



Tips FOR FASTER RESIDENTIAL BUILDING PERMIT APPLICATION PROCESSING

- Tip** Provide us with...
1. An **accurate Site Plan**, remember to show: easements, property and structure dimensions, and topography/site elevations.
 2. A **complete Residential application form**.
 3. **The entire submittal package** must be provided electronically on a disk or flash drive.

Tip Submit a distinct PDF file for each document, or bundle of documents, for each application. Please avoid re-submitting documents “piecemeal”.


Tip Use this PDF file naming, content, and sequence:

Residential Base Plan	Residential Custom
<p>Building Documents [PDF #1]</p> <ul style="list-style-type: none"> ❖ Base Plan Worksheet ❖ Letter of Authorization ❖ Site Specific Engineering Letter ❖ Fire Flow Worksheet ❖ Water Letter ❖ Septic As-built with Site Plan ❖ Sewer Application ❖ Building Application <p>Site Plan [PDF #2]</p> <ul style="list-style-type: none"> ❖ Combined site/abbreviated drainage erosion control plan 	<p>Building Documents [PDF #1]</p> <ul style="list-style-type: none"> ❖ Letter of Authorization ❖ Fire Flow Worksheet ❖ Water Letter ❖ Septic As-built with Site Plan ❖ Sewer Application ❖ Building Application <p>Site Plan [PDF #2]</p> <ul style="list-style-type: none"> ❖ Combined site/abbreviated drainage erosion control plan <p>Plans/Engineering [PDF #3]</p> <ul style="list-style-type: none"> ❖ Pierce County Energy and WSU Energy Forms ❖ Structural Calculations ❖ Architectural Plans and Detail

Tip Keep PDF files free of editing and printing restrictions.

Tip Use a flash drive or CD for electronic files, any other media will not be accepted.

Tip You must submit 1 but not more than 20 PDF documents. File size is limited to 20MB.

Tip To **RESUBMIT** information...
 Save your document(s) in PDF format and submit Online on your application/permit.
 On your Application, click on the  button and then select ‘Resubmit’