



**MASON COUNTY
COMMUNITY DEVELOPMENT**

Permit Assistance Center, Building, Planning

<p>BLD</p> <p>_____ - _____</p> <p>RCVD BY:</p>	<p>DATE STAMP</p>
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APPLICANT INFORMATION (please print clearly)

Name of Applicant: _____ Parcel Number _____

Site Address: _____

This checklist must be completed and signed by the owner or owner's authorized agents at time of submittal.

Incomplete applications will NOT be accepted. For a complete application, all items on this checklist shall be submitted, unless waived by Staff.

PERMIT APPLICATION	RECEIVED
Provide a completed and signed (by owner or authorized representative) application and applicable fees are due at submittal.	
Provide a completed plumbing and Mechanical Application	
SITE PLAN	VERIFIED
Provide one (1) copy of proposed site plan. Drawn to scale of either. 1" = 10' or 1" = 20' depending on lot size.	
North Arrow, location and dimensions of all property lines and easements.	
Vicinity map showing location and names of all roads and easements. (public and private)	
Show distances to all structures, septic tanks, drain fields, property lines, top of slopes or cuts and easements.	
Zoning (indicate): Rural Residential: 2.5 5 10 20 Other: Urban Growth Area: Zone:	
Front yard: Direction: Side yard: Direction: Rear yard: Direction: Side yard: Direction:	
All access points, width of access. (easements and driveways).	
Contour lines in twenty (20) foot increments. See Parcel Map Viewer on website	
Building height shown on elevations at all four corners of structure.	
Floodplain boundaries and setback distances. See Plans for additional requirements.	
Wetland or surface water (if any) and any applicable buffers. If yes, a wetland report may need to be submitted.	
Is the site near a Shoreline (stream, creek, lake, saltwater) if yes, please indicate?	
Name of shoreline:	
Shoreline designation:	
Stream type (F, S, Ns, Np):	
Is the proposed site within 300 feet of a slope 15% or greater? If yes, a geological report or assessment may be required.	
Existing/proposed on-site septic system and reserve areas, providing setback to structures.	
Existing/proposed wells (show 100 ft well radius, with distances to structures).	
Existing and proposed stormwater controls (downspouts, dry wells, etc.)	
Exterior storage tanks (propane) and HVAC equipment.	
CONSTRUCTION PLANS	

	LOCATED
Provide three (1) copy of plans (1 full size min. 18"x 24" and 1 small size) and one (1) copy of all specifications and engineering. Plans must be drawn to scale of 1/4" = 1'. All notations and drawings must be clear and legible. All Engineering callouts must be on plans.	
Engineered plans must provide calculations/analysis. Analysis must include the following information: <ul style="list-style-type: none"> • Adopted International Code • Snow load (by location) • Seismic zone (D-2) • Exposure (by location and topography) • Wind speed (85 MPH basic and 110 ultimate w/ 3 second gust) 	
If project is in a flood hazard area, the submittal must include an Elevation Certificate, flood venting compliance and an elevation detail indicating the location of finished floor relative to the Base Flood Elevation or Design Flood Elevation as designated by surveyor or engineer.	
FOUNDATION PLAN	
Plan view of foundation/footings/pads	
Type, size and location of footing (stepped foundation provide detail)	
Elevation view of foundation steps, with final grade	
Cross-sections of footing and foundation (including height of wall).	
Floor joist and spacing (each floor).	
Location of flood venting, size and method of compliance for venting. (when in a flood zone)	
Type and locations of hold-downs and anchors.	
Crawl access location and size.	
Insulation value for foundation (if slab or basement). See Energy Credits for additional requirements, credits must be indicated on the plans.	
If the project is in floodplain provide flood venting compliance including vent locations, vent type, elevation detail for venting location interior and exterior of the crawl space.	
FLOOR PLAN	
Square footage of each floor	
Use of each room	
Attic access (size and location)	
Dimensions of building and rooms.	
Location and type of furnaces, water heaters, smoke detectors, and carbon monoxide detectors. Include location of bollard for appliances located in garage.	
Heat Detector in garage (required in all garages attached, must be hardwired to smoke & carbon)	
Plumbing fixture locations	
Location of doors, windows (include size, egress, tempered and skylights)	
Insulation value in floor. See Energy Credits for additional requirements, must be indicated on the plans.	
Location of ventilation fans and CFM for each.	
Location of whole house fan and CFM (continuous or intermittent)	
Location, side and type of brace wall or shear-wall panels. If structure is engineered, must supply two copies of required analysis (calculations)	
Dimensions and framing details of decks (including joists, beams, posts, ledgers. Plan MUST include size, grade, spacing, length and species or type of material)	
ELEVATIONS AND WALL DETAILS	
Typical and rated walls (garage separation)	
Listing of fire-resistive wall designs (duplex or townhouse)	
Building elevations- all 4 sides Show distance from grade at each corner. If project is in floodplain must provide Elevation detail indicating the location of finished floor relative to the Base Flood Elevation or Design Flood Elevation as designated by surveyor or engineer.	
Exterior wall details when distance between overhangs is less than 5 feet to property line or other structures.	
Insulation value for walls. See Energy Credits for additional requirements, must be indicated on the plans.	
ROOF PLAN	
Layout of roof system	

Label type of roof system, rafters, engineered trusses & spacing	
Headers noted at each location or typical header noted.	
Roof pitch and covering materials	
Sheathing types, dimensions and fastening	
Attic venting (type, location and amount)	
Insulation value for roof (R38 vault and R49 ceiling) See Energy Credits for addition requirements, must be indicated on the plans.	
ENERGY CODE REQUIREMENTS	RECIEVD
Completed Washington State Energy Code form	
Plans must indicate fuel source for furnaces, water heaters and other appliances.	
Manufactures Specifications for each unit or component for HVAC & plumbing	
Compliance to the Washington State Energy Code and required Credits. Construction drawings/plans MUST include all credit information on the plan details such as insulation, ventilation, furnaces, windows etc. Plans must also include the number of credits and which credits are chosen.	PAGE #

I verify all required documents, plans, and specifications associated with this application have been submitted and are accurate.

Signature of owner or authorized agent

Print Name

Date