



Residential Building Permit Submittal Checklist



Project File Number: _____ Accepted By: _____

Project Name: _____ Date: _____

In order for your building permit application to be complete, you must provide the following:

Applicant / Staff Verify

- ___ / ___ **Application Form (signed and dated)**

- ___ / ___ **Detailed site plan (2 reduced site plan – maximum legal size)**
- ___ / ___ (a) Drawn to scale
- ___ / ___ (b) North arrow
- ___ / ___ (c) Show lot dimensions and shape
- ___ / ___ (d) Exact location of building and square footage
- ___ / ___ (e) Property lines
- ___ / ___ (f) Setbacks from structures to property lines (measured at the shortest, most direct distance to the property lines)
- ___ / ___ (g) Show foundation line and eave line
- ___ / ___ (h) Calculations of total impervious surface (including a breakdown on buildings, carport, garage, driveway, decks, patios, walkways, graveled parking areas, etc.)
- ___ / ___ (i) Stormwater Retention - Indicate how building ties into drainage system
- ___ / ___ (j) Erosion Control Measures (including stockpiles)
- ___ / ___ (k) Tax Parcel Number
- ___ / ___ (l) Property Zoning
- ___ / ___ (m) Topography
- ___ / ___ (n) Shade Trees (per LSMC 14.76.124)
- ___ / ___ (o) Nearest hydrant location
- ___ / ___ (p) Easements

- ___ / ___ **Full Size Plans (2 sets, minimum size 11 X 17)**
- ___ / ___ (a) Structural Plans (if not prescriptive)
- ___ / ___ (b) Foundation
- ___ / ___ (c) Floor plan
- ___ / ___ (d) Cross-section sheets
- ___ / ___ (e) Exterior Elevations

- ___ / ___ **Structural Calculations (2 sets, wet stamped if not prescriptive)**

- ___ / ___ **Proof of sewer availability (Lake Stevens Sewer District – 425-334-8588)**

- ___ / ___ **Plan Review Deposit**