

# City of Poulsbo

Building Department



## SINGLE FAMILY

Please be advised that authorization is required from the City of Poulsbo's Building Department prior to commencing work that is not consistent with your approved building permit. If for any reason, construction occurs in a manner that is not in accord with plans approved by the City the site will be posted with a Stop Work Order. This order shall remain in effect until revised plans are submitted and subsequently approved by the City of Poulsbo. **During this time no on-site work of any nature will be permitted.** If work continues during the time the stop work is in effect the City may turn the matter over to the Prosecuting Attorney's Office for criminal action or any other available remedy under the law.

\_\_\_\_\_

Dated

\_\_\_\_\_

Signature/Owner/Representative

\_\_\_\_\_

Print Name

\_\_\_\_\_

Dated

\_\_\_\_\_

Signature/Contractor/Representative

\_\_\_\_\_

Print Name

**\*\*\*MUST BE SIGNED AND RETURNED WITH APPLICATION\*\*\***



## SINGLE FAMILY SUBMITTAL REQUIREMENTS

### THE FOLLOWING MUST BE SUBMITTED:

1. Completed City of Poulsbo building permit application form.
2. 2 sets of plans.
3. Initialed and completed checklist.
4. Property tax assessor number is required for submittal

All permits are handled as quickly as possible, however, process time is dependent upon completeness and clarity of submitted plans.

NOTE: State and City Business License is required for all contractor's and subcontractor's performing work within the Poulsbo City Limits, *prior to building permit issuance.*

# City of Poulsbo

Planning Department



## Check Box

## Item

- Site plan requirements
- Foundation/Floor Framing requirements
- Floor Plan
- Framing/Section Plan requirements
- Elevation requirements.
- Site specific foundation plans showing footing and wall size with reinforcement and hold downs, show slopes, steps, cripple walls and finished grade.
- Framing plans for floors, walls, ceiling and roof – plan must show sizes and spacing of structural members
- Sectional views of building showing construction details in two directions
  - For one story buildings a wall section from bearing soil to top of roof, for two story full transverse and longitudinal views including stairs.
- All plans must show brace wall panel details. If not included plans will be returned.
  - Need to show type of construction, i.e. size of panel, nailing pattern, type of materials
- If on septic system need complete Building Site Application. (approved by health district)
- PLOT PLANS (2 SETS) which details:
  - Property lines, and setbacks to scale (1:20 is preferable)
  - Existing structures on the property (showing building separations if there are any)
  - All access, utility, and drainage easements (if any)
- INDICATE TOTAL SQUARE FOOTAGE OF BUILDING FOOTPRINT FOR LOT COVERAGE.
- Permit application for new construction shall also include a completed Washington State Energy Code worksheet.*

All permits are handled as quickly as possible; however, processing time is dependent upon completeness and clarity of submitted plans.

**NOTE: CITY OF POULSBO BUSINESS LICENSE IS REQUIRED FOR ALL CONTRACTOR'S AND SUB-CONTRACTOR'S PERFORMING WORK WITHIN THE POULSBO CITY LIMITS PRIOR TO BUILDING PERMIT ISSUANCE. SUBMITTAL LIST MUST BE FILLED OUT WITH EACH APPLICATION SUBMITTED.**

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## SINGLE FAMILY APPLICATION

PLAT NAME \_\_\_\_\_ DATE \_\_\_\_\_  
APPROVAL DATE \_\_\_\_\_  
PLANNER \_\_\_\_\_ PERMIT # \_\_\_\_\_

ASSESSOR ACCT# \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_

PRESENT MAILING ADDRESS \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_

BUILDER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_ CITY, STATE, ZIP \_\_\_\_\_

CONTRACTOR'S LIC # \_\_\_\_\_ EXP. DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

ESTIMATED CONSTRUCTION VALUE \$ \_\_\_\_\_

Square Footage: MAIN FLOOR (sq. ft) \_\_\_\_\_  
2<sup>ND</sup> FLOOR (sq. ft) \_\_\_\_\_  
BASEMENT (sq. ft) \_\_\_\_\_  
GARAGE (sq. ft) \_\_\_\_\_  
CARPORT (sq. ft) \_\_\_\_\_  
DECK (sq. ft) \_\_\_\_\_

NO. OF BEDROOMS \_\_\_\_\_ NO. OF BATHROOMS \_\_\_\_\_

OWNER/AGENTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OWNER/AGENT PRINTED \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT # \_\_\_\_\_ EMAIL \_\_\_\_\_

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**Please utilize the check list to ensure all pertinent items are included on your plans. Be aware that items required that are missing, may result in a delayed acceptance of your permit application.**

Please review the following IRC requirements

## Site Plan

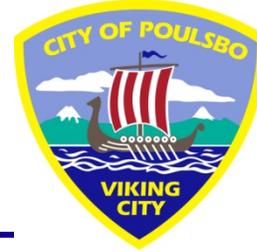
- Paper size-** Max. 24"x36"/ Min. 11"x17" must be readable and to scale.
- Scale** 1:10 or 1:20 (engineering scale).
- Title block-** Include name of preparer, project address, contact number/ email, and page number.
- North arrow**
- Property lines-**Dimension of all property lines from final plat.
- Streets-** Label road surface(s) and show other features of any right of ways; including drainage ditches, rockeries, bridges, culverts, curbs, centerline from survey and edge of pavement.
- Structure(s) footprint-** Show and label location, size and use of all existing and proposed structures; including: decks, exterior stairs, patios and rockeries. Show all roof/ eave projections.
- Setbacks-** Label front, side and rear distances from property lines to structures and private street access easements.
- Easements-** Show dimensions of all public and private easements on the property and access easements on adjacent property, include Auditors File Number.
- Utilities-** Label all existing and proposed utilities serving the home or passing through property.
- Retaining walls and rockeries-** Show top and bottom elevations at both ends at 10 foot intervals, or where a 2-foot change in height occurs.
- Driveway slope-** Identify slope of driveway. Show final floor, garage elevation and street elevation.
- Lot coverage calculations-** Show lot coverage calculation; including all structures over 30" in height; provide both existing and proposed structure square footage.
- Building height calculations-** Show finished elevations around the foundation at evenly spaced intervals no greater than 10' apart. Provide height information in a table on site plan. Identify actual height of the proposed structure on both the site plan and elevation sheet.
- Trees-** Identify all trees to be removed as a result of the project. Include size and species of each tree.
- Impervious surfaces-** Show walkways, parking areas, path surfaces, driveways, sport courts, etc. Identify each one as existing or proposed. For all existing and proposed, include square footage.
- Critical areas-** Identify all critical areas, show dimensions and setback to structures.
- Contour elevations-**Show both existing and proposed contour lines (using different line types) at 2' intervals.
- Erosion control methods-** Indicate the methods of erosion control that are proposed to prevent sedimentation from leaving the site and entering the storm drain system. At a min., include silt fence, catch basin insert, stockpile location and construction entrance. \*5% slope required around structure foundations.

## Foundation Floor Framing

- Title block, scale, north arrow, drawing title, page number.

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- Indicate if using prescriptive methods – If any area does not meet prescriptive requirements, engineering shall be provided.
- Dimensions of the structure.
- Perimeter footing size, reinforcement and depth below grade.
- Independent footing size(s), reinforcement and spacing.
- Stemwall dimensions, reinforcement and spacing.
- Indicate dampproofing/waterproofing method and installation – IRC 406.1 “...foundation walls that retain earth and enclose interior spaces and floors below grade shall be dampproofed from the top of the footing to the finished grade...”
- Sill plate size, type, attachment (anchor bolt size, spacing and washer dimensions).
- For slab on grade (SOG) with thickened footings, indicate footing dimensions and reinforcement.
- Indicate thickness of SOG.
- Detail installation of insulation under SOG for habitable spaces.
- Location of crawl space ventilation and calculations.
- Placement of 6 mil. black plastic vapor barrier throughout crawl space.
- Floor girder sizes and species.
- Floor joist size, species and spacing.
- Post sizes, species and spacing. Indicate method of post attachments.
- Crawl space access location and size.
- Type and floor location of hold-down devices.

### Floor Plan

- Title block, scale, north arrow and drawing title, page number.
- Show dimensions of structure.
- Window locations, dimensions and type. In locations where safety glass is required add “SG” to window type.
- Location of fresh air inlets. (Not required with forced-air systems).
- Indicate location of rescue/ escape windows. **Required in all rooms which are intended to be used for sleeping purposes.**
- Indicate size(s), species and grade of all window headers.
- Label rooms indicating intended use.
- Locations of smoke and carbon monoxide alarms
- Location and type of heating system.
- Location and type of water heater.
- Location and CFM of bathroom fan(s).
- Locations of bathroom fixtures: toilets, tubs, showers, sinks, etc.
- Location of washer and dryer.
- Location of whole house fan
- Show location of 100 CFM kitchen exhaust fan.
- Location of kitchen sinks and major appliances.
- Door locations and dimensions.
- Location of attic access. **Access must be in readily accessible location.**
- Location of stairs and landings, as required.
- If building per prescriptive methods- Location of braced wall lines, braced wall panels, method of bracing used and amount of bracing required. Or, lateral engineering shall be provided.

### Framing/Section Plan

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- Title block, scale, north arrow, drawing title, page number.
- Label rooms where section view is shown.
- Roofing material, underlayment type and sheathing thickness.
- Roof pitch.
- Roof ventilation calculations and methods.
- Rafter blocking.
- Exterior wall height.
- Roof/ceiling framing type and spacing, anchoring method, insulation and ceiling finish.
- Exterior wall framing type and spacing, exterior wall covering, insulation, weather barrier and interior wall covering. \*If walls are required to be fire rated, section shall show installation and materials used to meet minimum rating requirements.
- Floor framing members (joists and girders), interior floor sheathing, and insulation.
- Footing and stemwall.
- Minimum footing depth below finish grade.
- Placement of 6 mil. black plastic throughout crawl space.
- Clearance between bottom of floor girder and underfloor grade level.
- Clearance between bottom of floor joists and underfloor grade level.
- Final grade. **Soils must be sloped away from structure.**
- Siding at least 6" above finished grade.
- Foundation and roof drains.

### Elevations

- Title block, scale and drawing title, page number.
- Full elevation drawings for each side of the structure (label direction).
- Show building height dimension from uphill & downhill points (each side).
- Finished floor level for each floor.
- Maximum site slope.
- Existing grade and finished grade reference @ 5' from structure.
- Roof overhang and chimney clearances from roof.
- Projections: Eave overhangs, exterior balconies, decks and similar architectural features extending beyond floor area.
- Decks: height of guards, spacing of intermediate railing, deck stairs, and height of deck floors from grade.
- Exterior siding material.
- Openings: doors, windows, skylights or other types of operable vents.
- Location of foundation vents.