



**THE CITY OF FIRCREST**

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

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## RESIDENTIAL APPLICATION SUBMITTAL CHECKLIST

**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 site plans (Show us what and where)
- \_\_\_\_\_ Three (3) sets of construction drawings (one no larger than 11 x 17)
- \_\_\_\_\_ Two (2) sets of erosion control plan and flow control plan (more information and examples)
- \_\_\_\_\_ Two (2) sets of engineered drawings and calculations
- \_\_\_\_\_ Completed energy code application – use this link for prescriptive worksheet  
*(see <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx> for useful information and forms.)*
- \_\_\_\_\_ A photocopy of current Washington State Contractor License
- \_\_\_\_\_ Impervious surface calculations for entire lot coverage
- \_\_\_\_\_ A separate permit may be required for a retaining wall.
- \_\_\_\_\_ Before cutting any trees a tree survey should be provided to ensure significant trees are retained when possible and trees are replaced when required. see FMC 22.62.009
- \_\_\_\_\_ Landscape plan pursuant to FMC 22.62.004(1) as follows:  
  
*newly developed single-family infill lots must be 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.*

**Contact the Planning/Building Department at (253) 564-8901 for additional code requirements, i.e., garage projection, garage width, garage door width, retention and protection of significant trees, etc.**



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**RESIDENTIAL BUILDING PERMIT APPLICATION**

- New  Addition
- Remodel  Other

**PROJECT ADDRESS**

Parcel Number

**PROJECT VALUATION:**

**APPLICANT**

Phone

Email address

Address (Street, City, State, Zip)

**PROPERTY OWNER**

Phone

Email address

Address (Street, City, State, Zip)

**CONTRACTOR**

Phone

Email address

Address (Street, City, State, Zip)

Contractor License #

Exp Date

UBI#

Has a Current Fircrest Business License

Are you intending to sell this house within 1 year \_\_\_Yes \_\_\_No

**PROJECT DESCRIPTION**

**PROPOSED CONSTRUCTION SQUARE FOOTAGE**

1 <sup>st</sup> floor:	Garage/Carport:	Is the house sprinkled? ___Yes ___No
2 <sup>nd</sup> floor:	Covered deck/Patio:	
Basement:	Uncovered deck:	Is the property served by: ___Sewer ___Septic
# Bedrooms:	# Bathrooms:	
Lot Size(sf):	Total structure lot coverage (sf):	Total impervious surface coverage (sf):

**FOR REMODELS/ADDITIONS ONLY**

PLUMBING (number of proposed fixtures)		MECHANICAL (number of proposed appliances)	
___ sink (kitchen/utility)	___ clothes washer	___ furnace <100K	___ air conditioner
___ water closet (toilet)	___ laundry drains	___ furnace >100K	___ heater
___ tub/shower	___ hose bib	___ range/stove	___ fireplace
___ water heater	___ expansion tank	___ oven	___ exhaust fans
___ lavatories (bath sink)	___ dishwasher	___ heat pump	___ vents (not incl. w/appliances)
___ miscellaneous	___ garbage disposal	___ gas piping	___ miscellaneous

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.

Print Name: \_\_\_\_\_  Owner  Agent/Other (specify)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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. See specific zoning regulations for height limits.

**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**

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)).

### **Driveway Width**

Driveways for single-family detached dwellings shall not exceed 20 feet in width unless the director approves an alternative design which uses a permeable surface such as interlocking paving blocks or other porous pavement which minimizes impervious surface. In no case shall the driveway exceed 20 feet within the public right-of-way or exceed the minimum width necessary to provide reasonable access to the dwelling. No more than one driveway is permitted to provide access to a single-family detached dwelling.

### **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

**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

## SAMPLE SITE PLAN CHECKLIST

