



RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

The following shall be submitted for all Residential construction:

1. Complete Building Permit Application form
2. Proof of property ownership (if needed)
3. Five (5) sets Site and Stormwater plans, along with an electronic copy in .pdf format.
4. Four (4) sets of Architectural plans and specifications drawn to scale clearly indicating the full scope of work. Provide clear and concise estimate of construction (Two (2) sets of Engineering, if required)
5. Letter of Sewer Availability from Pierce County Sewer Utility, or if applicable Lakehaven Utilities (New Service)
6. Certificate of Water Availability and Fire Flow from the City of Milton (New Service or at Building Official / Fire Marshall discretion)
7. Certificate of Power Availability from the City of Milton
8. Provide a copy of the Contractor's registration card issued by the Department of Labor and Industries (LNI)
9. Provide proof that the Contractor has a City of Milton Business License (the City Business License is an addendum to the State Master Business License - Department of Licensing (DOL) www.dol.wa.gov or 800-451-7985)
10. 2012 Washington State Energy Code Compliance Worksheets to be completed: 1. Prescriptive Compliance Form, 2. Glazing Schedule, and 3. Heating System Sizing. If utilizing Component Performance Approach, provide completed documentation. Energy Code Worksheets are available at www.energy.wsu.edu/BuildingEfficiency/Energycode/2012Energycode
11. Street Work Permit (if applicable)
12. Estimate for Street Frontage Improvement (New Construction) – Only in MX Zone
13. School Impact Fee (New Residence). Fife School District 5802 20th Street E. Fife, WA 98424
Contact: Julie Ross at 253-517-1000 ext. 25112
14. Traffic Impact fee (New Residences)
15. This checklist is not all inclusive.

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