The City of Olympia Building Department may allow the submission of Stock Plans for residential single-family developments on a Special Arrangement Only. To see if your project may qualify please contact the City permitting center at 360.753.8314 for further discussion of your project and stock plans.

The following information will need to be gathered prior to applying online for building permits:

1. Applicant Information-name and contact information (phone, address, and email)
2. Name of project
3. Square footage: Floor area, Garage, Covered Porches, Decks
4. Residential Building Height at mid-gable.
5. Designed by engineer or IRC Prescriptive

The following documents meeting the Document Submission Standards (see handout for information) will need to be uploaded within two (2) business days of completing the online application. Failure to do so will result in cancellation of the permit application.

1. Architectural Plans
2. Structural Calculations
3. Engineered Structural Drawings
4. Engineered Truss Drawings
5. Energy Code Compliance (WESC forms)
6. Engineered floor manufacturer's layout (if applicable)



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

RESIDENTIAL APPLICATION CHECKLIST

- Completed permit application(s): Building Electrical Mechanical Plumbing
- Climatic and geographic design criteria (soil-bearing capacity, seismic category, ult. wind speed, roof snow load, etc.)
 - Combined plan set. All documents correctly oriented to building site
 - Plans created and formatted in PDF. 36"x 24" preferred. See PDF guide in Permit Portal Documents
 - Plan dimensions and scale provided. ¼" = 1' preferred, 1/8" = 1' minimum
 - Foundation plans
 - Floor plans, with summary of area in square feet (all levels)
 - Elevations (all sides)
 - Floor framing plan (all levels)
 - Wall bracing plan (for prescriptive code design)
 - Roof framing plan
 - Building/assembly cross-section (components labeled)
 - Construction details (referenced to plan)
 - Stamped engineered structural drawings (required if not designed by prescriptive code)
 - Stamped structural calculations report (required if not designed by prescriptive code)
 - Engineered truss drawings
 - Engineered floor manufacturer's layout (if applicable)
 - Washington State Residential Energy Code compliance worksheets and plan
 - Whole-house mechanical ventilation compliance plan

Other Requirements

- If within the Downtown area or Design Review District, 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 Design Review District, a Detailed Design Review Supplement is required. (See OMC 18.100.)

Permit fees and plan check fees are calculated based on ICC published actual construction cost per OMC 4.36.010.4.

A Technology Fee of 3.9% is applied to all Land Use, Engineering and Building permit & plan review fees.