



RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

City of Airway Heights
1208 S. Lundstrom Street
Airway Heights, WA 99001
Phone (509) 244-5514
Fax (509) 413-1382
www.cawh.org

WHAT IS THIS

The purpose of this checklist is to guide you through the process of obtaining a building permit for a residential structure or accessory structure (garage, re-roof, interior remodel, etc). Information contained below is not intended to be a comprehensive list of information required for obtaining your permit as requirements for specific buildings or uses may vary. It is intended to give you a general outline of the permitting process.

New residential construction in the City of Airway Heights must conform to all adopted city, state, and federal codes, including but not limited to the International Residential, Mechanical and Fire codes, Uniform Plumbing code, the Washington State Energy code, zoning, subdivision, and various other local, state and federal laws.

PERMIT PROCESS

Following submittal of a complete application and deposit, staff will distribute the application to various city departments for review and compliance with adopted city standards. The applicant will be notified of any additional information or changes needed to the project.

Upon completion of the project, in which all necessary inspections have been completed, necessary fees paid, and all permits/approvals have been given, a Certificate of Occupancy will be issued (if applicable) allowing occupancy of the structure.

WHAT INFORMATION IS NEEDED

The following information must be provided. Should any of the following minimum information not be provided, the application may not be accepted nor processed. A complete application includes:

******65% plan review deposit is required for submittal of new single family residential permit applications******

- | | |
|--|---|
| <input type="checkbox"/> Completed <i>Residential Building, Plumbing, and Mechanical Permit Applications</i> | <input type="checkbox"/> Footing Calculations |
| <input type="checkbox"/> Completed <i>Public Works Permit Application</i> (if applicable) | <input type="checkbox"/> Beam Calculations |
| <input type="checkbox"/> Building Plans (see checklist) | <input type="checkbox"/> WSEC Prescriptive Energy Code Worksheets |
| <input type="checkbox"/> Roof Truss Calculations (layout and truss specifications) | <input type="checkbox"/> Mechanical Ventilation Form |
| <input type="checkbox"/> Floor Joist Calculations (layout and joist specifications if engineered) | <input type="checkbox"/> Site Plan (see checklist) |

HOW TO SUBMIT

Please email digital pdf submittals to bldgdept@cawh.org. Cell phone photos and google map site plans will not be accepted.

Submission to include separate pdf files as follows: Conformed plans, permit applications, site plan, and other supporting documentation (if not included on the plans).

Upon submission and acceptance, an invoice will be emailed to the applicant for the plan review deposit. The review process will not initiate until deposit is received. Deposit can be paid by credit card over the phone.

If hard copies of plans or documentation submittal is applicable, please contact the Building Department to schedule.

HOW MUCH WILL IT COST

Fees for building permits are based on a valuation using ICC square footage rates for similar type construction. The actual fees are published by the International Code Council and adopted by City resolution. Fees are based on the use, construction type, and size of the structure. Please contact the Building Department for information on fees for specific projects.

******A 65% plan review deposit is required for submittal of all new single family residential permit applications******

WILL I NEED OTHER PERMITS/APPROVALS

Additional permits and/or approvals may be required prior to the issuance of a building permit. These may include Land Use approvals, Public Works permits, Fire Safety Permits, or other permits as required by outside entities.

WILL MY APPLICATION OR PERMIT EXPIRE

The application for a permit shall be deemed abandoned 180 days after the date of filing, unless such application has been pursued in good faith or permit(s) have been issued. The Building Official/designee is authorized to grant an extension, the extension shall be requested in writing and

justifiable cause demonstrated. Permits will expire if work has not commenced within 180 days after issuance or if work has been abandoned for more than 180 days or a written request for extension has not been approved.

ADDITIONAL INFORMATION

For additional information please contact the City of Airway Heights at the following numbers:

Building Department (509) 244-5514
Planning Department (509) 244-2552
Public Works Department (509) 244-5429
Digital Submittals..... bldgdept@cawh.org

Req Sub

- A. Elevations - FRONT, SIDES, AND REAR (MINIMUM 1/8" SCALE) _____**
1. Show height to peak of roof and wall height including basement.
- B. FOUNDATION PLAN - Crawlspace, Basement, or Slab on Grade (Minimum 1/8" scale) _____**
1. Footing size, location, and depth to finished grade level.
2. Perimeter concrete foundation wall size.
3. Crawlspace ventilation location and calculation.
4. Supporting wood cripple walls or beams.
5. Thickened concrete pads or footing size supporting beams or girder trusses and reinforcement.
6. Horizontal and vertical reinforcement size and spacing.
7. Concrete or masonry unit width.
8. Earth to wood separation distance.
9. Anchor bolt or hold down type, size, and spacing.
- C. FLOOR PLAN - Each Level (finished or unfinished) with dimensions (Minimum 1/8" scale) _____**
1. Floor joist direction, size and spacing.
2. Header, beam, or concrete lintel sizes and types.
3. Brace wall line, bracing panel and portal frame locations, brace panel and portal frame type, and dimensions.
4. Water heater and furnace locations, manufacturer, and model No.
5. Exhaust fan locations and fan cfm.
6. Deck or concrete patio dimensions, location, and if covered.
7. Window and door locations noting dimensions, emergency egress, and safety glazing where applicable.
8. Window well locations and dimensions.
9. Room usage labels.
10. Smoke and carbon monoxide detector locations.
11. Attic and crawl space access locations and dimensions.
12. Sheathing or concrete floor size and insulation.
- D. ROOF PLAN (Minimum 1/8" scale) _____**
1. Slope, roofing material, underlayment, ice barrier protection, and drip edge.
2. Sheathing type and size.
3. Truss or rafter size, spacing, and connections.
4. Engineered truss layout and truss calculations.
5. Rafter and over frame direction, size and spacing.
6. Ridge, eave, and valley lines.
7. Beam and girder size and location.
8. Attic Insulation, air space baffle, and ventilation.
- E. CEILING PLAN (Minimum 1/8" scale) _____**
1. Joist size and spacing.
2. Size and type of ceiling gypsum wallboard.

- F. WALL** (Minimum 1/8" scale) _____
1. Height, top plate, stud size and spacing, sole plate.
 2. Show interior and exterior wall brace lines, bracing type, dimensions, and fastening schedule.
 3. Exterior sheathing size and type.
 4. Siding, exterior house wrap.
 5. Insulation, vapor barrier, and gypsum wallboard.
 6. Brace wall line, bracing panel and portal frame locations, brace panel and portal frame type, dimensions, and nailing schedule (can be provided on a separate sheet).
- G. MISCELLANEOUS CONSTRUCTION DETAILS** (Minimum 1/8" scale) _____
1. Radon system with 6 mil vapor retarder, including pipe layout, location of vertical stack, and electrical connection for future fan.
 2. Deck location with floor plan, side view, and dimensions.
 3. Deck floor joist, direction, size, spacing and connections including lateral bracing.
 4. Deck footings, posts, beams, size, location, and connections.
 5. Stairway tread rise and run, handrail or guard height, spacing, and connections.
- H. Residential Energy** _____
1. WSEC Prescriptive Energy Code Forms. www.energy.wsu.edu
 2. Mechanical Ventilation Form.
- I. Site Plan** _____
1. Minimum 8½" x 11" size paper.
 2. North Arrow.
 3. Engineering Scale 1"=20 ft.
 4. Development name, lot and block number.
 5. Parcel number and site address.
 6. Actual parcel configuration including dimensions.
 7. Adjacent street names.
 8. Actual structural footprint of existing and proposed structures showing eave overhang with dimensions identified, including all impervious surfaces (sidewalks, driveways, concrete patios, etc).
 9. Identify existing and proposed building setbacks from edge of eave overhang to property lines.
 10. Distances (in feet) between existing and proposed primary and accessory structures.
 11. Location and dimensions of utility easements and rights-of-way.
 12. Location of side sewer and potable water connection.
 13. Location and dimension of driveway approach.
 14. Lot square footage <http://cp.spokanecounty.org/scout/SCOUTDashboard/>
 15. Building footprint square footage.
 16. % of lot coverage.

I hereby verify that I have read and examined this checklist and have submitted the information as noted on this checklist. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

APPLICANT SIGNATURE

DATE

PRINTED NAME