

## Residential Construction Permit Requirements

P.O. Box 9, 230 Davidson Avenue  
Woodland, WA 98674  
<http://www.ci.woodland.wa.us>  
(360) 225-7299 / FAX # (360) 225-7336

**All contractors and subcontractors must obtain or possess a current City of Woodland Business License to legally perform work within the city limits.**

### BUILDING PERMIT

A Building Permit is required for every new structure (including fences and sheds) or for any structural modification (additions, alterations, siding, and / or roofing) to an existing structure. Only, the owner owner's agent (show proof), or contractor may apply for a building permit. In order to obtain a Building Permit the following items must be submitted:

**Building Permit Application:** Fill out a building permit to the best of your knowledge. Include the description of the project, square footage of living areas and unoccupied areas, and the fair market value (not including land and existing structures) of the project.

**Construction Plans:** At least two sets of construction plans are required (where applicable). These must be comprehensive and cover all details of proposed construction including, but not limited to: architectural elevations, foundation plans, floor plans, framing plans (floors, walls, and roof), door and window jam details, etc. (plans must be to scale)

**Scale Site Plan:** Site Plans must show existing and proposed features such as buildings, utilities, property lines, trees, and pavement. Alteration, remodeling, and maintenance / repair projects do not require a site plan.

**Contractor's License:** The contractor (if any) must present an original Washington Department of Labor and Industries Contractor's License for photocopying by city staff. A notarized photocopy is an acceptable alternative. Submittal by facsimile is not acceptable. This is required to properly verify that the contractor possesses a valid license. A minimum fee of \$15.00 will be added to the permit fee if the proper proof of license is not submitted.

**Roof Truss Certification:** Submit the original manufacturer's certificate or engineered drawings (with the stamp of Washington registered Civil Engineer affixed) for the roof trusses to be used.

**Energy Code Data:** For new homes or heated additions, show compliance to the 2006 Washington State (Residential) Energy Code. Provide schedules of insulation (R values of each element), windows (including size, quantity, surface area, U-Value, and manufacturer), exterior doors (including type, quantity, U-Value, and manufacturer), and mechanical equipment (type, quantity, and ratings). A completed WSEC Plans Examiner and Inspector Checklist is an acceptable alternative (fill in shaded boxes on front and window / door schedule on reverse).

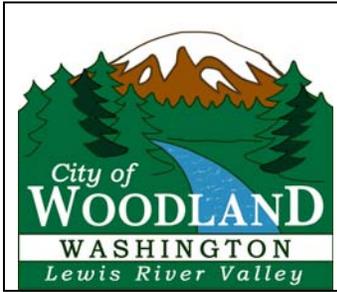
## **PLUMBING / MECHANICAL PERMIT**

Describe Plumbing/Mechanical work to be done under the permit. Only the owner, owner's agent (show proof), or plumbing contractor may apply for a plumbing permit.

**Fixture Schedule:** Submit a complete list of all plumbing fixtures to be installed and a complete list of all mechanical equipment items (including manufacture, make, model, ratings, and specification) to be installed

**Contractor's License:** The contractor (if any) must present an original Washington State Department OF Labor and Industries Contractor's License for photocopying by city staff. A notarized photocopy is an acceptable alternative. Submittal by facsimile is not acceptable. This is required to properly verify that the contractor possesses a valid license. A minimum fee of \$15.00 will be added to the permit fee if proper proof of license is not submitted.

*Note:* Plumbing shall only be done by the property owner, or a Washington State Department of Labor and Industries certified plumber.



## Residential Plan Review Submittal Requirements

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Two (2) complete set of plans which shows specifically what is being built are required and should consist of:

- **Foundation Plan** – shall show code prescriptive lateral requirements or engineering design. The plan shall also show dimensions, anchor bolts, bearing pads and vents. If using a wood floor, show joist, girders, posts, and specify all required connectors and hangers. Indicate interior bearing points and walls. Details shall be provided to adequately show construction per code or engineering.
- **Basement and Retaining Wall** – details shall note and show code requirements. Engineer's calculations shall be provided for retaining walls. Foundation details expected by jurisdiction may be used.
- **Floor Plan** – label use of each room; show dimensions, window sizes, smoke detectors appliance locations, furnaces, water heaters, crawl space access, ventilation fans, plumbing fixtures, decks, balconies and code prescriptive lateral brace panels of engineered design.
- **Wall Bracing** – for code prescriptive lateral or engineered design shall be provided on plans, shown on full size sheets, indication details and locations, load path connections. Engineered design shall also provide calculation and specifications. For prescriptive design, provide appropriate code section and/or table.
- **Floor Framing Plan** – shall be included on plans and identify framing components used manufactured floor system, provide manufacture's layout and specifications.
- **Roof Framing Plan** – shall be included on plans and identify framing components used. Show all beams and headers required. Identify ventilation requirement and how it is being provided. Include interior bearing points or walls. If using engineered trusses, show trusses on roof framing plan and provide manufacture's layout and engineering which shall include required hangers and connectors for all load including vertical uplift.
- **Cross Section and Details** – provide at least two (2) full cross sections (in different directs) through entire building showing framing members, sizes, spaces, headers, joists, sub-flooring, wall construction components and roof components, Indicate location of cross-section on floor plan. Details of walls, floor, roofs, stairs, fireplaces, and foundations shall be on plans.
- **Elevations** – provide all exterior elevations. Elevations shall show actual finish grade (if greater than 2' grade change.) Show steps in foundation walls and retaining walls. Provide drainage plan when required.
- **Energy Code** – requirements shall be show on plans. If using a spray-on foam insulation system for floor, walls and roof, provide a Sunday Report for review during plan review.
- **Sanitary** – show sewer and water line locations from site to street on site plan.