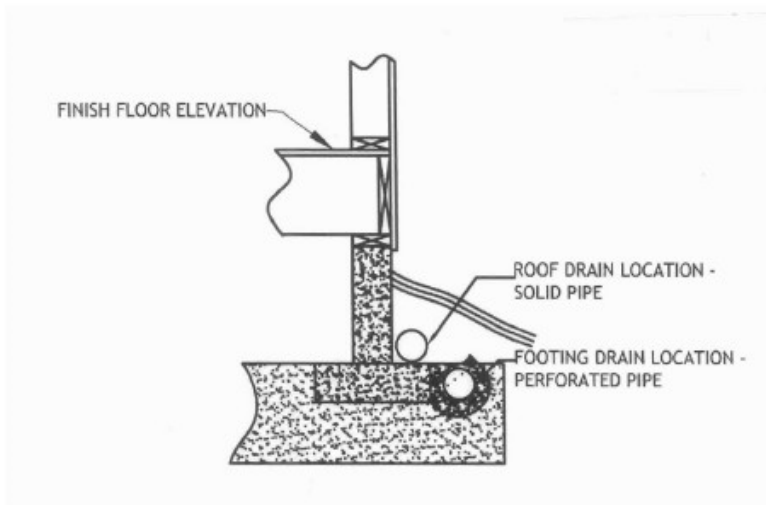


### MINIMUM REQUIREMENTS FOR SINGLE FAMILY RESIDENTIAL PLOT PLAN SUBMITTAL FOR BUILDING PERMITS

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 NAVD88
9. Property corners and curblines elevations, mean sea level NAVD88
10. Proposed and existing contour lines
11. Drainage (swales, infiltration trenches, footing and roof drain, yard or perimeter drain line, areas of compost-amended soils, etc.)
12. Calculations for infiltration trenches, attach table
13. Indicate soil type (A, B, C or D)
14. Retaining walls with top and bottom wall elevations. (Retaining walls over 4' tall require separate building permit.)
15. Existing surface drainage flows through site
16. Proposed surface drainage
17. North arrow
18. Scale/dimensions
19. Wells and septic onsite and on adjacent properties
20. Trees – preserved and new (see handout)
21. Show locations on plans of critical areas (steep slopes, creeks, wetlands)
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

- Plans (architectural drawings and specifications)
- Foundation plans
- Site plans/erosion control plan (use site plan checklist)
- Climatic and geographic design criteria (include soil-bearing capacity)
- Floor plans (all levels)
- Elevations (all sides)
- Floor framing plan (all levels)
- Wall bracing plan
- 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
- Construction Stormwater Pollution Prevention Plan (See Volume II, Chapter 3 of the City of Olympia Drainage Design and Erosion Control Manual)

### **Stormwater Review:**

- Total hard surface greater than 2,000 sq. ft. and less than 5,000 sq. ft., submit Abbreviated Drainage Plan.
- Total hard surface greater than 5,000 sq. ft., submit Drainage Control Plan.
- Land disturbing activities greater than 7,000 sq. ft., submit Abbreviated Drainage Storm Plan.
- A Soil and Vegetation Plan Supplement, as outlined in OMC 16.60 and the Urban Forestry Manual.

### **Other Requirements**

- If the property is listed on a Historic Register: 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.
- 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.)
- 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).
- Model Soil Management Plan (typically included in the stormwater drainage plan.)
- Elevation certificate if in FEMA Flood Zone
- Minimum floor elevation for Sea Level Rise zones

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.