



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 – full set of plans</u> (<i>Flash drive</i>)	
	1	<u>Letter of Sewer Availability</u> (<i>New Services</i>) – from Pierce County Sewer Utility (<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 Julie Ross at Fife School District (5802 20th St E, Fife, WA 98424 – (253) 517-1000 ext. 25112) <i>**Copy of receipt due before permit issued</i>	
		Traffic Impact Fee (see City website for current fee)	
		Parks Impact Fee (see City website for current fee)	
		<i>*PLEASE INITIAL DOCUMENT(S) SUBMITTED</i>	