



NEW SINGLE-FAMILY RESIDENTIAL BUILDING CHECKLIST

This checklist has been designed to provide a brief overview of the City’s submittal requirements for all written documentation. For a comprehensive list of requirements, please go to the City of Milton website (www.cityofmilton.net – Building Department).

Applicant*	Qty		Staff
	1	Complete <u>Building Permit Application Form</u>	
	1	Proof of Property Ownership OR Signature Authority <i>(if required)</i>	
	3	<u>Site and Stormwater Plans</u> – Three (3) sets unless otherwise required	
	3	<u>Architectural Plans and Specifications</u> <i>(drawn to scale, clearly indicating the full scope of work)</i> – Three (3) sets; provide clear and concise estimate of construction <i>(Two (2) sets of Engineering, if required)</i>	
	2	<u>Engineered Truss Specifications</u> – include layout sheet & individual truss details	
	1	<u>Electronic copy</u> – full set of plans <i>(Flash drive)</i>	
	1	<u>Pierce County Sewer</u> – Letter of Sewer Availability (or Pre-treatment) from Pierce County Sewer is acceptable at submittal but the Building permit cannot be issued until the City receives a receipt that all Pierce County Sewer fees have been paid <i>(or if applicable, Lakehaven Utilities)</i>	
	1	<u>Certificate of Water Availability & Fire Flow</u> <i>(New Service or at Building Official/ Fire Marshall discretion)</i> – from City of Milton	
	1	<u>Certificate of Power Availability</u> – from City of Milton	
	1	Contractor’s registration card issued by the Department of Labor and Industries (LNI)	
	1	Proof Contractor has a City of Milton Business License <i>(go to www.bls.dor.wa.gov/file.aspx to add a City to your State of Washington Master License)</i>	
	2 – (sets of each)	2015 Washington State Energy Code Compliance Worksheets to be submitted: <ul style="list-style-type: none"> • Window Glazing Schedule • Heat Load Calculations • Energy Credits <i>*If utilizing Total UA Approach, provide documentation</i> <i>*Energy Code Worksheets are available at:</i> www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx	
	1	Street Work Permit <i>(if applicable, check with Building Official)</i>, required documents for submittal: <ul style="list-style-type: none"> • Signed Street Work Permit form • Certificate of Insurance <i>(with City of Milton as an Additional Insured)</i> • Performance Bond – \$5000 or 1.25 x cost of job, whichever is greater <i>(Bond must include Original Signatures, Original Stamp/Embossment and <u>MUST</u> be good for two years)</i> • Traffic Control Plan 	
		Estimate (or In Lieu) on Street Frontage Improvements – Contact City Engineer	
		School Impact Fee – contact Aimee Cazalet (acazalet@fifeschools.com) at Fife School District (5802 20th St E, Fife) – (253) 517-1000 ext. 25112) **Copy of receipt due before permit issued	
		Traffic Impact Fee (see City website for current fee)	
		Parks Impact Fee (see City website for current fee)	
		*PLEASE INITIAL DOCUMENT(S) SUBMITTED	