



# RESIDENTIAL BUILDING APPLICATION REQUIREMENTS

<i>FOR OFFICIAL USE ONLY</i>	<i>DATE RECEIVED STAMP / STAFF INITIALS</i>
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**1. Application Submittal Checklist / Information**

All items required at the time of application must be submitted to be deemed a complete application.

**Incomplete applications will not be accepted.**

**\* ALL PLANS AND DOCUMENTS MUST BE LEGIBLE IN ORDER TO BE ACCEPTED.**

<b>REQUIRED AT TIME OF APPLICATION</b>	<b>REVIEW &amp; FEE INFORMATION</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Master Application</li> <li><input type="checkbox"/> Site Plan Meeting / Site Plan Submittal Requirements     Refer to page 5</li> <li><input type="checkbox"/> Impervious Surface Worksheet.     Refer to Page 6</li> <li><input type="checkbox"/> Two Sets of Construction Plans               <ul style="list-style-type: none"> <li>▪ (1) 11" x 17" B Size Hard Copy</li> <li>▪ Thumb drive with all related documents</li> </ul> </li> <li><input type="checkbox"/> **Two 11" x 17" or smaller Stamped Truss Shop Drawings &amp; Layout, if required.</li> <li><input type="checkbox"/> **Two Sets Washington State Energy Code Documents, if required.</li> <li><input type="checkbox"/> **Floor Plan, if remodeling or changing a structure to another use. PLANS MUST BE LEGIBLE.</li> <li><input type="checkbox"/> Certificate of Water Availability, if applicable.</li> <li><input type="checkbox"/> Well Mandate Form and Fee, if applicable.</li> <li><input type="checkbox"/> Application fee, if applicable.</li> </ul> <p>** On thumb drive</p>	<p>There are several departments involved in the City of Rainier building application. Each department will review your proposal to ensure compliance with their regulations.</p> <p><b>Community Planning &amp; Building Department Services</b> Reviews zoning and development regulations, critical areas ordinance (wetlands, streams, creeks, ponds, steep slopes, floodplain, high groundwater, gopher soils, prairie soils, and other protected habitat and species), and shoreline master program.</p> <p><b>Environmental Health Department</b> 1 hour review time Reviews septic and water systems</p> <p><b>Engineering</b> Engineering fees are not included in application fees. All engineering services will be billed to the applicant separately.</p> <p>Planning review fees and building department fees are required to be paid at time of issuance of application. No deposit is required for new applications.</p> <p><b>Building permit application is valid for one year from date of permit issuance.</b></p>

2. **Scope of Work** (select one)

<input type="checkbox"/>	<p><b>New Construction</b></p> <p style="margin-left: 20px;"><input type="checkbox"/> Residential <b>(Complete Section 3A)</b></p> <p style="margin-left: 20px;"><input type="checkbox"/> Accessory Structure <b>(Complete Section 3B)</b></p>
<input type="checkbox"/>	<p><b>Converting Existing Permitted Structure into Accessory Dwelling Unit (ADU)</b></p> <p>Cost of Project \$ _____</p> <p>What structure is being converted: _____ Square footage of ADU: _____</p> <p>Number of Bedrooms in ADU: _____ Square footage of Primary Residence: _____</p> <p>Total number of bedrooms in Primary Residence and ADU: _____</p>
<input type="checkbox"/>	<p><b>Addition</b></p> <p>What structure is being added to: _____ Adding Bedrooms (Y or N): _____</p> <p>Total number of bedrooms: _____ Square footage of addition: _____</p>
<input type="checkbox"/>	<p><b>Remodel</b>      Cost of project \$ _____</p>
<input type="checkbox"/>	<p><b>Interior Remodel</b>      <i>Site plan not required at time of application but may be requested if review by Environmental Health is needed. A review fee will apply.</i></p> <p>Cost of Project \$ _____      Are you adding plumbing fixtures? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<input type="checkbox"/>	<p><b>Interior Remodel Change of Use (e.g., converting garage into living space)</b></p> <p>Cost of Project \$ _____      Square footage of existing space: _____</p>
<input type="checkbox"/>	<p><b>Repair (describe)</b></p>
<input type="checkbox"/>	<p><b>Fence</b>      Height: _____      Length: _____</p>
<input type="checkbox"/>	<p><b>Swimming Pool</b>      Cost of Project \$ _____</p>
<input type="checkbox"/>	<p><b>Foundation Only</b>      Cost of Project \$ _____</p>
<input type="checkbox"/>	<p><b>Renew Expired Building Permit</b></p>
<input type="checkbox"/>	<p><b>Other (describe)</b></p>



**3. Project Type**

(A) Residential (select one)

(B) Accessory Structure (select one)

Select one:

Single Family Residence

Guest House

Accessory Dwelling Unit

**Square Feet**

(A) Basement \_\_\_\_\_

(B) Main floor \_\_\_\_\_

(C) 2<sup>nd</sup> floor \_\_\_\_\_

(D) 3<sup>rd</sup> floor \_\_\_\_\_

**Total Above:** \_\_\_\_\_

Attached Garage: \_\_\_\_\_

Deck/Porches: \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_

Select one: Square Feet

Garage-Wood Frame

(A) Main Floor \_\_\_\_\_

(B) 2<sup>nd</sup> Floor \_\_\_\_\_

(C) Total A+B \_\_\_\_\_

Pole Building \_\_\_\_\_

Metal Building \_\_\_\_\_

Carport/Pole Building \_\_\_\_\_

Deck/Porch \_\_\_\_\_

Pole Barn \_\_\_\_\_

Agricultural Use?  Yes  No

Housing Animals?  Yes  No

Complete section 4 below if plumbing or  
mechanical fixtures are proposed.

**4. Mechanical / Plumbing Fixtures** (Check all that apply)

MECHANICAL	
	No. of Fixtures
Gas Hot Water Heater	_____
Gas Forced Air	_____
Electric Furnace	_____
Heat Pump / Air Conditioner	_____
Gas Piping Connections	_____
Gas Range	_____
Ventilation and Exhaust Fans	_____
Other	_____
<b>FIRE PERMIT</b> <i>(Issued by S.E. Thurston Fire Authority)</i>	
Propane Tank Over 500 Gallons	_____
Residential Fire Sprinklers	_____

PLUMBING	
	No. of Fixtures
Hot Water Tank	_____
<input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC	_____
Toilet	_____
Sink	_____
Bathtub	_____
Shower	_____
Clothes Washer	_____
Laundry Tray	_____
Water Pipe Alteration / Repair	_____
Dishwasher	_____
Other	_____



**5. Contractor(s) Information** – All requested information must be provided

**Contractor / Owner**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Registration #: \_\_\_\_\_ Expires: \_\_\_\_\_

**Architect**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Certification Number and Level: \_\_\_\_\_

**Engineer**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_



# SITE PLAN REQUIREMENTS

## 6. Site Plan Submittal Requirements Checklist

Please use the checklist to ensure all required information is provided on the site plan. Incomplete site plans will not be accepted.

- Site plan shall be legible and drawn to a standard engineer scale (example: 1" = 30' or 1" = 100') on an 11" x 17" or smaller sheet.
- Site plan shall be prepared in black ink. **Colored site plans or aerial photographs are not accepted.**
- All applicable items noted below shall be addressed on the site plan.
- Use two site plans for large parcels that do not fit on an 11" x 17" sheet. One overall site plan showing the entire property and one detail of the area to be developed. See attached example.

**\*Submit all plans and documents on a thumb drive in an electronic format that can be reviewed such as pdf files.**

Applicant

Staff

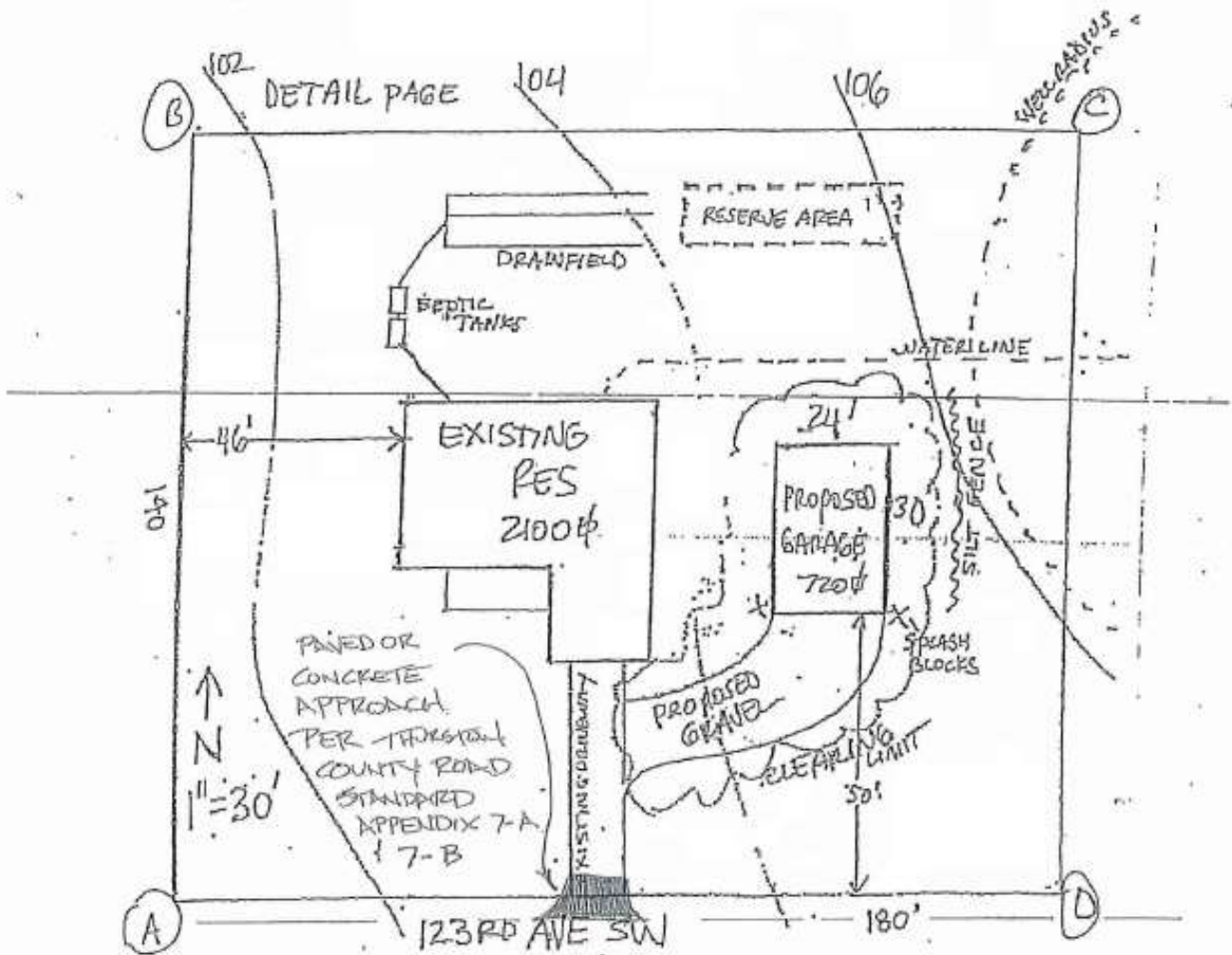
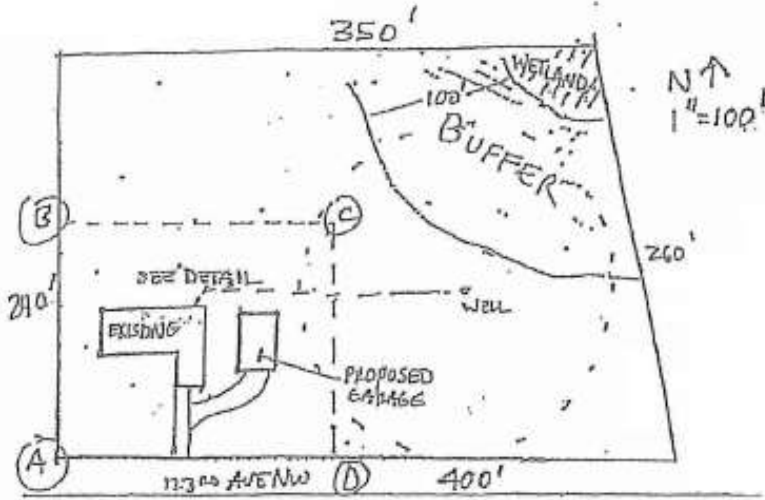
	All property boundaries and dimensions	
	North arrow, site address, tax parcel number and map scale used	
	Size of property	
	Footprint of all existing and proposed structures <i>(Please identify structure type i.e., house, barn, shop, shed, etc.)</i>	
	Existing and proposed driveway locations and easements.	
	Location of all existing and proposed utilities such as septic tanks, drain fields, drain field reserve areas, water lines, sewer lines, wells, and springs.	
	All known or delineated critical areas and buffers (example: wetlands, streams, steep slopes, flood plain, high groundwater).	
	Topographic information for the entire property. Contour information may be provided on a separate sheet. Information may be obtained from Thurston County Geodata Mapping based on available county 2-foot contour maps. A note shall be made on the site plan if the parcel is flat.	
	Areas to be cleared, graded, filled, excavated, or otherwise disturbed.	
	Impervious surface calculations. Use the attached impervious surface worksheet to assist you with your calculations. Submit the worksheet at the time of application or show calculations on the site plan.	
	Vicinity sketch showing property location in relation to major roads and highways.	

### **Storm Water Drainage Plan**

*The site plan shall demonstrate how storm water will be managed on-site. The following shall be depicted on the site plan.*

- Location and type of storm water drainage facility proposed for the project (Example: gutters with down spouts, splash blocks, drywell, infiltration trench, etc.).
- Location and type of erosion/sediment control (example: silt fence, straw wattles, etc.).
- If new or existing driveway is served off a public road, show the new paved or concrete apron per Thurston County Detail, Appendix 7-A and 7-B. See attached.

### EXAMPLE





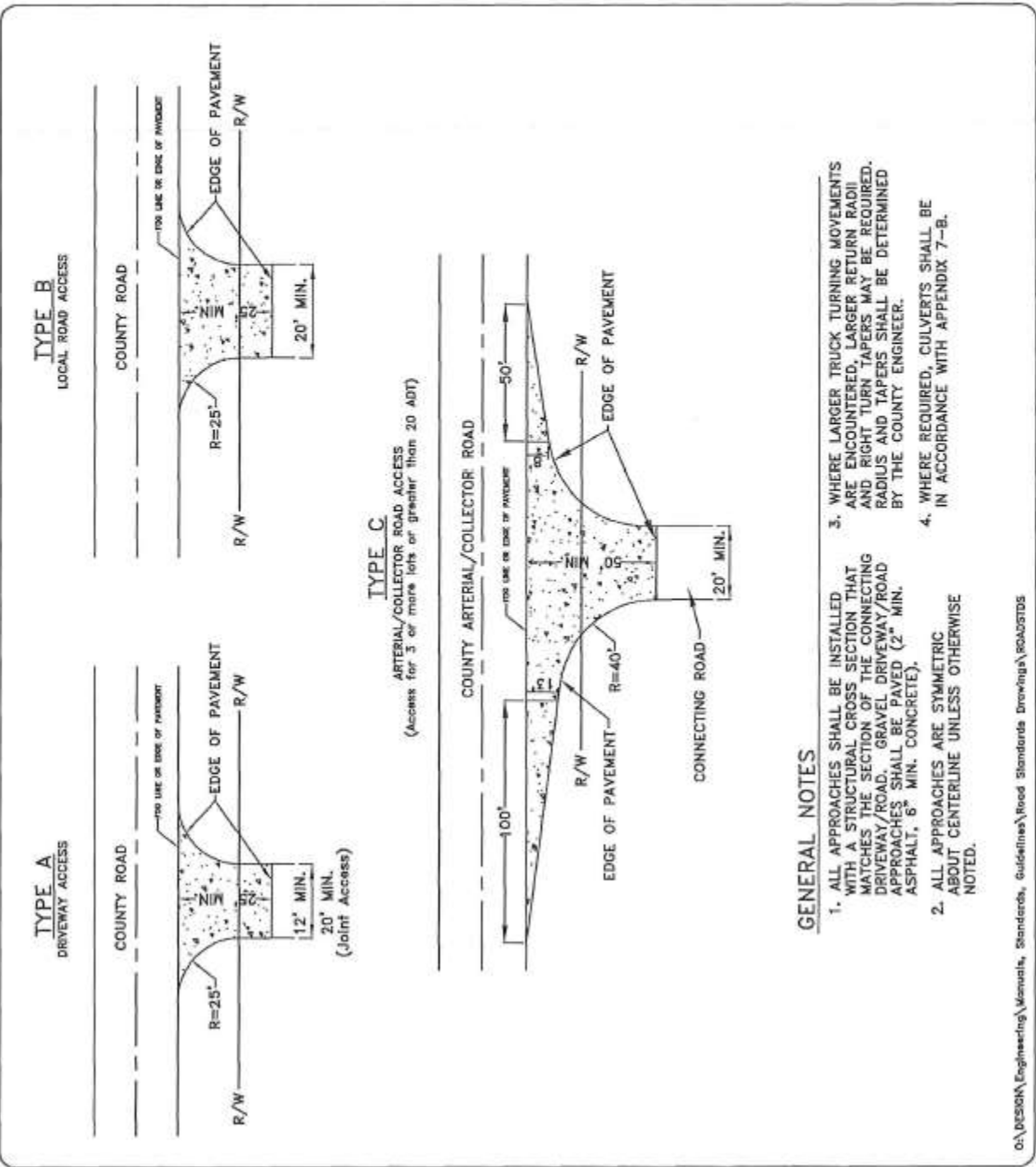
THURSTON COUNTY  
PUBLIC WORKS

DEVELOPMENT  
REVIEW

ROADWAY  
STANDARDS

COUNTY  
ROAD  
ACCESSES

APPENDIX 7 - A



**GENERAL NOTES**

1. ALL APPROACHES SHALL BE INSTALLED WITH A STRUCTURAL CROSS SECTION THAT MATCHES THE SECTION OF THE CONNECTING DRIVEWAY/ROAD. GRAVEL DRIVEWAY/ROAD APPROACHES SHALL BE PAVED (2" MIN. ASPHALT, 6" MIN. CONCRETE).
2. ALL APPROACHES ARE SYMMETRIC ABOUT CENTERLINE UNLESS OTHERWISE NOTED.
3. WHERE LARGER TRUCK TURNING MOVEMENTS ARE ENCOUNTERED, LARGER RETURN RADI AND RIGHT TURN TAPERS MAY BE REQUIRED. RADIUS AND TAPERS SHALL BE DETERMINED BY THE COUNTY ENGINEER.
4. WHERE REQUIRED, CULVERTS SHALL BE IN ACCORDANCE WITH APPENDIX 7-B.

o:\DESIGN\Engineering\Manuals, Standards, Guidelines\Road Standards Drawings\ROADSTD





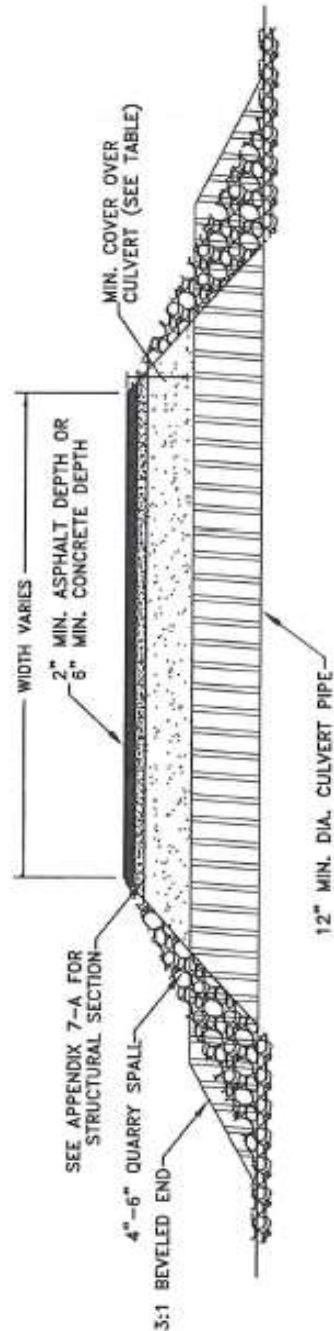
THURSTON COUNTY  
PUBLIC WORKS

DEVELOPMENT  
REVIEW

ROADWAY  
STANDARDS

CULVERTS

APPENDIX 7 - B



	DRIVEWAY MINIMUM COVER	ROADWAY MINIMUM COVER
PVC (PLASTIC)	6"	12"
CONCRETE	6"	12"
CORRUGATED METAL, ALUMINIZED	6"	12"
DUCTILE IRON (STEEL)	2"	10"

**GENERAL NOTES**

1. CULVERT BOTTOM SHALL MATCH EXISTING DITCH/SWALE FLOWLINE. THIS MAY REQUIRE RE-GRADING OF THE DITCH/SWALE.
2. CULVERT SIZE SHALL MATCH THE DIAMETER OF THE CULVERT IMMEDIATELY UPSTREAM OR DOWNSTREAM, WHICHEVER IS LARGER.
3. CULVERT ENDS SHALL BE ARMORED WITH 1' MIN. DEPTH OF 4"-6" QUARRY SPALLS AND EXTEND 6' BEYOND CULVERT ENDS.
4. PREFERRED CULVERT MATERIAL IS PLASTIC, BUT ALTERNATIVE MATERIAL WILL BE CONSIDERED ON A CASE BY CASE BASIS.
5. ZINC COATED METAL PIPE IS NOT AN ALLOWED ALTERNATIVE CULVERT MATERIAL.
6. BEVELED CULVERT ENDS SHALL BE PLASTIC.