

RESIDENTIAL BUILDING PERMIT

Project Address:	Legal Description (or Tax #):	Office Use Only
	Addition: _____	Permit #BLD _____
Parcel #	Block: _____ Lot(s): _____	Associated permits:
	Zoning: _____	_____
Project Description & Proposed Use:		_____
		FEMA _____

Applications must include a check for the complete Plan Review fee which is based on the project valuation.

Property Owner / Applicant:
 Name: _____
 Address: _____

 Phone: _____
 Email: _____

Contact / Representative:
 Name: _____
 Address: _____

 Phone: _____
 Email: _____

Contractor: Same as Owner
 Name: _____
 Address: _____

 Phone: _____
 Email: _____
 State License # _____ Exp: _____
 City Business License # _____ Exp: _____

What year was the structure built? _____
 If work includes demolition, see page 2.
 Any known wetlands on the property? Yes No
 Any steep slopes (>15%)?: Yes No
 If yes, contact staff

Lender Information:
 Lender information must be provided for projects over \$5,000 in valuation per RCW 19.27.095.
 Name: _____
 Project Valuation: _____

New **Addition*** **Remodel***
 *Requires ORCAA approval prior to permit issuance.

Building Information (square feet):
 1st floor: _____ Garage: _____
 2nd floor: _____ Carport: _____
 3rd floor: _____ Other: _____

Basement

Finished: _____ Unfinished: _____

Decks / Porches

Covered: _____ Uncovered: _____
 Heat Type: Electric Heat Pump Other: _____
 Total #Bedrooms: _____ Total #Bathrooms: _____

Lot coverage and impervious surfaces worksheet is required for all new structures or additions.
 Interior remodels that do not result in any additional lot coverage or impervious surfaces are exempt

The lot coverage and impervious surfaces worksheet is available on-line at <https://cityofpt.us/>
 Worksheet attached **No additional lot coverage**
Parking:
 On-site Parking (if applicable) - Minimum 9' x 19'
 On-Street Parking

I hereby certify that the information provided is correct, that I am either the owner or authorized to act on behalf of the owner and that all activities associated with this permit will be in accordance with State Laws and the Port Townsend Municipal Code.

Print Name: _____

Signature: _____ Date: _____

RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

YOU SHOULD BE AWARE:

- Daylight Plane requirements apply to all new construction and additions. Please refer to the Port Townsend Municipal Code (PTMC) Chapters 17.08 for definitions & 17.16.030 for specific requirements. Show daylight plane on the plans.
- If you are proposing partial or full demolition of a structure that is at least 50 years old, Historic Preservation Committee (HPC) review may be required. Please refer to PTMC Chapter 17.30. Partial demolition includes exterior demolition for additions and remodels.
- The Port Townsend Municipal Code is available at: <http://www.cityofpt.us/municipalcode.htm>

This checklist is for new dwellings, additions, remodels, and garages.

- Residential permit application.
 - Remodels: Provide copy of ORCAA approved Demolition notification if required by ORCAA. www.orcaa.org
*If area disturbed is 48 square feet or more.
 - Washington State Energy & Ventilation Code forms
 - Two (2) sets of plans with North arrow and scaled, no smaller than 1/4" = 1 foot:
 - A site plan showing:
 1. Legal description and parcel number (or tax number),
 2. Property lines and dimensions
 3. Setbacks from all sides of the proposed structure to the property lines in accordance with a pinned boundary line survey
 4. On-site parking and driveway with dimensions
 5. If creating new impervious surfaces, provide details of on-site stormwater facility e.g., size of raingarden, dry-well, curtain drain, etc. Include percolation test results.
 6. Street names and any easements or vacations
 7. Location and diameter of existing trees
 8. Utility lines
 9. If applicable, existing or proposed septic system location
 10. Delineated critical areas boundaries and buffers
 11. Label retaining wall or rockery locations
 - Foundation plan:
 1. Footings and foundation walls
 2. Post and beam sizes and spans
 3. Floor joist size and layout
 4. Holdowns
 5. Foundation venting
 - Floor plan:
 1. Room use and dimensions
 2. Braced wall panel locations
 3. Smoke detector locations
 4. Attic access
 5. Plumbing and mechanical fixtures
 6. Occupancy separation between dwelling and garage (if applicable)
 7. Window, skylight, and door locations, including escape windows and safety glazing
 - Wall section:
 1. Footing size, reinforcement, depth below grade
 2. Foundation wall, height, width, reinforcement, anchor bolts, and washers
 3. Floor joist size and spacing
 4. Wall stud size and spacing
 5. Header size and spans
 6. Wall sheathing, weather resistant barrier, and siding material
 7. Sheet rock and insulation
 8. Rafters, ceiling joists, trusses, with blocking and positive connections
 9. Ceiling height
 10. Roof sheathing, roofing material, roof pitch, attic ventilation
 - Exterior elevations (all four) with existing slope of the land in relation to all proposed structures
 - If architecturally designed, one set of plans must have an original seal
 - If engineered, one set of plans must have one original seal
 - For new dwelling construction, Street & Utility or Minor Improvement application
- _____ I ACKNOWLEDGE THAT ONLY COMPLETE SUBMITTALS WILL BE ACCEPTED FOR REVIEW**

