



Planning & Building Department  
201 Center St. W  
Eatonville, WA 98328  
360-832-3361 Ext. 114  
planningadmin@eatonville-wa.gov

## 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: [WSU Energy Program - WSEC-R 2021 Code Forms and Resources](#)
- 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/>)



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**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 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:*

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