



Residential Construction Site Plans and Building Plans

GENERAL INFORMATION

Building and land use permits require the submittal of many different types of information before they can be processed and approved. Following a pre-application conference or an informal presentation about a project, the Town of Yacolt provides a list of required submittals that is unique to each project. Before the Town will begin to process a permit application, a complete application containing all required submittals must be filed with the Town Clerk.

Many project permits require detailed information about your construction plans and the impact of the development on the property and surrounding area. This pamphlet provides a general list of the information you must provide if your project triggers the need for construction drawings or a site plan.

Once you have filed your application package, the Town will tell you if it is complete, or what information is still needed. The Town cannot process your application until it is complete. If some requirements are found to be unnecessary for your specific application, the Town may waive them. Once the Town determines that an application is complete, we may still ask for additional information which could lengthen the application process.

MINIMUM DRAWING REQUIREMENTS

- ◆ **You must submit one (1) paper set and one (1) digital set of the required plans.**
- ◆ 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.
- ◆ Architectural plans must be drawn to scale ($\frac{1}{4}''$ or $\frac{1}{8}'' = 1'$), 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 shall be drawn in indelible blue or black ink. Plan sheets that are cut and pasted, taped, drawn in pencil or non-approved ink color, or altered by any means will not be accepted for plan review.
- ◆ 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.
- ◆ Each set of paper plans shall be firmly bound on one edge and rolled individually, (not folded).

BUILDING PACKET REQUIREMENTS

Req.	Sub.	
<input type="checkbox"/>	<input type="checkbox"/>	A. Structural Calculations, when required (including one original “wet-stamped” copy)
<input type="checkbox"/>	<input type="checkbox"/>	B. Washington State Energy Code Compliance Forms
<input type="checkbox"/>	<input type="checkbox"/>	C. Cover Page
		<ol style="list-style-type: none"> 1. Project Name. 2. Project Address and Parcel Number. 3. Applicant’s Name. 4. Property Owner’s Name. 5. Project Contact Information, (Name, Address, Phone Number(s), E-mail address). 6. Date.
<input type="checkbox"/>	<input type="checkbox"/>	D. Site Plan
		<ol style="list-style-type: none"> 1. North arrow, scale, date, and vicinity map. 2. Basic data (type of structure, square footage, location). 3. Show property lines and adjacent right(s)-of-way and street name(s), including exact dimensions of the property lines. (It is the responsibility of the property owner to know where their property lines are located or to enlist the services of a professional land surveyor for determination. The Town does not maintain records of property boundaries.) 4. Include all required setbacks (front, rear, sides). Show all easements, deed restrictions and covenants limiting use of the site. 5. Show the width of driveway, describe paving materials and show setbacks from property lines. Include location, dimensions, and specifications of all access points to rights-of-way. 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 connection to buildings. 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. Location of existing and proposed storm drainage systems, with a grading/stormwater management plan and an erosion control plan where applicable. 15. 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. 16. Show the setback lengths to wells and septic system components (including reserve drain field location), if applicable. 15. Show any environmentally critical areas with required buffers and/or setbacks. Critical areas include wetlands, streams, regulated lakes, and geologically hazardous areas. 16. Show proximity of construction to the ordinary high-water mark of any designated shoreline. 17. Show all walls, fences and significant landscaping features. 18. Any and all other features and information relevant to the Application, and other data as may be required by the Town of Yacolt Building and Land Use Departments. Show as much information as possible. Plans should include enough clear information to show conformance with applicable regulations.

<input type="checkbox"/>	<input type="checkbox"/>	<p>E. Foundation Plan, (Required when work impacts the foundation, including, for example, an addition or foundation repair, and some interior remodels.) Design must be based on 2000 psf, unless otherwise specified.)</p>
		<ol style="list-style-type: none"> 1. North arrow. 2. Outline of perimeter foundation, concrete slabs, patios, etc., with dimensions. 3. Location and size of exterior and interior bearing footings/foundations. Specify pier sizes and show thickened footings where posts are supported on exterior footing. 4. Specify the size and spacing of required reinforcing steel. 5. Walls supporting more than 4 feet of unbalanced backfill that do not have permanent lateral support at top & bottom shall be designed by a Washington State licensed professional. 6. Specify thickness of concrete cover over rebar. Specify at least a 3.5" (89 mm) thickness for concrete floor slabs on grade. 7. Show the location, size, embedment, and spacing of anchor bolts and hold-downs. 8. Show the location of the underfloor ventilation. 9. Fills over four feet in height (measured from the bottom of the footing to the top of the wall) require engineering. All drawing pages and calculations must be stamped and signed by a Washington State engineer.
<input type="checkbox"/>	<input type="checkbox"/>	<p>F. Floor Plan</p>
		<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, including specifications, (safety glass, etc.). 5. Show location of plumbing, heating, and mechanical fixtures and equipment. 6. Show location of crawl space access. 7. Show location of attic access.
<input type="checkbox"/>	<input type="checkbox"/>	<p>G. Framing Plan</p>
		<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 and provide nailing schedule(s). <u>All braced wall panels must be clearly indicated on the plans.</u> 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. 10. 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.
<input type="checkbox"/>	<input type="checkbox"/>	<p>H. Elevations</p>
		<ol style="list-style-type: none"> 1. Provide a directional label for each elevation (north/south/east/west). <ol style="list-style-type: none"> a) Specify the height above finish grade to: a) Finished floor; b) Top plate/ceiling; and c) Highest point of the structure. 2. Show existing and finished grade lines. 3. Show height of structure from Average Building Elevation (ABE) to midpoint of highest pitched roof; indicate how the ABE was calculated. 4. Specify all finish materials to be utilized. 5. Show all doors and windows; distinguish between openable and fixed.

<input type="checkbox"/>	<input type="checkbox"/>	I. Building Cross-Sections
		<ol style="list-style-type: none"> 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.
<input type="checkbox"/>	<input type="checkbox"/>	J. 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. 3. Show compliance with the ventilation requirements for the attic space. 4. Show compliance with the ventilation requirements of the International Mechanical Code (IMC) Section 1507, as amended by the state. 5. Show location and specifications for all fire walls. 6. The applicant is required to meet all aspects of building, stormwater, environmental, and land use codes. If additional items are required during preliminary review or during review by plans examiners, the applicant will be notified and the application will be placed on hold until the additional documents are provided.
Additional items may be required after review by building and land use officials.		

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