



THE TOWN OF WOODWAY

23920 113th Place W. Woodway, WA 98020
206.542.4443 · 206.546.9453 fax
<http://www.townofwoodway.com/permits/development.htm>

Project #:

Building Permit #:

Date Received:

BUILDING PERMIT SUBMITTAL CHECKLIST

THE FOLLOWING ITEMS ARE REQUIRED FOR ALL BUILDING PERMITS:

NEW SFR, INTERIOR REMODELS, AND REMODELS INCLUDING EXTERIOR/GROUND WORK

PLEASE NOTE THAT ALL BUILDING PLANS AND PERMIT MATERIALS MUST BE SUBMITTED ELECTRONICALLY.

Please note: Per section 12.04.035 of the Woodway Municipal Code, all electrical power and telecommunication conductors supplying new structures and substantially remodeled structures must be installed underground from the public right-of-way to the residential service connection. Substantially remodeled structures are those structures where a remodel or addition (or combination of both) results in an alteration of the original floor area by fifty percent or more.

- Completed Master Permit application form
- Building permit plan check fees, clearing & grading permit plan check fees, and an engineering review deposit (Building permit fees are separate and will be due when the permit is issued)
- Copy of current Labor & Industries Contractor Registration Card (or sign builder statement on application if you will be acting as your own general contractor)
- Current Town of Woodway Business License (\$50.00/year) for all contractors and subcontractors. This may be submitted at the time of permit issuance.
- Electronic plan sets should be 18" X 24" minimum size. Plans should be scanned at 300 dpi and each sheet should not exceed 2MB. All plan sheets must be combined into one electronic file. Final approved plans must be printed on 18" x 24" minimum paper size and be available on job site for inspector.
- ARCHITECTURAL PLANS
 - Floor Plan including door and window locations (minimum scale 1/4"= 1')
 - Elevations
 - Mechanical appliance layout
 - Plumbing fixture layout
- STRUCTURAL DRAWINGS
 - Lumber dimensions, species, grade, spans, spacing
 - Cross sections
 - Foundation plan including ventilation and steel
 - Floor framing plans
 - Roof framing plans
 - Beams and header size
 - Lateral restraint panels (where required)
- Structural calculations by a licensed engineer (if required by the Building Official)
- For septic systems, provide approval from Snohomish Health District
- Right-of-Way, demolition, mechanical, and plumbing permits from the Town as required
- Sewer and electrical permits from outside agencies as required

THE FOLLOWING ITEMS MAY BE REQUIRED FOR:
NEW SFR AND REMODELS INCLUDING EXTERIOR/GROUND WORK

- A site plan included as part of each complete plan set (18" X 24" minimum size). Please see site plan handout for further specifications and requirements.
 - Environmentally Critical Areas Questionnaire
 - Tree Permit application supplement, as needed. All trees to be removed need to be shown on the site plan.
 - Energy Code Compliance forms. Required for every project that includes additional, conditioned (heated) floor area. Also submit the Heating System Sizing Worksheet if you are changing your heating system or installing a new system. Please see the WSU Extension website for forms and additional information:
<http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>.
 - A Clearing & Grading permit may be required if you meet any of the following criteria:
 - Adding or replacing >2,000 s.f. impervious surface (includes structures, driveways, patios, etc.)
 - You live in the Woodway Highlands neighborhood
 - Your property is within or adjacent to a critical area
- *Please include a copy of your civil site plan with your architectural plan set in addition to the separate set of civil plans that will need to be submitted to the Town engineer for review.
- Erosion and Sediment Control Plan per WMC Chapter 11.02.050. Please include on site plan if space permits.
 - Geotechnical and/or Soils Report - may be required if there are critical areas on your property (wetlands; streams; riparian corridors; lakes, ponds, slopes 15% or greater, etc.)
 - SEPA Checklist, if any of the criteria below apply to your project
 - If you are building a new SFR or constructing an addition on an SFR, SEPA review is not required unless you are working in or near an environmentally critical area or its buffer as defined by WMC 16.10 or the total of the cut and fill material associated with site development is greater than 500 c.y.
 - If you are doing a standalone clearing & grading project or are building a secondary building, SEPA review is not required unless the total of the cut and fill is greater than 500 c.y. OR you are working in a critical area and/or buffer (in which case there is a 0 c.y. threshold).
 - Water Availability Letter - Olympic View Water & Sewer District. Required for new SFR and additions adding >500 s.f.
 - Sewer Availability Letter – Olympic View Water & Sewer District. Required for new SFR only.
 - Approved utility plan (location of water and sewer lines) from Olympic View Water & Sewer as required. This can be included on the site plan.