



# Residential Information & Checklist

New Construction, Addition, or Alteration

Form # BFS0003 A  
Revised: 12-31-18

Building & Fire Safety Division - Yakima County Public Services

This Brochure provides information about the permit process, for residential construction of a New home, Addition and Alteration as well as detached residential accessory structures as applicable to your project.

 A permit for new construction of a single family residence generally takes about three weeks depending on the complexity of your project, the information you provide and the reviewing staffs' workload at the time of application.

 ALL review and approvals applicable to your project must be completed before your permit can be issued.

## Typical Application Submittal Requirements

(Will vary dependant upon your proposed project)

Payment of Fees are due at time of application – Plan check fee, RAP, Address, Land Use application fee as applicable.

1. Application for Construction and Narrative.
2. Residential Checklist (attached)
3. Site Plan (See Site Plan Requirements).
4. Plans (2 complete sets) 1 set will be returned to you at time of permit issuance.
5. Zoning Application (if applicable)
6. WSEC Energy Code Compliance Form (completed).

## Additional Yakima County Handouts and Website information that may be of assistance:

- Site Plan Requirements
- Homeowners Guide to the Building Process.
- Washington State Energy Code Information can be found at: <http://www.energy.wsu.edu/>
- <http://www.yakimacounty.us/1406/Forms-and-Information>
- YCWRS Potable Water requirements.
- Accessory Structure Information
- [www.yakimap.com](http://www.yakimap.com) for parcel information

## Typical Review And Approvals Required Before A Permit Can Be Issued

- Septic Clearance approval from Yakima District Health (509 575-4040) OR an Outside Utility Agreement from Sewer Purveyor, as applicable. (Required for new construction, adding additional bedrooms)
- Road Approach and issuance of your address from Yakima County Transportation Division. (If access is from a State Hwy, State Road Approach approval is required).
- Zoning approval – Verification of land use, setbacks from Especially Sensitive Land Uses, and/or Roads and access easements.
- Environmental Zoning review – If placement of the proposed structure is within a Shoreline/Critical Area buffer zone.

- Flood Hazard review if a portion of your parcel is within the Flood Plain or Flood Way.

**Structures 3,600 square feet and over require review by the Yakima County Fire Marshal.**

**Structures over > 4,000 square feet require the plans be stamped by a registered design professional.**

***Upon review of your actual application and site plan, additional comments / reviews may be forthcoming.***

*Electrical permits may be obtained at*

*Washington State Department of Labor and Industries • 15 West Yakima Ave • Yakima 98902 • (509) 454-3760*

# Typical Residential Plan Detail Requirements

<input type="checkbox"/> <b>Plan General Notes</b>	
1. Building Code Reference	4. Grade and species of lumber
2. Plans Drawn to Scale (i.e.: $\frac{1}{4}$ " = 20')	5. Summary of SQ. FT. for each floor / use
3. Wind Design, Snow Load, Seismic	6. WSEC Energy Code Compliance Form
<input type="checkbox"/> <b>Floor Plan (One for each floor)</b>	
7. Room use, and room size	11. Smoke detector locations
8. Plumbing fixtures & locations	12. Occupancy separation (between habitable space, garage, etc.)
9. Mechanical equipment, size & locations	13. Attic access opening, size, & location
10. Window & door sizes & locations	
<input type="checkbox"/> <b>Foundation Plan</b>	
14. Dimension footings and foundation	16. Lateral Brace Panel, size, location, & if applicable alternate brace panel design sheets
15. Independent footings/piers, size, location, spacing	17. Crawlspace ventilation, size and location
<input type="checkbox"/> <b>Floor Plan</b>	
18. Floor joist size, spacing, & span	21. Engineered floor joist layout sheet (including the crawl space access opening) & individual design reports
19. Supporting beam size, spacing & span	
20. Crawlspace access, size and location	
<input type="checkbox"/> <b>Roof / Ceiling Plan</b>	
22. Rafter/Ceiling/Cross Ties, size, spacing, span & layout	24. Roof I-joist layout sheet, individual joist & beam design reports.
23. Truss layout & individual truss engineering sheets.	25. Beam sizes (and associated engineering if applicable)
<input type="checkbox"/> <b>Cross Section</b>	
26. Footing & foundation dimensions with depth below grade	34. Exterior wall coverings
27. Sill plate size & material	35. Floor joists
28. Anchor bolts (diameter, length, spacing)	36. Ceiling joists
29. Stud size and spacing	37. Beams and headers (size & locations)
30. Vapor Barrier within crawlspace	38. Blocking
31. Insulation Type and R-value (floor, walls, ceiling)	39. Roofing material
32. Wall height	40. Roof sheathing
33. Interior wall coverings	41. Attic ventilation, size & locations
	42. Stairways (rise, run, width, handrail height, clearances)
<input type="checkbox"/> <b>Elevations</b>	
43. Front, rear, and sides	46. Roof pitch
44. Siding and roofing	47. Other _____
45. Final grade	

# Residential Checklist

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(Use <a href="http://WWW.YAKIMAP.COM">WWW.YAKIMAP.COM</a> if needed)		Official Use Only:	Case #:
<b>Project Tax Parcel Number:</b> Example: 191319-59484		Date: _____	
		PC: _____	
<b>Property Owner:</b> _____ Job Site Address: _____		Day Phone: _____	
<b>My project is for a:</b> <input type="checkbox"/> <b>New residence</b> <input type="checkbox"/> <b>Addition</b> <input type="checkbox"/> <b>Alteration</b> <input type="checkbox"/> <b>Accessory Structure</b>			

**THIS IS NOT A REVIEW: Incomplete applications are not acceptable.**

- This checklist is to assist you in providing us with the minimum information needed to start plan review for your project.
- Typical information required is listed below (as applicable).
- If your application is incomplete, your project will not be placed on the plan review work list until all applicable items have been submitted.

***Two (2) complete sets of plans and  
 \*Associated engineering (stamped by engineer) are required for plan submittal***

YES	N/A	Submittal Items	Staff Comments
1. <input type="checkbox"/>	<input type="checkbox"/>	Application for Construction and Narrative.	
2. <input type="checkbox"/>	<input type="checkbox"/>	Completed Residential Checklist	
3. <input type="checkbox"/>	<input type="checkbox"/>	Site Plan (See the "Minimum Site Plan Requirements" Handout).	
4. <input type="checkbox"/>	<input type="checkbox"/>	Floor Plan (One for each floor). With square footage calculated separately for each floor and / or use (residence, porch, deck, garage, etc)	
5. <input type="checkbox"/>	<input type="checkbox"/>	(Addition or Alteration) - Existing floor plan and new / proposed floor plan.	
6. <input type="checkbox"/>	<input type="checkbox"/>	Foundation Plan.	
7. <input type="checkbox"/>	<input type="checkbox"/>	Floor Plan – Room uses, location of all plumbing/mechanical equipment.	
8. <input type="checkbox"/>	<input type="checkbox"/>	Floor Framing - -*Manufactured floor system, provide engineering & layout	
9. <input type="checkbox"/>	<input type="checkbox"/>	Typical Cross Section Through Structure, From Roof Through Foundation.	
10. <input type="checkbox"/>	<input type="checkbox"/>	Roof / Ceiling Construction Plan. *Roof Truss Layout & Individual Truss Sheets (must be stamped by engineer).	
11. <input type="checkbox"/>	<input type="checkbox"/>	Elevation Drawing (one for each side of structure).	
12. <input type="checkbox"/>	<input type="checkbox"/>	Residential Energy Code Compliance Form.	
13. <input type="checkbox"/>	<input type="checkbox"/>	Utilities: Sewage (Purveyor or OUA), Potable Water (Purveyor or meet YCWRS requirements)	
14. <input type="checkbox"/>	<input type="checkbox"/>	Zoning / Subdivision Decisions that may be associated with project	

