



# RESIDENTIAL PERMIT CHECKLIST

## Building Services Division

1700 Civic Drive · DuPont, WA 98327

p. (253) 912-5217 f. (253) 964-1455

www.ci.dupont.wa.us

Date Submitted: \_\_\_\_\_

Single Family: \_\_\_\_\_ Duplex: \_\_\_\_\_ Triplex: \_\_\_\_\_ Fourplex: \_\_\_\_\_

Project Address: \_\_\_\_\_ Division: \_\_\_\_\_ Lot Number: \_\_\_\_\_

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### THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WHEN APPLYING FOR A PERMIT

\_\_\_ Completed Building Permit Application

\_\_\_ Energy Code Compliance

\_\_\_ Copy of Contractors State License

\_\_\_ Mechanical Appliance & Fixture Layout

\_\_\_ Copy of DuPont Business License

\_\_\_ Plumbing Fixture Layout

\_\_\_ Plan Review Fee (contact the Building Dept.)

\_\_\_ Copy of Sewer Service Permit

#### **Structural Plans**

(May be incorporated with Architectural)

\_\_\_ **Two (2)** sets of Plans for review  
to include the following:

\_\_\_ Foundation Plan Including Ventilation  
Requirements

#### **Site Plan (2)** (Scale, 1" = 30')

\_\_\_ Lumber Dimensions, Species, Grade, Spans  
and Spacing

\_\_\_ Location of Property Lines

\_\_\_ Cross Sections

\_\_\_ Driveway Location

\_\_\_ Floor Framing

\_\_\_ Location and Square footage of existing and  
proposed building (s)

\_\_\_ Roof Framing Plans

\_\_\_ Total Square footage of the lot

#### **Engineering Calculations** (if required) (Wet Stamp Required)

\_\_\_ Highest and Lowest Elevations

\_\_\_ Foundation Design

\_\_\_ Drainage Plan/Infiltration Design

\_\_\_ Structural Design

\_\_\_ Easement/Utility Locations

\_\_\_ Shear Requirements

\_\_\_ Erosion Control Measures

#### **The Following are Required for Subsequent Permits: (Two Sets of Plans)**

\_\_\_ Fire Sprinkler Plans

#### **Architectural Plans (2)** (Scale, 1/4" = 1')

\_\_\_ Floor Plan including Door and Window Locations

\_\_\_ Building Elevation views

\_\_\_ Stair Details (show dimensions of risers and treads)

\_\_\_ Building Section of typical wall construction  
(showing floor and ceiling construction)

#### **Fees Associated with Permit**

Building Permit Fees

Plan Review Fees (Building, Energy & Fire)

Plumbing Fees

Mechanical Fees

Fire Mitigation (new construction)

Fire Inspections

Fire Suppression