RESIDENTIAL
APPLICATION SUBMITTAL CHECKLIST

THE CITY OF FIRCREST
115 RAMSDELL STREET • FIRCREST, WASHINGTON 98466-6999 • (253) 564-8901 • FAX (253) 566-0762

Please use this checklist to ensure that all necessary information is provided for review of your project.

_____ Complete building permit application
_____ Three (3) accurate fully dimensional plot plans
_____ Three (3) sets of construction drawings (one no larger than 11 x 17)
_____ Two (2) sets of erosion control plan (show construction entrance, silt fence and details)**
_____ Two (2) sets of flow control plan (can be incorporated into erosion control plan)**
_____ Two (2) sets of engineered drawings and calculations (if required)
_____ Completed energy code application
_____ A photocopy of current Washington State Contractor License
_____ Copy of recorded short plan (if applicable)
_____ Copy of landscape plan for front and side yards
_____ Impervious surface calculations for entire lot coverage
_____ A separate permit may be required for a retaining wall.

****contact Fircrest Public Works for requirements– 564-8900**

BUILDING PERMIT APPLICATION

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THIS APPLICATION MUST BE ACCOMPANIED BY THREE SETS OF CONSTRUCTION DRAWINGS (ONE SIZE NO LARGER THAN 11 X 17) THREE SITE PLANS, TWO EROSION CONTROL PLANS, TWO FLOW CONTROL PLANS (ROOF DRAINS, DRYWELL, ETC.) AND AN ENERGY CODE APPLICATION

TYPE OF PERMIT:

☐ Building ☐ Plumbing ☐ Mechanical ☐ Demo ☐ Miscellaneous

Project Address: _____Parcel #:_____

Lot: _____Subdivision: _____

Project Description: _____

_____

OWNER: _____Phone #: _____

Address: _____City:_____St:_____Zip_____

Contact Person: _____Phone #: _____

Building Area (sq. ft.): 1st floor _____ 2nd floor_____ Garage_____

Deck_____ Carport_____ Basement_____

☐ New ☐ Remodel ☐ Addition

PROJECT VALUATION: $_____

Plumbing				Mechanical			
_____	sink	_____	clothes washer	_____	furnace < 100K	_____	air-conditioner
_____	water closet	_____	laundry drains	_____	furnace > 100K	_____	heater
_____	tub/shower	_____	garbage disposal	_____	gas water heater	_____	wood stove
_____	lavatories	_____	dishwasher	_____	range/stove	_____	exhaust fans
_____	water heater	_____	misc_____	_____	oven	_____	vents (not incl. w/appl.)
_____	lawn sprinkler	_____	misc_____	_____	heat pump	_____	misc_____
				_____	gas piping	_____	misc_____

Contractor _____ Phone _____

Address: _____City:_____St:_____Zip_____

License Number_____ Expires_____

I hereby certify that the information provided is correct and that the construction on the above-described property, the occupancy, and use will be in accordance with the laws, rules, and regulations of the State of Washington and the Fircrest Municipal Code.

Signature of Application _____ Date _____

WINDOW SCHEDULE

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WINDOWS (group same size letters on one line)

Brand	Model	U-Value	Quantity	Size	Area (Sq. Ft.)

TOTAL WINDOW AREA _____ (A)

SKYLIGHTS

Brand	Model	U-Value	Quantity	Size	Area (Sq. Ft.)

TOTAL SKYLIGHT AREA_____ (B)

TOTAL GLAZING AREA (add A+B)_____**(C)**

DOORS (from heated space to unheated space)

Brand	Model	U-Value	Quantity	Size	Area (Sq. Ft.)

TOTAL DOOR AREA_____

ENERGY CODE DATA SHEET

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Table 6-1
PRESCRIPTIVE REQUIREMENTS FOR GROUP R OCCUPANCY
CLIMATE ZONE 1
(SIMPLE FORM – UNLIMITED GLAZING OPTION ONLY)

Option	Glazing Area % of Floor	Vertical U-Factor	Overhead U-Factor	Door U-Factor	Ceiling	Vaulted Ceiling	Wall Above Grade	Wall Int. Below Grade	Wall Ext. Below Grade	Floor	Slab on Grade
III	Unlimited Group R-3 & 4 Occupancies Only	0.40	0.58	0.20	R-38	R-30	R-21	R-21	R-10	R-30	R-10

Heat system sizing calculation:

_____ **x** _____**20**_____ **=** _____**btu's**
heated floor area x btu psf = total system output

This project complies with the following:

- The project is a single family residence or duplex
- The project is wood frame OR all of the insulation is interior or exterior of the framing.
- All building components meet the requirements listed in Table 6-1, Option III.
- The project will meet all other provisions of the WSEC and VIAQ.

The project will take advantage of the following exceptions to the prescriptive option:

☐602.6 Exception 1, One door, that is 24 sq. ft. or less, that does not meet the standards is allowed

Location of the door taking this exception _____

☐602.6 Exception 2, Doors with a U-Factor of 0.40 allowed without calculations, Option III only.

Location of the door(s) taking this exception_____

Ventilation and Indoor Air Quality (VIAQ) Compliance (check one)

Ventilation Option*: [ ] **1** [ ] **2** [ ] **3** [ ] **4** Heat Recovery Ventilation System

System Size: _____cfm [ ] Intermittent operation [ ] Continuously operation

*Ventilation options are in the corresponding VIAQ Sections: 303.4.**1**, 303.4.**2**, 303.4.**3** and 3.3.4.**4**. Descriptions of these options are on the following page.

VIAQ Compliance Options:

Option 1 (Section 3.3.4.1)
Intermittent Whole House Ventilation Using Exhaust Fans:
A common whole house ventilation strategy is to combine a source specific and whole house ventilation fan. If possible, choose a bathroom or laundry room with a central location spot fan for the double duty system. To prescriptively size the fan, use VIAQ Table 3-2. Don't add both spot CFM rates and whole house rates together to determine the fan size. Use the larger of the two rates. A dedicated whole house fan may be used, or a remote, central whole house fan. See code text for specific requirements.
This type of ventilation system includes:

- $\leq$ 1.5 sone rated fan
- Automatic and manual controls.
- ½" undercut doors (or other means) for air distribution.
- Proper duct sizing, length and insulation (when outside the conditioned space).
- Outdoor Air Inlets to supply fresh air to habitable spaces. **Exception: Exhaust only ventilation systems do not require outdoor air inlets if the home has a ducted forced air heating system that communicates with all habitable rooms and the interior doors are undercut to a minimum of ½".**

Option 2 (Section 303.4.2)
Intermittent Whole House Ventilation With a Forced Air System:
Where a forced air system is installed, fresh air may be ducted into the system to meet ventilation requirements. An integrated system consists of:

- A fresh air duct, connected to the furnace return plenum, sized per VIAQ Table 3-5.
- A damper (calibrated manual volume, manual volume or automatic flow-regulating device, see code text for additional requirements) allowing the proper amount of outside air to the system.
- A clock timer set to appropriate ventilation periods.

Option 3 (Section 303.4.3)
Intermittent Whole House Ventilation Using a Supply Fan:
This option supplies fresh air to all habitable spaces through the use of a dedicated supply fan. This system can be installed in conjunction with a forced air heating system, or as a stand-alone supply air system. In both cases, duct runs are required to each habitable room.
A ventilation system using a Supply Fan includes:

- A dedicated supply fan.
- A fresh air duct, connected to the furnace supply plenum or a dedicated whole house ventilation duct. Duct shall be sized as per VIAQ Table 3-6. The supply duct must also be equipped with a damper (calibrated manual volume, manual volume or automatic flow-regulating device). See code text for additional requirements.
- A clock timer set to operate only the dedicated supply fan for appropriate ventilation periods.
- A filter located in the fresh air supply duct, fan housing or in the case of connection to the return duct, in the furnace.

Option 4 (Section 303.4.4)
Intermittent Whole House Ventilation Using a Heat Recovery Ventilation System:
Heat recovery systems are exempt from maximum flow rates and sound rating requirements. Either air-to-air heat exchangers or exhaust air heat pumps may be used.
Air-to-air heat exchangers must meet the following requirements:

- Minimum 6" ducts
- Balancing dampers on the inlet and exhaust ducts
- Flow grids installed on both supply and return ducts (for balancing)

The following code provisions, among others, are relevant to the construction of a single-family dwelling in the City of Fircrest. Please take a moment to review this sheet.

Building height means the average vertical distance between the finished grade on each exterior wall and a horizontal plane level with the highest point of the coping of a flat roof, the deck of a mansard roof, or the highest ridge line of a pitched roof. The height of a stepped or terraced building is measured for each segment of the building.

Grade, finished means the finished elevation of the ground level after development, measured at a horizontal distance of five feet from a building foundation wall.

Garage Placement and Width

a. The following standards apply to garages attached to single-family, duplex and multifamily dwelling units:

(1) Projection. A garage with doors which face a front yard shall not project in front of the dwelling unit's facade; provided, that a garage may project in front of the habitable portion of the dwelling unit if a covered porch projects the same or greater distance.

(2) Door Width. Garage doors that face a front yard or a side street side yard shall not exceed 33 percent of the lot width or 18 feet, whichever is less. Individual single bay doors shall not exceed a width of nine feet.

(3) Garage Width. A garage with garage doors that faces a front yard or side street side yard shall not exceed 50 percent of the building line or 24 feet, whichever is greater, unless it is designed to appear as habitable space through the use of residential architectural features (see FMC 22.64.023(b)).

Setback and Yard Determination

All setbacks shall be measured perpendicular to the nearest property line.

Permitted Encroachments into Required Residential Yards.

1) Belt courses, canopies, cornices, eaves, fireplaces, sills, sunshades, and similar architectural features may extend two feet into any yard, provided a minimum three-foot setback is maintained. Overhead projections shall provide at least seven and one-half feet of unobstructed vertical clearance above grade.

2) Bay windows and similar features that increase floor area or enclosed space may extend two feet into any yard, provided a minimum three-foot setback is maintained from the property line. Overhead projections shall provide at least seven and one-half feet of unobstructed vertical clearance above grade. Encroaching bay windows shall not extend horizontally across more than 50 percent of the linear wall surface to which they are affixed. The maximum length of each bay shall be 10 feet and the minimum horizontal separation between bays shall be five feet. Bay windows shall not encroach into yards at any other level than the story on which the window openings or glazing are located, except that ornamental brackets or canopies may be approved through administrative design review.

3) A covered, unenclosed porch of a principal residential structure may encroach up to six feet into a required front yard. An existing legal nonconforming porch and connecting staircase may be reconstructed with an encroachment beyond six feet into a front yard if they generally conform to the original design and footprint.

4) Uncovered patios, decks, stairs and landings may encroach into required yards based on their height above finished grade or floor level

5) Landscaping: Single-Family Infill Lots – Applicability and Intent. The intent is to ensure that newly developed single-family infill lots are landscaped so that yards visible from the abutting street(s) will have a finished appearance and will not have the appearance of a construction site after the building has been completed and finalized by the city. At a minimum, a finished appearance shall consist of turf with foundation plantings and/or perimeter plantings.

22.62.009 Retention and protection of significant trees.

(a) Definition. Significant trees are healthy evergreen trees with a minimum caliper of 12 inches and healthy deciduous trees with a minimum caliper of 6 inches.

(b) Retention/Maintenance/Removal of Significant Trees. Significant trees that are located on vacant or underutilized property shall be retained on-site, properly maintained and, if necessary, removed, subject to the provisions of this chapter. For new development, site improvements shall be designed and constructed to retain existing significant trees to the extent practicable. Significant trees that do not interfere with the proposed development shall be retained. Consideration shall be given to relocating significant trees that cannot be retained within a proposed development area. Relocation is required only if the survival of the tree considered for relocation is reasonably certain. Significant trees identified for relocation or removal shall be approved by the director. The removal of hazardous or dead trees is exempt from the requirements of this section unless the trees are providing a wildlife benefit within a regulated critical area, critical area buffer, or other environmentally sensitive area or designated open space.

(c) Significant Tree Protection. All development within the city, including clearing and grading activities, shall provide appropriate measures to protect significant trees. During clearing and construction activities, all significant trees identified for retention or relocation shall be surrounded by a protective fence located at the drip line of each tree for the duration of the construction. There shall be no clearing or construction related activities, including storage, within the area protected by the fence. For development subject to the landscaping requirements of this chapter, no impervious surface shall be installed within the drip line of a significant tree identified for retention unless a professional landscape architect or arborist determines that the long-term health of the tree will not be significantly harmed. For the purpose of this chapter, a drip line is defined as a perimeter formed by the points farthest away from the trunk of a tree where precipitation falling from the branches of that tree lands on the ground.

(d) Landscaping Credit for Significant Tree Retention. All development subject to the landscaping requirements of this chapter shall be given landscaping credit for retaining significant trees on site. The level of credit shall be determined by the director on a case-by-case basis, taking into account the level of screening or buffering, or the extent of canopy coverage, provided by the trees to be retained.

(e) Tree Replacement. Each significant tree removed shall be replaced with trees of a type similar tothe tree being removed, unless the applicant requests an alternative type of tree (e.g., deciduous instead of evergreen) and the director determines that the alternative tree will provide a comparable or greater benefit to the community. The replacement ratio for the removal of significant trees that are not exempt from this chapter shall be as follows:

MINIMUM TREE REPLACEMENT RATIO

Significant Tree	Replacement Plantings
Evergreen tree: caliper 12-24 inches	1 ten-foot tall tree or 2 trees between 6 and 10 feet tall
Evergreen tree: caliper > 24 inches	2 ten-foot tall trees or 4 trees between 6 and 10 feet tall
Deciduous tree: caliper 6-9 inches	3 two-inch caliper trees, minimum 6 feet tall
Deciduous tree: caliper 10-14 inches	5 two-inch caliper trees, minimum 6 feet tall
Deciduous tree: caliper 15-19 inches	7 two-inch caliper trees, minimum 6 feet tall
Deciduous tree: caliper 20+ inches	9 two-inch caliper trees, minimum 6 feet tall

If the tree replacement requirement results in an excess of the minimum number of trees required elsewhere in this chapter, the additional trees may be placed off-site upon the approval of the director. The director may accept the additional trees or payment in lieu of the additional trees for tree plantings on public property. Upon acceptance, the director shall attempt to locate the trees on a public site that is as close to the donor property as practicable.

SAMPLE SITE PLAN CHECKLIST

Checklist

- ☐ Scale
- ☐ North Arrow
- ☐ Address & Parcel Number
- ☐ Other Structures
- ☐ Lot Dimensions including street names, alleys & driveways
- ☐ Building Footprint Including porches, walks, decks, roof lines overhangs, chimneys & floor cantilevers
- ☐ Setback Measurements Distances between property lines and structures including the driveway, include the structure height
- ☐ Easements Including natural buffer areas, utilities and open spaces
- ☐ Site Contours 2-foot intervals relative to any fixed point on the site
- ☐ Retaining walls & fences Including rockeries, bulkheads and proposed heights
- ☐ Roof Drainage System See flow control
- ☐ Footing Drain Detail
- ☐ Impervious Surface Calcs Provide calculations of entire lot and all lot coverages
- ☐ Connection point of sewer line