

RESIDENTIAL BUILDING Checklist



3715 Bridgeport Way W
University Place, WA 98466
PH: (253) 566-5656 FAX: (253) 460-2541

PROJECT ADDRESS: _____ **PERMIT #:** _____

Plans shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed, and conform to the provisions of the adopted International Codes and City ordinances. Plans shall be drawn in indelible ink and **must be stapled**.

Any revisions (or additional information) to the original submittal **MUST** be accompanied by a building revision form. See the chart below for number of copies required for revisions.

Submittal Requirements <i>The number indicates the number of copies for submittal (if applicable). Check marks indicate additional submittal requirements.</i> <i>Items in red are required. Items in black may be required.</i>	NEW SINGLE FAMILY RESIDENCE	ADDITION/ADU	REMODEL (INTERIOR WORK ONLY)	CARPOR/PATIO COVER/GARAGE	RETAINING WALL/ DECK	DEMOLITION	OFFICE USE ONLY
Residential Application	1	1	1	1	1	1	
Site Plan	5	5		4	3		
Reduced Site Plan (11x17 or 8 ½x11)	1	1		1	1	1	
Architectural/Construction Drawings	3	3	3	3	2	2	
Engineered Drawings and Calculations	2	2	2	2	2	2	
Energy Code Compliance (shown on plans)	✓	✓	✓	✓			
Aquifer Title Notification ^A	1						
Verification of Water Availability ^B	1						
Right-of-Way Permit ^C	✓	✓		✓			
Small Project Drainage Review ^D	✓	✓		✓			
Geotechnical Report	1	1		1	1		
Photocopy of Washington State Contractors License ^{E1}	1	1	1	1	1	1	
City Business License (for contractor) ^{E2}	✓	✓	✓	✓	✓	✓	
Pierce County Sewer Capping Permit (for demo only)						1	
Pierce County Sewer Permit ^F	1	1		1			
Health Department Approval of Septic System ^G	1	1	1	1	1		
Fire Suppression Systems (requires separate permits)	✓	✓					
Plan Check Fee (due upon submittal)	✓	✓	✓	✓	✓	✓	

FOOTNOTES:

- ^A Aquifer Title Notification must be completed, notarized, and recorded with the Pierce County Auditor. A copy of the recorded document must be submitted **prior to building permit issuance**.
- ^B For information regarding water availability, contact Tacoma Water at (253) 502-8247.
- ^C Separate Right-of-Way Permits and financial guarantees are required for installation of driveway approach and utilities.
- ^D Small Project Drainage is required if the project creates more than 2,000 square feet of new impervious surface.
- ^{E1} Contractors must be licensed and bonded through the Washington State Department of Labor and Industries.
- ^{E2} All contractors must have a valid City of University Place business license prior to doing work in the City. Contact the Business Licensing Office at (253) 566-5656.
- ^F All Sewer permits must be issued **prior to building permit issuance**. Contact the Pierce County Sewer Department at (253) 798-4050 for more information.
- ^G Health Department Approval of Septic System is required **at time of permit submittal**. Contact the TPCD at (253) 798-6470.

If you have any questions about the requirements for your project, please contact Planning & Development Services at (253) 460-2509.