

COMMUNITY DEVELOPMENT DEPARTMENT
6000 Main Street SW
Lakewood, WA 98499
253-512-2261
permits@cityoflakewood.us
www.cityoflakewood.us

Single Family Residential Checklist

Applications and all required documentation are required to be submitted through our online dashboard https://pals.cityoflakewood.us/palsonline/#/dashboard.

Use this checklist to help gather all the required information and documents in order to submit a complete building permit application for a project involving construction of a new single family residence or addition. **Please note:** incomplete applications will not be accepted.

Land Use Approval including: variances, subdivisions, and tree removal permits are recommended prior to submitting the building permit application to avoid delay in project review.

All environmentally critical areas (wetlands, streams, geologically hazardous areas, and associated buffers) on the subject property should be reviewed, delineated, and/or rated prior to submitting a single family building permit application to avoid delay in project review. This may require submittal of a shoreline permit, floodplain development permit, or tree removal permit. Contact the Planning Division at permits@cityoflakewood.us, to determine if your property contains critical areas.

Contact the City of Lakewood Planning Department if you are unsure if you are located in one of the following

areas. Information may also available using Pierce County GIS. All properties directly adjacent to a lake or creek are considered a shoreline jurisdiction. Address: Parcel # Does the subject property have environmentally critical areas: ☐ Yes ☐ No Is the subject property located within a shoreline jurisdiction: ☐ Yes ☐ No Is the subject property located within a special flood hazard area: ☐ Yes ☐ No **GENERAL SUBMITTAL DOCUMENTS** Sub. Completed Building Permit Application form П Single Family Residential Checklist Check, cash, or Visa/MasterCard for applicable fees П **One** Certificate of Water Availability (for new construction only) One Copy of sewer pre-treatment approval certificate (Must apply separately with Pierce County Sewer. Certificate is required prior to building permit issuance. Not required for submittal) One copy of the septic approval packet from the Pierce County Health Department when applicable. **One** Building packet (see following pages for packet requirements) One Planning packet (see following pages for packet requirements) П **One** Public Works Engineering packet (see following pages for packet requirements) **One** Fire packet (see following pages for packet requirements)

MINIMUM DRAWING REQUIREMENTS

- Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed, and shall demonstrate how the proposed work conforms to the provisions of adopted codes and ordinances. Each plan sheet should be titled and dated (subsequent revisions shall be dated as well) and each drawing therein should be labeled.
- \bullet Architectural plans must be drawn to scale ($\frac{1}{4}$ " or $\frac{1}{8}$ "), dimensioned, and labeled.
- Site and civil plans must be drawn to scale (1" = 20' minimum), dimensioned, and labeled.
- Plans will not be accepted if they have been reduced in scale by photocopying.
- Minimum plan sheet size is 11" x 17"; maximum plan sheet size is 24" x 36".
- Plans are required to be clearly legible, will not be accepted with watermarks in the center of the page.
- ♦ All submittal documents are in PDF format, document security allows for adding review comments & markups.
- ♦ Topographic and boundary surveys, when required, must be stamped by a surveyor licensed in the state of Washington. Survey datum must be KCAS or NAVD 88
- All civil plan sheets must be stamped by a civil engineer licensed in the state of Washington.
- Drawings and construction documents prepared by a Washington State design professional, whether required to be or not, must be stamped and signed by the preparer.
- For electronic submittals: each plan set must be book marked and saved as a separate plan set when uploaded.
- Plans will not accepted that are marked "Not for Construction", or "Preliminary".

BUILDING PACKET REQUIREMENTS

Sub.		
	A.	Structural Calculations, when required
	B.	Washington State Energy Code Compliance Forms
	C.	Cover Page
		1. Project Name
		2. Project Contact (Name, Address, Phone Number, Email)
	D.	Site Plan
		North arrow and vicinity map.
		2. Basic data (type of structure, square footage, location).
		3. Show adjacent right(s)-of-way and street name(s).
		4. Include any easements, including required setbacks or restrictions.
		5. Show the width of driveway, describe paving materials and show setbacks from property lines.
		6. Show the size, location, setbacks, and use of existing buildings, including their setbacks from property
		lines and each other.
		7. Show the size, location, setbacks, and use of new buildings and additions, including their setbacks from property lines and each other.
		8. Show any existing structures to be demolished or removed.
		9. Show existing and proposed site topography in two-foot contours.
		10. Indicate finished floor elevations and provide elevation readings at each structure corner.
		11. Show the location of utilities (water, septic, gas, etc.) and their connection to buildings or additions.
		12. Show how the required number of tree units will be achieved through retention or replanting.
		13. Provide a list of existing impervious areas in square feet, including structures, concrete, gravel, etc., and proposed impervious areas. Indicate total lot size in square feet and show calculations for total
		percentage of lot coverage by impervious area.
		14. Show location of proposed and existing rockeries and/or retaining walls; indicate height of walls and
		proposed materials. Retaining walls over four feet from the base of the footing, or holding back a
		surcharge, requires a separate permit. Geotech report from WA licensed geotech engineer required.
		15. Show the setback lengths to a well or septic system component, if applicable.
		16. Show any environmentally critical areas with required buffers and/or setbacks. Critical areas include

	4.	wetlands, streams, regulated lakes, and geologically hazardous areas.
	1	7. Show proximity of construction to the ordinary high water mark of any designated shoreline.
_		oundation Plan (Required when work impacts the foundation. For example, an addition or
		oundation repair. Not required for interior remodels) (design must be based on 2000 psf, unless
	C	therwise specified)
	1.	
	2.	, , , , ,
	3.	
		thickened footings where posts are supported on exterior footing.
	4.	
	5.	11 6
		at the top and bottom shall be designed by a Washington State licensed professional.
	6	
		slabs on grade.
	7.	, , , , ,
	8.	
	9.	
		engineering. All drawing pages and calculations must be stamped and signed by a Washington State
		engineer.
Ш	F. F	loor Plan
	1.	
	2.	
	3.	
	4.	
	5.	1 0, 0,
	6.	'
	7.	
		raming Plan
	1. 2.	
	3.	
	4.	
	5.	
	6	
	7.	
		indicated on the plans.
	8.	·
	9.	
		and connectors.
	10	D. Indicate location of all braced wall panels on the plans. Designs that do not meet prescriptive
		requirements must be designed and stamped by a Washington State Registered Professional Engineer.
		Engineer's calculations are required on the specifications and drawing pages.
	H. E	levations (not required for interior remodels)
	1.	Provide a directional label for each elevation (north/south/east/west).
	2.	Specify the height above finish grade to:
		a) Finished floor; b) Top plate/ceiling; and c) Highest point of the structure.
	3.	Show existing and finished grade lines.
	4.	
		indicate how the ABE was calculated.
	5.	Specify all finish materials to be utilized.
	6	, 0
	I. E	Building Cross Sections (not required for interior remodels)

	1.	Provide complete foundation sections and details that show the minimum foundation sizes. Show backfill
		to top of interior footings.
	2.	Specify mudsill material (cedar or pressure treated).
	3.	Detail positive connection between posts and beams to ensure against uplift and lateral displacement.
	4.	Wood joists closer than 18" (457 mm), or wood girders closer than 12" (305 mm) to grade shall be shown
		as an approved wood of natural resistance to decay or treated wood.
	5.	Show components of wall construction, including exterior and interior wall finishes, and specify insulation
		R-value.
	6.	Show ceiling construction (size and spacing of joists) and R-value of insulation.
	7.	Show the roof structure, including size and spacing of joists, rafters or pre-manufactured truss spacing, R-
		value of insulation, and insulation baffles.
	8.	Detail roof construction, including sheathing, underlayment, and roofing material.
	9.	Provide a full height section through stairways. Show riser and tread framing materials; riser height; tread
		width; handrail and guard height above tread nosing; and clearance to ceiling above the stairs measured
		from a line drawn at and parallel to tread nosing.
	J. G	eneral Notes
	1.	Hard-wired smoke detectors shall be shown on each floor (including basements), in each sleeping room,
		and at a point centrally located in the corridor or any area giving access to each separate sleeping area.
	2.	Carbon monoxide detectors shall be located in the immediate vicinity of each sleeping room and on each
		floor of the home.
	3.	Show compliance with the ventilation requirements for the attic space.
	4.	Show compliance with the ventilation requirements of the <i>International Mechanical Code</i> (IMC) Section
		1507, as amended by the state.
Addit	ional it	ems may be required by the Building Division after initial review.
I acl	knowled	ge that the above required documents/plans contain all the listed information.
		Initials/date

PLANNING PACKET REQUIREMENTS (not required for interior remodels)

Sub.		
	A.	Site Plan (See Building Packet for requirements)
	В.	Elevation (See Building Packet for requirements)
	c.	Tree Retention Plan (may be included on site plan)
]	<u> </u>	A detailed site plan that identifies the location of all significant trees on the site is required to accompany a tree removal permit, unless waived by Community Development Department staff. The tree survey plan shall be drawn to scale and illustrate the location of each tree in relation to all existing and proposed development on the site including, but not limited to, the following information: 1. Property lines (include lot dimensions). 2. Footprint of all existing and proposed structures such as buildings, fences, driveways, utilities etc. 3. Location of all existing and proposed public and private roads. 4. All paved areas. 5. Location of all proposed landscape areas. 6. Location of all riparian areas and riparian buffers, shorelines, and critical areas including wetlands, wetland buffers, habitat areas, etc 7. The precise location of each significant tree. Each tree on the survey shall be numbered for identification purposes. A significant tree is: (a) A Garry Oak tree, also known as Oregon White Oak that is 6 inches in diameter or greater, at 4 ½ feet above ground (forestry standard). (b) Any tree other than a Garry oak that is 9 inches in diameter or greater at 4 ½ feet above ground. (c) Any tree, regardless of its diameter, that is determined by the Community Development Director to be significant due to the uniqueness of the species or provision of important wildlife

8. Any small trees that do not meet the definition of a significant tree shall be shown if they are to be used for credit towards replacement tree requirements.

9. A dashed line 20-feet from the property boundaries shall be drawn to clearly identify perimeter trees from interior trees.

10. A table similar to the example shown below shall be provided that includes information for each of the trees illustrated on the plan. The table, which may be provided in a separate document from the tree survey plan, shall include the following information:

(a) The common name of each tree (i.e. fir, spruce, maple, alder, etc.)

(b) The caliper size (diameter) of each tree at 4 ½ feet above ground (forestry standard) (c) The tree condition (good, fair, poor, etc). An arborist report may be required for trees noted to be in poor or dangerous condition. (d) Whether the tree is to be removed or retained.

Additional items may be required by the Planning Division after initial review

I acknowledge that the above required documents/plans contain all the listed information.

PUBLIC WORKS ENGINEERING PACKET REQUIREMENTS (not required for interior remodels)

Sub.		
	A.	Site Plan (See Building Packet for requirements)
	В.	Drainage and Erosion Control Plan
		1. North arrow.
		2. Show the size, location, setbacks, and use of existing and new buildings and additions.
		3. Show existing and proposed site topography in two-foot contours.
		4. Show the location of utilities (water, septic, gas, etc.) and their connection to buildings or additions.
		5. Show adjacent right(s)-of-way, width, and street name(s).
		6. Provide a list of existing impervious area(s) in square feet, including structures, concrete, gravel, etc.
		7. Indicate total lot size in square feet.
		8. Provide the new impervious area in square feet.
		9. Show existing street improvements (sidewalk, curb, gutter, edge of roadway, curb-cuts for driveways, etc.) along the property frontage(s).
		10. Show proposed Temporary Erosion and Sedimentation Control (TESC) measures. (Best Management Practices shall apply.)
		11. Use directional arrows to show surface drainage.
		12. Show grading and clearing limits; indicate approximate cut and fill quantities of site earthwork.
		13. Show proposed flow control method for roof, driveway, and any other proposed impervious surface.
		14. Show location of all existing and proposed drainage easements and drainage facilities (catchbasins, ditches, swales, culvert, detention ponds, etc.) on the property.
		15. Provide details for flow control facilities or Best Management Practices (BMPs).
		16. Provide sizing calculations for flow control facilities or BMPs.
Addit	iona	al items may be required by Public Works Engineering after initial review

I acknowledge that the above required documents/plans contain all the listed information.

Initials/date

Initials/date

FIRE DEPARTMENT PACKET REQUIREMENTS

Sub.	
	A. Site Plan (See Building Packet for requirements)
	B. Floor Plan (See Building Packet for requirements)
	C. Certificate of Water Availability
	D. Water System Hydraulic Model (fire flow) report
Additi	onal items may be required by West Pierce Fire & Rescue after initial review

I acknowledge that the above required documents/plans contain all the listed information.

____ Initials/date

STAFF USE ONLY

File #	
Intake by:	
Date:	



Residential Building Permit Application

Community Development
6000 Main St. SW ☐ Lakewood, WA 98499
Phone (253) 512-2261 ☐ permits@cityoflakewood.us

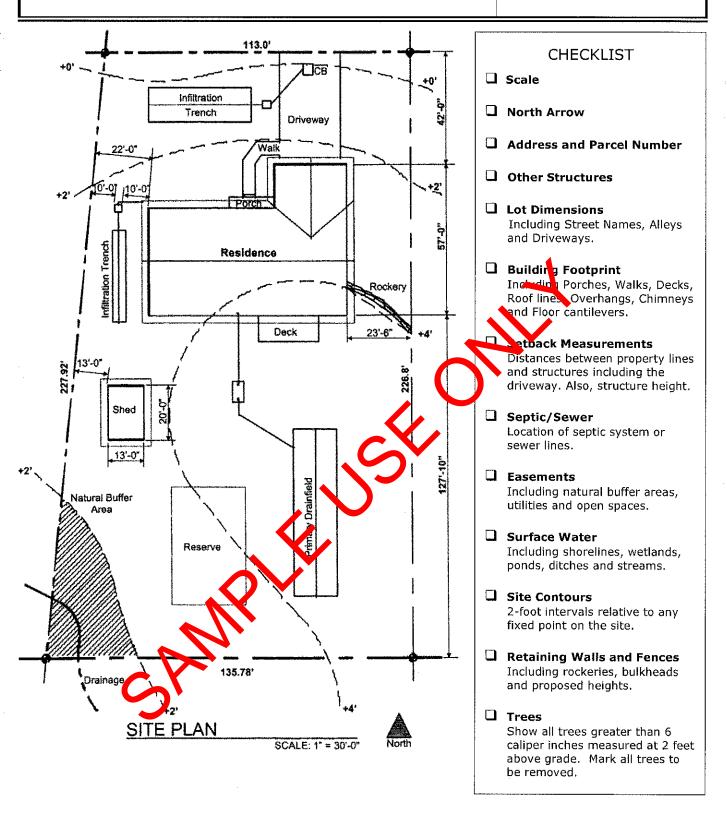
Office use only:
Permit #:
Date rec'd:

Please refer to the residential permit checklist for additional submittal requirements.

FILL OUT ALL AREAS – IF NOT APPLICABLE, PLEASE ENTER N/A

PROJECT ADDRESS:			Parcel #:				
APPLICANT:		Phone:					
Address (City, State, Zip):			E-Mail Address:				
OWNER:			Phone:				
Address (City, State, Zip):			E-Mail Address:				
LENDING AGENCY:			Phone:				
Address (City, State, Zip):	E-Mail Address:						
Address (City, State, Zip): CONTRACTOR*: Phone: Address (City, State, Zip): License #: Exp. Date: *Contractor must have a valid City of Lakewood business license prior to doing work in the City							
Address (City, State, Zip):							
*Contractor must have a valid City of Lak	ewood business license prior t	to doing work in the					
PROJECT DESCRIPTION:							
During the plan review process,			sary, the value of construction will be updated.				
1 St Floor (sq. ft.)	Garage:		Customers Valuation:				
2 nd Floor:	Carport:De						
3 rd Floor:	Retaining Wall (linear ft.)		Property is served by: Sewer Septic				
Basement:	Total Building Height		Power Company:				
ZONING DISTRICT:	IS	THIS A FUTURE	ADULT FAMILY HOME?: Tyes No				
	Please outline # o	of fixtures below					
PLUMBING		I ,	MECHANICAL				
` ',	_ clothes washer		100,000 btu heat pump				
	laundry drains	furnace >					
	_ hose bibs	gas hot w					
lavatories (bath sink)	_ hot water tank (elec.)	range/sto					
dishwasher	_ other	oven (sep	•				
		thermosta	at(s) gas piping outlets				
		other					
I hereby certify that the information provided	d is correct and that the construc	tion on the above de	scribed property, the occupancy, and use will be in				
	tions of the State of Washington		funicipal Code. I agree to hold harmless the City of				
,		□ Owner	Agent 🔲 Specify				
Print Name:							
Signature:			Date:				

SAMPLE SITE PLAN



BACKFLOW PERMITS

PERMIT INFORMATION

A LAKEWOOD WATER DISTRICT/CROSS CONNECTION CONTROL PROGRAM/WATER USE QUESTIONAIRE MUST BE FILLED OUT AT THE TIME OF THE BUILDING PERMIT APPLICATION IN ORDER TO DETERMINE EXTENT OF BACKFLOW PREVENTION THAT MY BE REQUIRED, COMMERCIAL OR RESIDENTIAL.

ALL NEW COMMERCIAL CONSTRUCTION WILL REQUIRE PREMISE ISOLATION AT THE WATER METER OR PRIOR TO THE FIRST CONNECTION AT A MINIMUM.

A PERMIT WILL BE REQUIRED FOR EVERY BACKFLOW INSTALLATION, RELOCATION OR REPLACEMENT. WATER SERVICE MAY BE DISCONTINUED OR DENIED UNTIL ALL BACKFLOW PREVENTION REQUIREMENTS ARE MET.

PERMITS WILL ONLY BE AVAILABLE AT THE LAKEWOOD WATER DISTRICT OFFICE AT 11900 GRAVELLY LAKE DR SW, LAKEWOOD WA 98499. PHONE 253-588-4423.

IF A JOB IS IN PROGRESS <u>WITHOUT</u> A PERMIT, WE WILL GIVE A MAXIMUM FORTY-EIGHT (48) HOURS TO OBTAIN THE PERMIT OR A STOP WORK ORDER WILL BE ISSUED.

PERMITS ARE \$65.00 FOR THE FIRST AND SECOND BACKFLOW PREVENTION ASSEMBLY, AND \$32.50 FOR EACH ADDITIONAL ASSEMBLY. NO LIMIT ON THE QUANTITY.

COMPLETION OF THE PERMIT PROCESS REQUIRES THE FOLLOWING STEPS.

- IT IS THE CUSTOMER'S RESPONSIBILITY TO HAVE ALL BACKFLOW PREVENTION ASSEMBLIES TESTED UPON INSTALLATION, RELOCATION OR REPLACEMENT. ONLY A WASHINGTON STATE DEPT. OF HEALTH CERTIFIED BACKFLOW ASSEMBLY TESTER (B.A.T.) IS QUALIFIED TO PERFORM THIS TEST. LAKEWOOD WATER DISTRICT CAN ASSIST IN FINDING QUALIFIED TESTERS.
- 2. AFTER TESTING IS COMPLETED AND A COPY OF A PASSING TEST REPORT IS AVAILABLE, CALL 253-588-4423 AND REQUEST AN INSPECTION FOR YOUR PERMIT. TO REQUEST AN INSPECTION, YOU WILL NEED THE PERMIT NUMBER AND ADDRESS TO SCHEDULE A MUTUALLY CONVENIENT TIME FOR THE INSPECTION. YOU MUST HAVE THE COMPLETED TEST REPORT AVAILABLE AT THE TIME OF INSPECTION.
- 3. ALL ASSEMBLIES ARE TO BE INSPECTED BY LAKEWOOD WATER DISTRICT TO ENSURE THAT THE PROPER ASSEMBLIES ARE CORRECTLY INSTALLED.
- 4. AFTER THE INSPECTION IS COMPLETED AND THE TEST HAS PASSED, THE PERMIT WILL BE SIGNED BY THE INSPECTOR AND A COPY WILL BE FORWARDED TO THE CUSTOMER DIRECTLY OR WILL BE MAILED TO YOU IF UNAVAILABLE.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT LAKEWOOD WATER DISTRICT AT 253-588-4423.



LAKEWOOD WATER DISTRICT CROSS CONNECTION CONTROL PROGRAM WATER USE QUESTIONAIRE

To be completed by the applicant and returned with building permit application for each structure and/or irrigation/fire system where water service is requested from the District, commercial or residential.

Applicant/Project Name:	, Phone:	Email:		
Property Address:	City:	State:	Zip:	
Mailing Address:	City:	State:	Zip:	,
Building Height (feet):	# of Floors Aboveground:	Rooftop Ele	vation:	

Will the premise have or use any of the following items? Please mark ("X") the appropriate column for each numbered item. If not sure an item will be used, the backflow prevention requirement will be enforced as if it were, in fact, used. List other items not in the list below that may require backflow prevention on the back of this form.

	YES	NO	NOT SURE			YES	NO	NOT SURE
1 Air compressors				25	Fire sprinkler systems			
2 Air conditioning systems				26	Heat exchangers			
3 Aspirators, medical/lab				27	Heap pumps			
4 Autoclaves				28	Hot tubs			
5 Autopsy tables				29	Hydrotherapy baths			
 Auxiliary water supply on the premises 				30	Ice machines			
7 Boiler feed lines	(4)			31	Irrigation systems			
8 Booster or any other type of water pump				32	Industrial fluid systems			
9 Bottle washing equipment				33	Janitor sinks			
10 Car washing equipment				34	Laboratory equipment	:		
11 Chemical feeds for industrial process or equipment				35	Make up tanks			E)
12 Chlorinators				36	Photo developing sinks/tanks			
13 Commercial dishwashers				37	Pump prime lines			
14 Commercial laundry machines				38	Radiator flushing equipment			
15 Computer cooling lines				39	Sewer-connected equipment			1
16 Cooling towers				40 .	Spas			
17 CO2 dispensing equipment	ľ			41	Steam-generating equipment			
18 Degreasing equipment				42	Sterilizers			
19 Dental equipment				43	Stills			
20 Dialysis equipment				44	Swimming pools			
21 Dye vats				45	Trap primers			
22 Etching tanks				46	Used or gray water systems			
23 Fermenting tanks				47	X-ray equipment			
24 Film processors			11		45			

		DISTRICT	USE ONLY			
TO CCC DEPT.			CCCS REVIE	W		
DEVICE REQUIRED: (Circle all that apply)	RPBA	RPDA	DCVA	DCDA	NONE	
BFPA PERMIT #:						

What is a Cross Connection?

A cross connection is a point in a plumbing system where the potable water supply is connected to a non-potable source. Briefly, a cross connection exists whenever the drinking water system is or could be connected to any nonpotable source (plumbing fixture, equipment used in any plumbing system). Pollutants or contaminants can enter the safe drinking water system through uncontrolled cross connections when backflow occurs. Backflow is the unwanted flow of non-potable substances back into the consumer's plumbing system and/or public water system (i.e., drinking water).

There are two types of backflow: backsiphonage and backpressure. Backsiphonage is caused by a negative pressure in the supply line to a facility or plumbing fixture. Backsiphonage may occur during waterline breaks, when repairs are made to the waterlines, when shutting off the water supply, etc. Backpressure can occur when the potable water supply is connected to another system operated at a higher pressure or has the ability to create pressure, etc. Principal causes are booster pumps, pressure vessels, elevated plumbing, etc. Backflow preventers are mechanical devices designed to prevent backflow through cross connections. However, for backflow preventers to protect as designed, they must meet stringent installation requirements. Backflow Prevention, or Cross Connection Control is for protection of water quality and is regulated by WAC 246-240-290 and administrated and enforced by the Lakewood Water District Resolution # B-1287.

Why Be Concerned?

Most water systems in the United States have good sources of water and/or sophisticated treatment plants to convert impure water to meet drinking water standards. Millions of dollars are spent to make the water potable before it enters the distribution system so most water purveyors think that their supplies are not in jeopardy from this point on. Studies have proven this to be wrong. Drinking water systems may become polluted or contaminated in the distribution system through uncontrolled cross connections. Cross connections are installed each day in the United States because people are unaware of the problems they can create. Death, illness, contaminated food products, industrial and chemical products rendered useless are some of the consequences of such connections. As a result, many hours and dollars are lost due to cross connections.

Where are Cross Connections Found?

Cross connections are found in all plumbing systems. It is important that each cross connection be identified and evaluated as to the type of backflow protection required to protect the drinking water supply. Some plumbing fixtures have built-in backflow protection in the form of a physical air gap. However, most cross connections will need to be controlled through the installation of an approved mechanical backflow prevention device or assembly.

Every water system has cross connections. Plumbing codes and State drinking water regulations require cross connections to be controlled by approved methods (physical air gap) or approved mechanical backflow prevention devices or assemblies. The various types of mechanical backflow preventers include: reduced pressure backflow assembly (RPBA), reduced pressure detector assembly (RPDA), double check valve assembly (DCDA), double check detector assembly (DCDA), pressure vacuum breaker assembly (PVBA), spill resistant vacuum breaker assembly (SVBA). Other products such as atmospheric vacuum breaker (AVB) or hose connection vacuum breaker are backflow devices but are not approved, testable, assemblies, and are not accepted by Lakewood Water District.

For a backflow preventer to provide proper protection, it must be approved for backflow protection, designed for the degree of hazard and backflow it is controlling, installed correctly, tested annually by a State certified tester, and repaired as necessary. Some States require mandatory backflow protection on certain facilities where high health hazard-type cross connections are normally found.