

Application Checklist: Single Family Residential Permit – (Custom Home, Duplex or Town Home)

What is a Single-Family Residential Permit (Custom)?

This type of permit allows for the construction of a custom single-family home, duplex, or town home.

Please combine each of the following items into three PDF's and label them "Building Documents", "Site Plan" and "Plans/Engineering".

Minimum Submittal Requirements:

Electronic Documents	Required
FIRST UPLOAD (BUILDING DOCUMENTS):	
❖ Building Application Form	Yes
❖ Fire Flow Worksheet	Yes
❖ Water Letter	Project Dependent
❖ Septic Design and Site Plan	Project Dependent
❖ Sewer Application	Project Dependent
SECOND UPLOAD (SITE PLAN):	
❖ Combination site and abbreviated drainage erosion control plan	Yes
THIRD UPLOAD (PLANS/ENGINEERING):	
❖ Pierce County Energy and WSU Energy Forms	Yes
❖ Structural Calculations	Project Dependent
❖ Architectural Plans and Details	Yes

Required electronic documents must be appropriately named and submitted **in order** as shown above to facilitate processing the electronic submittal.

Please Note:

- All requested documents must be typed or neatly printed in ink.
- All submitted documentation must be electronic (flash/thumb drive or CD) only.