



## 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 pursuant to the “*Site Plan Requirements-2020*” example;  
(found at: <https://eatonville-wa.gov/building-dept/>)
- ☐ Construction Drawings w/Engineering on plans (electronic PDF format only)
- ☐ Lateral and Gravity Structural Calculations
- ☐ Engineers Truss Drawings
- ☐ A completed Energy Form  
(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/>)
- ☐ A Residential Cross Connection Questionnaire Report
- ☐ Electrical Load Calculations/Plans

## Important Notes:

1. All submittals shall be submitted electronically in PDF format (to scale for appropriate documents) to [planningadmin@eatonville-wa.gov](mailto: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. Please call for a pre-construction Electrical Inspection 253-888-6084
5. If you have questions about submittal requirements, please call 360-832-3361.

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

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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### FOR STAFF USE ONLY:

Staff determination of counter completeness:

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☐ 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:*

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