



RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

CHECKLIST FOR RESIDENTIAL BUILDING PERMIT APPLICATIONS:

<input type="checkbox"/>	Complete <u>Building Permit Application Form</u>
<input type="checkbox"/>	Proof of Property Ownership OR Signature Authority (if required)
<input type="checkbox"/>	<u>Site and Stormwater Plans</u> – Five (5) sets; along with an electronic copy in .pdf format
<input type="checkbox"/>	<u>Architectural Plans and Specifications</u> (drawn to scale, clearly indicating the full scope of work) – Three (3) sets; provide clear and concise estimate of construction (Two (2) sets of Engineering, if required)
<input type="checkbox"/>	<u>Letter of Sewer Availability</u> (New Services) – from Pierce County Sewer Utility (or if applicable, Lakehaven Utilities)
<input type="checkbox"/>	<u>Certificate of Water Availability & Fire Flow</u> (New Service or at Building Official / Fire Marshall discretion) – from City of Milton
<input type="checkbox"/>	<u>Certificate of Power Availability</u> – from City of Milton
<input type="checkbox"/>	Contractor’s registration card issued by the Department of Labor and Industries (LNI)
<input type="checkbox"/>	Proof Contractor has a City of Milton Business License (go to www.bls.dor.wa.gov/file.aspx to add a City to your State of Washington Master License)
<input type="checkbox"/>	<p>2015 Washington State Energy Code Compliance Worksheets to be submitted:</p> <ul style="list-style-type: none"> • Prescriptive Compliance Form • Glazing Schedule • Heating System Sizing <p>*If utilizing Total UA Approach, provide documentation *Energy Code Worksheets are available at: www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx</p>
<input type="checkbox"/>	<p>Street Work Permit (if applicable), documents required for submittal:</p> <ul style="list-style-type: none"> • Signed Street Work Permit form • Certificate of Insurance (with City of Milton as an Additional Insured) • Performance Bond – \$5000 or 1.25 x cost of job, whichever is greater (Bond must also include Original Signatures, Original Stamp/Embossment and <u>MUST</u> be good for two years) • Traffic Control Plan
<input type="checkbox"/>	Estimate for Street Frontage Improvements (New Construction)
<input type="checkbox"/>	School Impact Fee (New Residence) – contact Julie Ross at Fife School District (5802 20 th St E, Fife, WA 98424) at 253-517-1000 ext. 25112
<input type="checkbox"/>	Traffic Impact Fee (New Residence)
<input type="checkbox"/>	Parks Impact Fee
<input type="checkbox"/>	THIS CHECKLIST IS NOT ALL INCLUSIVE