



Residential Building

Application Checklist

Application Checklist*	Single Family or Duplex	Manufactured Home	Garage, Carport, Barn, Deck, Shed or Pier	Relocate Structure	Demolish Structure	Swimming Pool	Retaining Wall
An "X" in the box means this item must be submitted for a complete application							
Residential Building Application	X	X	X	X	X	X	X
Applicant Attestation	X	X	X	X	X	X	X
Site Plan	X	X	X	X	X	X	X
Construction Drawings	X		X	X		X	X
Structural Engineering Calculations–Engineer Stamped	X		X	X		X	X
Proof of Ownership		X					
Washington State Energy Code Worksheets	X		X ¹	X			
Fire Flow Certificate of Water Availability or Fire Flow Credit Checklist	X	X	X	X			
Drinking Water Availability	X	X		X			
These applications or permits and associated fees may also be required:							
Driveway Approach Permit	X	X	X	X			
Site Development Permit	X	X	X	X		X	X
Septic Application or Sewer Permit	X	X	X	X ²	X ²		
Accessory Dwelling Unit (ADU)	X	X					
Temporary Housing Unit for Family		X					

* This application checklist is the Submittal Standard Checklist referenced in [PCC 18.40.020 A, Form and Content](#).

¹ An Energy Information Form is required if any space within the garage is heated

² A capping permit is required for demolition or building relocation

Instructions for the Residential Building Application Checklist

Residential Building Application: Must be filled out completely and signed.

Applicant Attestation: Applicants must confirm they have a legal right to begin the permitting process for the proposed development project. If the applicant is an agent of the property owner, they must submit written permission from the property owner that authorizes them to act on their behalf. **A completed application, signed by the property owner, counts as agent authorization.**

Site Plan: Must be drawn to scale (not less than 1"=20', Engineers scale), show all property corners, existing and proposed structures (show and identify all projections), adjacent roads, driveways, all storage tank locations, all easements, well locations and north arrow. Show 2' contours extending 25' beyond property lines. [Site Plan Resources](#)

Emergency Vehicle Access: EVA is required to be 15' wide when serving one home, 18' wide when serving more than one home. Slopes 12% and greater have additional requirements. If EVA exceeds 150' in length an approved turnaround is required. If the property is on a private road which exceeds 300' in length, a turnaround is required.

Design Standards and Guidelines: Residential construction in the following Community Plan Areas will require design review per Title 18J: [Graham](#), [Gig Harbor](#), [Browns Point/Dash Point](#).

Construction Drawings: Plans must be drawn to scale. The preferred scale is ¼" = 1'. Dimensions must be noted on the plans. A complete set of drawings shall include: Foundation Plan, Framing Plan, Floor Plan, Roof Plan, Building Cross Sections, and Elevations.

Structural Engineering Calculations - Engineer-Stamped: Will be required if the structure does not meet conventional construction standards.

Mobile Home Proof of Ownership: A contract or bill of sale with make, model number, serial number and size.

Washington State Energy Code (WSEC) Worksheets: Complete and submit all applicable [worksheets](#).

Fire Flow Certificate of Water Availability or Fire Flow Credit Checklist: Certificate signed by the water provider for fire flow is required for lots less than an acre in size. Lots over an acre in size can use the fire protection credit checklist.

Health Water Review: Documentation of approved drinking water source must be provided. Water source approval includes drilling and testing of wells.

Driveway Permit: May be required if accessing a public road or right of way.

Site Development Permit: Single family residential submittals will need to meet [Title 17A](#). This may include installing trenches or detention systems. See applicable submittal standard.

Septic or Sewer Permit: Septic applications are reviewed by the [Tacoma Pierce County Health Department](#). Sewer permits can be obtained at the Development Center for projects served by sewer.

Accessory Dwelling Unit: This application is required if you want to add a second dwelling unit to a site. Size is limited to 1,000 square feet in urban zones and 1,250 square feet in rural zones.

Temporary Housing Unit for Family: A permit for a temporary housing unit for family may be issued by the Building Division if the applicant satisfies the criteria set forth in [PCC 18A.38.050 D.2](#) and the temporary housing unit (manufactured home) must bear the HUD 3280 seal.

These applications may be needed prior to approval of your building application.

- **Geotechnical Assessment or Report:** Required if the parcel is located within a Landslide/Erosion Hazard Area, usually when slopes exceed 15%. [PCC Chapter 18E.80](#)
- **Flood Study:** Required whenever development is proposed within flood zones A or B and potholes as identified on the FEMA maps. [PCC Chapter 18E.70](#)
- **Mine Assessment:** Required if the parcel is located within a Mine Hazard Area. [PCC Chapter 18E.100](#)
- **Fish and Wildlife Habitat Review:** Required when the Department's maps, sources, or field investigation indicate that the site for a proposed regulated activity is located within a potential regulated fish or wildlife habitat area. [PCC Chapter 18E.40](#)
- **Wetland Review:** Required if development is proposed within 315' of a mapped wetland or wetland indicator. [PCC Chapter 18E.30](#)