



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)

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## RESIDENTIAL ADDITION APPLICATION SUBMITTAL CHECKLIST

**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 (Show us what and where)
- Two sets of construction drawings
- One digital copy of plans – may email to [permits@cityoffircrest.net](mailto:permits@cityoffircrest.net)
- Two sets of erosion control plan and flow control plan (may be combined with site plan)
- Two 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 separate permit may be required for a retaining wall.

**For further information or questions, contact the Planning/Building Department at  
[permits@cityoffircrest.net](mailto:permits@cityoffircrest.net) or (253) 564-8902**

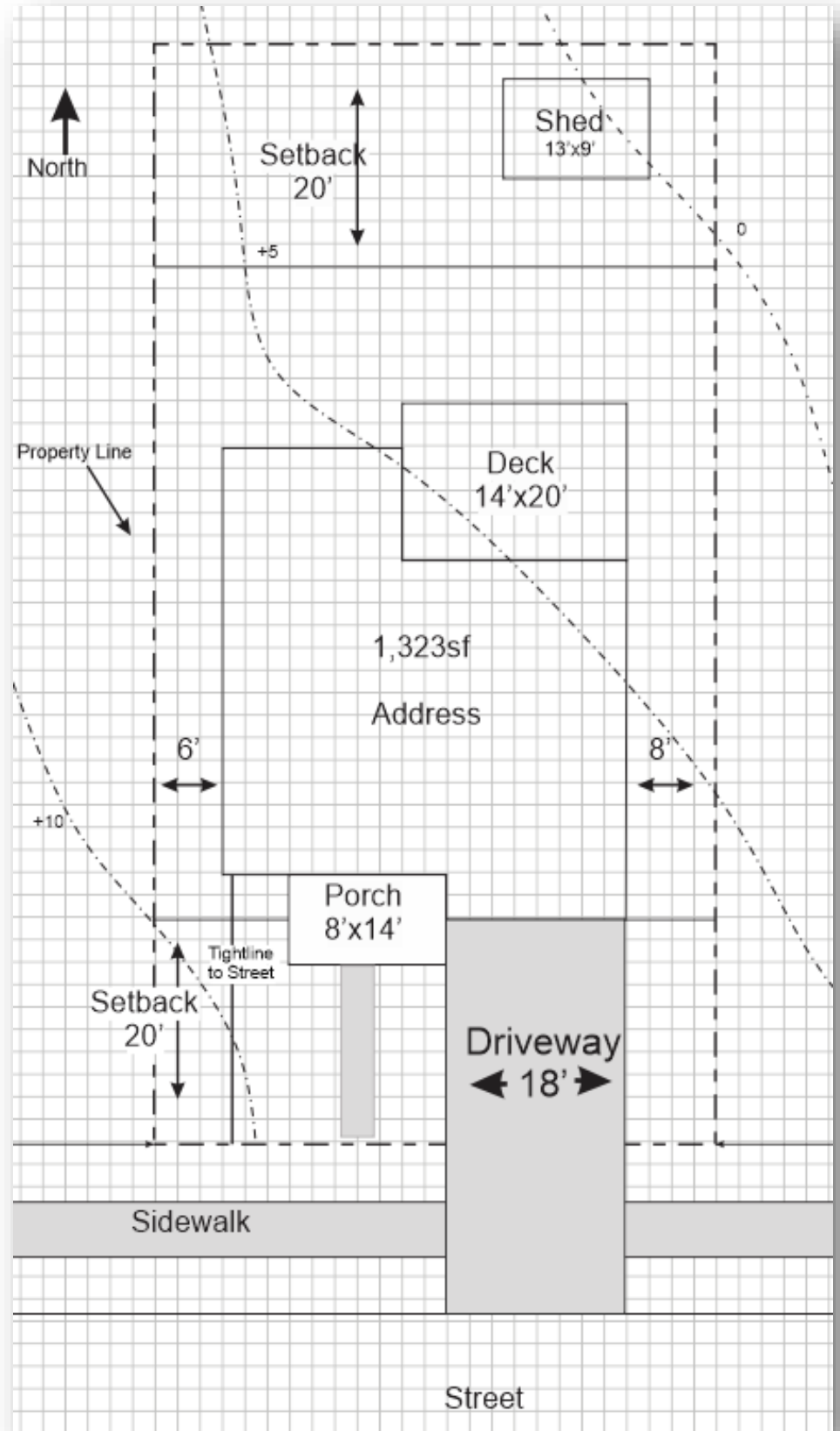
## SAMPLE SITE PLAN

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. Some 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





**THE CITY OF FIRCREST**

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

**RESIDENTIAL BUILDING PERMIT APPLICATION**

Addition  Remodel

**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** (If homeowner, additional form required)

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**

**PROJECT DETAILS**

Remodel Area (sf):

Total square footage of house:

Is the house sprinkled?

Addition Area (sf):

Garage/Carport:

Yes No

# Bedrooms Added:

Covered deck/Patio:

Is the property served by:

# Bathrooms Added:

Uncovered deck:

Sewer Septic

Lot Size(sf):

Total structure lot coverage (sf):

Total impervious surface coverage (sf):

**FOR REMODELS/ADDITIONS ONLY**

**PLUMBING** list proposed fixtures

**MECHANICAL** list proposed appliances

(Sinks, washer, water heater, toilets, dishwasher)

(exhaust fans, air conditioner, heat pump, furnace, gas piping)

**TOTAL:**

**TOTAL:**

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: \_\_\_\_\_