



Planning and Building Department

115 Ramsdell Street

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[https://www.cityoffircrest.net/governme
nt/planning-and-building-
department/permit-center/](https://www.cityoffircrest.net/governme
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We are now a paperless Permit Department. Electronic Submittal is required for projects that require Plan Review. All required documents can be emailed to permits@cityoffircrest.net.

Single-Family Remodel Checklist

Use this checklist to help gather all the required information and documents in order to submit a complete building permit application for a project involving remodel of an existing single-family residence.

Please note: incomplete applications will not be accepted.

Project Name _____

GENERAL SUBMITTAL REQUIREMENTS

Req.	Sub.	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Building Permit Application form
<input type="checkbox"/>	<input type="checkbox"/>	Single-Family Remodel Checklist
<input type="checkbox"/>	<input type="checkbox"/>	Payment of Applicable Fees

MINIMUM DRAWING REQUIREMENTS

Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed, and shall demonstrate how the proposed work conforms to the provisions of adopted codes and ordinances. Each plan sheet should be titled and dated (subsequent revisions shall be dated as well) and each drawing therein should be labeled. Plans to be prepared using only black or blue font.

- ◆ Drawings and construction documents prepared by a Washington State design professional, whether required to be or not, must be stamped and signed by the preparer.

DETAILED PLAN REQUIREMENTS

Req.	Sub	
<input type="checkbox"/>	<input type="checkbox"/>	A. Structural Calculations
<input type="checkbox"/>	<input type="checkbox"/>	E. Floor Plan
		<ol style="list-style-type: none"> 1. North arrow. 2. Specify project square footage and room dimensions. Label any new square footage as "New" 3. Specify proposed use of all rooms and spaces, i.e., bedroom, bathroom, closet, pantry, etc. 4. Show window and door locations and sizes. 5. Show location of plumbing, heating, and mechanical fixtures and equipment. 6. Show location of crawl space access. 7. Show location of attic access.
<input type="checkbox"/>	<input type="checkbox"/>	F. Framing Plan
		<ol style="list-style-type: none"> 8. North arrow. 9. Specify the size, species, grade, spacing, and span of all framing members for each floor level. 10. Provide the header sizes over openings. 11. Show beam locations, materials, spacing, and sizes. Show posts under beams. 12. Show floor joist sizes, directions of run, spans, and spacing. 13. Show ceiling joists, floor joists, trusses, and roof rafter sizes, directions of run, spans, and spacing. 14. Clearly show bearing walls and provide nailing schedule(s). All braced wall panels must be clearly indicated on the plans. 15. Show posts under all beams and specify the size, grade, species, and height. 16. Show all connections that resist seismic forces. Specify the brand and model numbers of all hold-downs and connectors. 17. Indicate location of all braced wall panels on the plans. Designs that do not meet prescriptive requirements must be designed and stamped by a Washington State Registered Professional Engineer. Engineer's calculations are required on the specifications and drawing pages. 18. Engineer. Engineer's calculations are required on the specifications and drawing pages.
<input type="checkbox"/>	<input type="checkbox"/>	G. Building Cross Sections
		<ol style="list-style-type: none"> 19. Provide complete foundation sections and details that show the minimum foundation sizes. Show backfill to top of interior footings. 20. Specify mudsill material (cedar or pressure treated). 21. Detail positive connection between posts and beams to ensure against uplift and lateral displacement. 22. Wood joists closer than 18" (457 mm), or wood girders closer than 12" (305 mm) to grade shall be shown as an approved wood of natural resistance to decay or treated wood. 23. Show components of wall construction, including exterior and interior wall finishes, and specify insulation R-value. 24. Show ceiling construction (size and spacing of joists) and R-value of insulation. 25. Show the roof structure, including size and spacing of joists, rafters or pre-manufactured truss spacing, R-value of insulation, and insulation baffles. 26. Detail roof construction, including sheathing, underlayment, and roofing material. 27. Provide a full height section through stairways. Show riser and tread framing materials; riser height; tread width; handrail and guard height above tread nosing; and clearance to ceiling above the stairs measured from a line drawn at and parallel to tread nosing. 28. above the stairs measured from a line drawn at and parallel to tread nosing.
<input type="checkbox"/>	<input type="checkbox"/>	H. General Notes
		<ol style="list-style-type: none"> 29. Hard-wired smoke detectors shall be shown on each floor (including basements), in each sleeping room, and at a point centrally located in the corridor or any area giving access to each separate sleeping area. 30. Carbon monoxide detectors shall be located in the immediate vicinity of each sleeping room and on each floor of the home. 31. Show compliance with the ventilation requirements for the attic space. 32. Show compliance with the ventilation requirements of the International Mechanical Code (IMC) Section 1507, as amended by the state.