

Single Family Remodel Checklist

All projects that require plan review must be submitted electronically. Please visit our website at <https://www.federalwaywa.gov/page/electronic-document-submittal> to request a document upload link and obtain information on how to successfully prepare your application materials for electronic submittal and review. Documents that are incorrectly named or formatted will not be accepted for review.

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 remodel of an existing single family residence.

SUBMITTAL DOCUMENTS

Req.	Sub.	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Building Permit Application form
<input type="checkbox"/>	<input type="checkbox"/>	Single Family Remodel Checklist
<input type="checkbox"/>	<input type="checkbox"/>	Check, cash, or Visa/MasterCard for applicable fees
<input type="checkbox"/>	<input type="checkbox"/>	Complete Set of Drawings

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. Plans to be prepared using only black or blue font (no red).
- ◆ Electronic submittal requirement are found here:

<https://www.federalwaywa.gov/page/electronic-document-submittal>.
- ◆ 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.

DETAILED PLAN REQUIREMENTS

Req.	Sub.	
<input type="checkbox"/>	<input type="checkbox"/>	A. Structural Calculations (if necessitated by structural alterations)
<input type="checkbox"/>	<input type="checkbox"/>	B. Floor Plan
		<ol style="list-style-type: none"> 1. North arrow. 2. Specify project square footage and room dimensions. 3. Specify proposed use of all rooms and spaces, i.e., bedroom, bathroom, closet, pantry, etc. 4. Show window and door locations and sizes. 5. Show location of plumbing, heating, and mechanical fixtures and equipment.
<input type="checkbox"/>	<input type="checkbox"/>	C. Framing Plan
		<ol style="list-style-type: none"> 1. North arrow. 2. Specify the size, species, grade, spacing, and span of all framing members for each floor level. 3. Provide the header sizes over openings. 4. Show beam locations, materials, spacing, and sizes. Show posts under beams. 5. Show floor joist sizes, directions of run, spans, and spacing. 6. Show ceiling joists, floor joists, trusses, and roof rafter sizes, directions of run, spans, and spacing. 7. Clearly show bearing walls 8. Show posts under all beams and specify the size, grade, species, and height. 9. Show all connections that resist seismic forces. Specify the brand and model numbers of all hold-downs and connectors.
<input type="checkbox"/>	<input type="checkbox"/>	D. Building Cross Sections
		<ol style="list-style-type: none"> 1. Detail positive connection between posts and beams to ensure against uplift and lateral displacement. 2. Show components of wall construction, including wall finishes, and specify insulation R-value of exterior walls. 3. Show ceiling construction (size and spacing of joists) and R-value of insulation. 4. Show the roof structure, including size and spacing of joists, rafters or pre-manufactured truss spacing, R-value of insulation, and insulation baffles. 5. 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.
<input type="checkbox"/>	<input type="checkbox"/>	E. General Notes
		<ol style="list-style-type: none"> 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.
Additional items may be required by the Building Division after initial review.		