



THE CITY OF FIRCREST

Planning and Building Department

115 RAMSDELL STREET • FIRCREST WA 98466-6999 • 253-564-8902 • [www.cityoffircrest.net](http://www.cityoffircrest.net)

**ACCESSORY BUILDING  
(garages, sheds, etc.)  
CONSTRUCTION APPLICATION SUBMITTAL CHECKLIST**

For structures...

|  |  |
|--|--|
| 0 to 200 square feet   | No building permit required; Still must meet setback, height, and other zoning standards |
| Greater than 200 sf to 600 sf or 10% of lot area (whichever is less) | Building permit required; Must meet setback, height, and other zoning standards          |
| Greater than 600 sf to 1000 sf                                       | building permit and an administrative use permit   |

See [FMC 22.58.003](#) for code standards for accessory structures

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

- One **complete** building permit application
- Two accurate fully dimensional site plans (see example attached)
  - Show us what is being built and where
  - Show other buildings on property
  - Include construction erosion plan – how are you keeping dirt from going on neighboring properties or onto the street during construction? Will there be silt fencing?
  - Show how you are keeping any rain runoff from going to neighbor’s property? How are you setting up your gutters?
- Two sets of construction drawings
- One digital copy of plans – please email to [permits@cityoffircrest.net](mailto:permits@cityoffircrest.net)
- Two sets of engineered drawings and calculations, if necessary

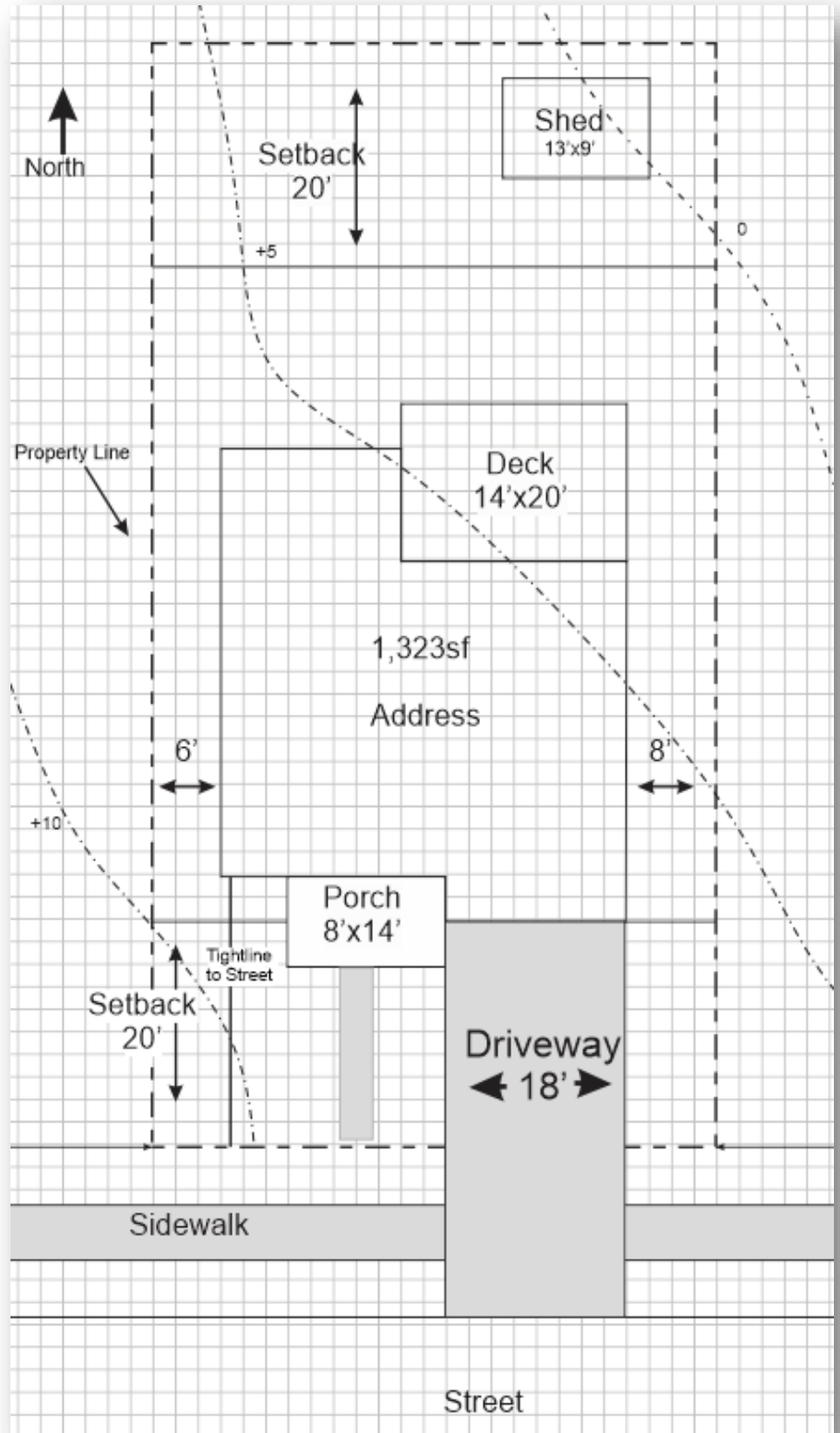
# SAMPLE SITE PLAN

A site plan is a drawing that shows the boundaries and other important details to determine if the location of the proposed structure meets the code. Smaller projects may not require all of the details.

To assist, the City can provide an aerial photo of your property in .pdf or .jpeg format upon request. Or visit the Pierce County Public GIS: <https://matterhornwab.co.pierce.wa.us/publicgis/>

## Please include:

- Address and/or Parcel Number
- Building, porch, deck Footprint
- Existing Structures
- Retaining walls, fences, etc.
- Lot Dimensions
- North Arrow
- Contours
- Easements
- Setbacks



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**ACCESSORY STRUCTURE  
 BUILDING PERMIT  
 APPLICATION**

**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

**PROJECT DESCRIPTION**

**PROJECT DETAILS**

*Total square footage*

of proposed accessory building:

of any existing accessory buildings:

Are you planning on heating any of the space?

Yes

No

If yes, please include energy review packet

**PLUMBING** list proposed fixtures  
 (sinks, washer, water heater, toilets, etc.)

**MECHANICAL** list proposed appliances  
 (exhaust fans, heat pump, furnace, gas piping, etc.)

Total fixtures:

Total appliances:

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: \_\_\_\_\_