



**Town of Beaux Arts Village**  
**Building Permit Submittal Checklist**  
**Single Family Residence**  
**New Construction or Significant Remodel**

- Building Permit Application\***
- Geotechnical Report** (2 copies) required for new construction unless waived by the Building Official
- Storm Drainage Report/Hydraulic Calculations** (2 copies), when required
- Structural Calculations** (2 copies)
- 4 complete sets\*\* of drawings including the following:**
  - Topographic Survey**, stamped and signed
  - Site Plan** based on a Topographic Survey (minimum scale 1"=20') including the following information:
    - North arrow and scale
    - All property lines and easements noted with dimensions
    - Location of adjacent WABA property, if applicable
    - Accurate existing and proposed topography at 2 foot maximum contour intervals
    - All setbacks from property lines with dimensions
    - Location of adjacent streets/alleys with street names
    - Location and dimensions of all existing buildings/structures including fences, retaining walls, and rockeries clearly marked whether they will remain or be demolished
    - Location and dimensions of all proposed buildings/structures including fences, retaining walls, and rockeries
    - On-site parking and driveways
    - Improvements in the town right-of-way, including driveways, utilities and landscaping
    - Location of any exterior mechanical equipment
  - Foundation Plan.** Show dimensions, holdowns, crawl space vent size and locations, size and location of crawl space access, and connection details (especially when connecting new foundation to existing).
  - Floor Plans.** Show all dimensions, room names, window sill heights, and window sizes (with egress windows and safety glass clearly labeled). Include north arrow on all plan drawings. Provide area of each floor including area of garage and decks.
  - Structural Framing Plans.** Show all structural details for roof systems, floor systems, and deck framing. Provide complete Structural Notes applicable for this project and specify any required special inspections, if applicable.
  - Cross Sections.** Show at least one full cross section taken at a location which describes the building best at 1/4"=1' scale minimum; at least one dimensioned section of each different foundation condition if not shown elsewhere; and at least one typical wall section fully detailed to show basic construction materials to be used at 1/2"= 1' scale minimum.
  - Elevations.** Show one elevation view for each side of new construction, plus any needed to fully describe additions. Include the location of grade and building height.
  - Erosion Control Plans.** May be incorporated on the Site Plan or in the Stormwater/Utility Plan. Show location of all temporary erosion and sediment control measures.
  - Stormwater/Utility Plan.** Utilities may be included on Site Plan or on a separate Stormwater/Utility Plan. Show stormwater systems, including storm drain lines, catch basins, detention facilities, etc. Clearly show on drawings all existing and proposed utilities such as side sewer, water service, fire

hydrants, etc. Provide catch basin rim elevations and invert elevations of existing and proposed drainage structures.

- **Tree Plan and Arborist's Report.** Trees may be shown either on the Site Plan or on a separate Tree Plan. Must show the location, diameter, species, and extent of the canopy of mature and protected trees on site, including any mature, significant, and landmark trees in adjacent rights of way. Draw an "X" through trees to be removed and note tree protection fencing for trees near construction activities. If removing trees, provide a tree unit inventory report prepared by a qualified professional along with a mitigation plan, where applicable. The Arborist's Report shall address any construction requirements for tree and root management and protection during all phases of site work including activities for installation of utilities, drainage, etc.
- **Energy Code Checklist.** As applicable, complete the following forms on the WSU website at: <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>; refer to the Prescriptive Worksheet, Glazing Schedule, and Heating System Sizing Worksheet. This information may be included entirely on plans. The plans are required to call out U- and R-values of all components, list the energy credits used, show how you are meeting the energy credit requirements, and provide complete notes showing compliance with the energy code.
- **Additional Details** as necessary with all details clearly referenced on the building plans and no notes or details on the plans that are not used for this project. Include complete deck details, stair details, door and window schedules as necessary, etc. Reference all applicable codes on the drawings and provide complete notes and details to show code conformance.
- **Zoning Information.** May be included on Site Plan or other building plans as needed. Show compliance with all the requirements for the Zoning Code in accordance with BAVMC 18.10, including but not limited to the following:
  - Provide basement floor area calculations
  - Show existing and final grade
  - Identify building height (both from existing and final grade)
  - Identify the location of any decks or structures over 30" in height
  - Show all setbacks
  - Indicate lot area and lot coverage (maximum 35 percent)
  - Indicate gross floor area ratio (GFAR) of the building lot (maximum 35 percent)
- **Resubmittal Requirements**
  - Do not resubmit until you have had an initial review by the Building, Tree, Zoning, and Stormwater reviewers either by comment letter or email.
  - Resubmit 4 copies of any revised drawings.
  - Resubmit 3 copies of response letters for each comment letter you receive.
  - Resubmit 2 copies of any geotechnical reports, structural calculations, storm drainage report/hydraulic calculations, or other correspondence.

\* Before submitting for permit, verify that you have had a Pre-Application Meeting with staff.

\*\* For electronic submittals, see separate Electronic Review Requirements form for instructions.