



SINGLE-FAMILY RESIDENCE Submittal Checklist

INSTRUCTIONS: A Single-Family Residence (SFR) submittal checklist is required to be used for submitting a complete SFR application. Once each item has been completed/assembled in the checklist, please check the appropriate box.

****SFRs include applications for manufactured homes.****

- A completed & signed Building Permit Application & SFR Submittal Checklist (all lines must be completed; please include NA for items that do not apply)
- A complete Site Plan (2-copies) pursuant to the “*Site Plan Requirements-2020*” example; (found at: <https://eatonville-wa.gov/building-dept/>)
- Construction Drawings (2-sets; 24” X 36”) w/Engineering on plans (electronic PDF format only)
- Lateral and Gravity Structural Calculations (2-sets)
- Engineers Truss Drawings (2-sets)
- A completed Energy Form (2-sets)
(found at: <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>)
- A completed Residential Plumbing & Mechanical Application and Checklist
(found at: <https://eatonville-wa.gov/>)
- A complete Front Yard Landscaping Plan (for new single-family residences)
- A complete building elevation view(s) facing the street (EMC Title 19 Design Standards and Guidelines review is required for new SFRs and major remodels)
- A completed Storm Water Management and Erosion Control Permit Application
(found at: <https://eatonville-wa.gov/>)
- A copy of the Contractors License and Town of Eatonville Business License
(Business License acquired through <https://dor.wa.gov/>)

Important Notes:

1. *At a minimum, all submittals shall be submitted electronically in PDF format (to scale for appropriate documents) to planningadmin@eatonville-wa.gov.*
2. *Application processing will not begin until the complete submittal package is determined to be counter complete. **Incomplete applications will be returned to the applicant.***
3. *Financial deposits for review are due at time of submittal for required applications. Please contact the Building Department to determine deposit and/or fee requirements.*
4. *If you have questions about submittal requirements, please call 360-832-3361.*

Applicant Signature indicating all of the information requested above has been provided.

Applicant Signature _____ *Date* _____

FOR STAFF USE ONLY:

Staff determination of counter completeness:

- The submittal is determined COMPLETE
- The submittal is determined INCOMPLETE

Staff Signature _____ *Date* _____

If the submittal is determined incomplete, the entire contents of the submittal along with this sheet shall be returned to the applicant. The following corrections and/or additional items are needed:
