



PLANNING & BUILDING
DEPARTMENT
201 CENTER ST. W
EATONVILLE WA 98328
360-832-3361 EXT 114

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 and 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 to include 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>)
- ☐ Electrical Load Calculations
- ☐ 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/>)



PLANNING & BUILDING
DEPARTMENT
201 CENTER ST. W
EATONVILLE WA 98328
360-832-3361 EXT 114

Important Notes:

1. 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. Please call for a pre-construction Electrical Inspection 253-888-6084.
5. If you have questions about submittal requirements, please call 360-832-3361 ext. 114

Applicant Signature indicating all 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: