



CLARK COUNTY
WASHINGTON

COMMUNITY DEVELOPMENT
PERMIT CENTER

Residential Building Permit Application Packet

Rev 9.1.22

Working together. Securing your safety. Protecting your investment.

A complete application packet allows staff to process your application during our first review. Make sure you have all required documentation to submit your application. Prior to application submittal, create an account online and apply for your permit. Visit clark.wa.gov/community-development/cc-lms-training for instructions. Appointments are required to submit any applications. To schedule an appointment, email permitservicesappt@clark.wa.gov. Prior to your appointment, you will receive an email to upload your documents.

All submittal items are required to be in this order:

- Permit number, copy of receipt for payment of initial fees and LEAN Certificate of Completion, if applicable
- Residential Building Permit Application and Residential Building Permit Checklist
- Zero-Lot Line Townhomes – recorded covenant running with the land, if applicable
- Permit Center Requirements, see below
- Building Plan Requirements, see below
- If your property is not in a recorded subdivision or short plat, a current owner's recorded deed or sales history from 1969
- Copy of all prior approvals (such as Lot Determination, Wetland, etc.)

Refer to the Building Permit Application Checklist for details required in each of the requirement sections below.

Permit Center Requirements

- Plot plans – see Plot Plan Checklist, see page 8 (*not required for interior remodels*)
- [Residential Stormwater Plan Application](#) and requirements
- [Erosion Control Application and Plan](#)

Building Plan Requirements

- Residential Plans Submittal Requirements, see page 10
- Building plans
 - Engineered floor layout
 - Engineer's detail pages
 - [WSEC plan](#)
- Roof truss calculations and layout
- Engineer's calculations
- Beam and joist size calculations
- [Window schedule form](#)
- [Energy worksheet or Manual J](#)
- [Geo Tech Report](#), if applicable
- If home is over 3600 square feet, a letter from the water purveyor indicating flow and pressure adequate to meet fire standards must be provided
- [Wildland Urban Interface/Intermix \(WUII\) form](#)

I certify that my submittal package contains the required information listed above and is accurate. If my application submittal package is not correct as listed above, I understand that my application will not be accepted today, and I will be required to re-apply when I have all the required information. **Note: Applicants must follow our extensive checklist. Make sure you have accurate and complete information prior to your appointment. A fee of \$296.00 will be added to your permit if we reject the intake process a second time for the same missing requirements.**

Applicant signature

Printed name

Contact number

Public Service Center
1300 Franklin St., Vancouver, WA 98660
564.397.2375, permitservices@clark.wa.gov
www.clark.wa.gov/community-development

For other formats, contact the Clark County ADA Office
Voice: 564.397.2322
Relay: 711 or 800.833.6388 Fax: 360.397.6165
ADA@clark.wa.gov

Residential Building Permit Application

Property owner information

Permit number: _____
 Name: _____ Email: _____
 Mailing address: _____
 Phone: _____ Cell: _____ Fax: _____

Contractor Applicant Contact person

Name: _____ Email: _____
 Mailing address: _____
 General contractor's license number: _____
 Phone: _____ Cell: _____ Fax: _____
 Certified Erosion Control Person: _____ Phone: _____
 CESCL Certification Number: _____ Expiration Date: _____

Application type

- New single-family residence
- Residential addition
- Detached garage/shop (finished? Y / N)
- House move
- Other: _____

Proposed

- One story Two story
- Existing number of bedrooms: _____
- Proposed number of bedrooms: _____
- Total number of bedrooms: _____
- Existing number of bathrooms: _____
- Proposed number of bathrooms: _____
- Total number of bathrooms: _____

Type of heat

- Electric
- Gas
- Other: _____
- Fireplace
- Quantity: ___ Type: _____

Additional permit needed

- Road approach for public roads
- Mechanical – circle items: fireplace, furnace, gas piping, woodstove, heat pump
- Plumbing – circle items: lawn sprinklers, water service, moving fixtures
- Accessory dwelling unit
- Adult foster care for WABO
- Guest house
- Deck or patio cover / entry way
- None of the above

All NHC permits are combination permit. ADS permits for a guest house or accessory building are combination permits. Combination permits include plumbing and mechanical for the proposed structure when the work is part of the construction project.

Total project valuation \$ _____
 Building materials and labor only

Square footage

Existing house: _____
 Proposed **new** finished*: _____
 Proposed **new** unfinished: _____
 Proposed **new** basement finished: _____
 Proposed **new** basement unfinished: _____
 Proposed **new** garage/shop: _____
 Proposed **new** carport: _____
 Proposed **new** deck: _____
 Proposed **new** patio cover: _____
 Proposed **new** entry ways: _____
 WABO client area: _____

* Do not add new square footage to existing square footage of dwelling.

Height of structure: _____
 Length of driveway: _____

Project description including proposed overall footprint dimension and any decks, awnings, carports, etc.

Utilities

Septic system

Sewer, district:

Private well

Community well

Public water, district:

Property location/address

Subdivision name, if applicable	Lot number or parcel number
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The undersigned hereby certifies that this application has been made with the consent of the lawful property owner(s) and that all information submitted with this application is complete and correct. False statements, errors, and/or omissions may be sufficient cause for denial or revocation of the permit.

Applicant/Authorized Signature: _____ Date: _____

Residential Building Application Permit Checklist

Parcel number _____ Date _____
Address _____ Staff _____
Permit number _____

This checklist is to assist you with the application process and is required to be submitted with your building permit application. Please review your property information listed on our GIS webpage <https://gis.clark.wa.gov/mapsonline> to determine if additional permits/reviews are required.

All applicable items checked below must be submitted and approved prior to submittal of your building application. Please verify that all approved site plans match your proposed site plan for construction of your proposed building.

Create your building permit [online](#) (*do not upload any plans*). Once the permit is created and you're ready to submit your documents, email permitservicesappt@clark.wa.gov to schedule an appointment. Prior to your appointment you will receive an email to upload your plans and documents. Visit clark.wa.gov/eplan for electronic file requirements.

Environmental impacts

Does the property have any of the following attributes? If yes, you may need to apply for separate permits. Visit our website for informational handouts and forms: www.clark.wa.gov/community-development.

- Shoreline
- SEPA
 - Pre-Application Conference is required
- Forest Practice (tree removal)
- Wetland/Habitat
 - Wetland/Habitat Inquiry
- Columbia River Gorge Scenic Area
- Flood Plain
 - Flood Plain Inquiry
- Historic Preservation
- Stormwater
 - Subdivision as-builts, upload with building plans
 - Requirement 2, if you meet this requirement, you may upload the [Residential Stormwater Plan application form](#) and plans with your building plans
 - Requirements 1-5, if you meet this requirement, you will need to apply through Development Engineering
 - Requirements 1-9, if you meet this requirement, you will need to apply through Development Engineering
 - Post Plan
- Geo Hazard (slopes, erosion hazard, hydric soils, landslide area or foundation more than 4')

- Geo-Report or Geo-Assessment must be stamped by a Washington licensed engineer; if you meet this requirement, you may upload the report with your building application
- Wildland Urban Interface/Intermix (WUII) form: If your property is in the WUII area, you are in a wildfire danger area and you are required to fill out the [WUII form](#) which you may upload with your building application

Who provides water to the property?

The reviews listed in this section may be completed within the building review timeframe and will be required prior to permit issuance.

- Well – Clark County Public Health
- Water Waiver for new structures within an urban growth boundary– If public water is available within 750’ of the property and you cannot connect to public water. See CCC 40.370.020(C)(2)(a-c).
- Clark Public Utilities
- City of _____

Who provides sewer/septic to the property?

The reviews listed in this section may be completed within the building review timeframe and will be required prior to permit issuance.

- Septic – Clark County Public Health
- Sewer Waiver for new structures within an urban growth boundary – If public sewer is available within 300’ of the property and you cannot connect to public sewer. See CCC 40.370.010(C).
- Clark Regional Waste Water District
- City of _____

Accessing directly onto a county road

- Existing access
- Road Approach
 - Road Modification

Accessing directly onto a state road

- Washington State Department of Transportation

Fire flow

- If the structure is over 3600 sq. ft. and the property is on public water, a fire flow letter is required from your water purveyor.
- If the addition is 60% larger than your existing home and the property is on public water, a fire flow letter is required from your water purveyor.

Is the lot a legal lot of record?

If the property in question is a tax lot, a lot determination or boundary line adjustment may be required. If the property in question is within a recorded plat and the boundaries of the lot has not changed, a lot determination or boundary line adjustment is not required. You may submit the sales history as part of your building permit application.

- Previously approved Lot Determination: provide a copy with your building application
- Previously approved Boundary Line Adjustment: provide a copy with your building application
- Current owner’s recorded deed or sales history from 1969 for tax lots only

Address assignment

The address assignment is extremely important because this is how emergency services as well as others arrive at your location.

If the property has not been assigned an address by Clark County Community Development, an application will be required. If the property has an existing address that needs a correction, an application will be required.

- New address
- Assigned on plat
- Existing address
- Access easements

Is a variance required?

- Setback
- Height

Does the property have any non-conforming uses?

- Non-Conforming Use

Do you plan on having an accessory dwelling unit?

- Accessory Dwelling Unit - [Rural/ Urban](#)
 - o Detached
 - o Attached

Manufactured home

- Additions onto your home that are not free-standing will require Washington State Department of Labor and Industries approval prior to building permit application
- Homes dated 1976 or older will require Washington State Department of Labor and Industries approval prior to building permit application

Additional reviews that may be required but are not common:

- BPA Easement
- FAA - Airport Zone
- Railroad Access
- Other easement: _____

Existing structures located on property

Buildings must be labeled with use and dimensions on plot plan

- Permitted structures

- Un-permitted structures

Guest House (ADS Permit)

You must have a recorded guest house covenant before a permit can be issued. For more information, visit clark.wa.gov/auditor/recording-overview.

- Get the form from a Permit Tech at time of submittal
- Provide a legal description of the property from the deed on 8x14 paper

Clark County Design Criteria

Wind speed: 135 Ultimate
Exposure: B
Frost depth: 12"
Seismic zone: D1

Main Roof Snow

Roof load: 25 PSF (min), no reduction
Ground snow: 30 PSF
Soil: 1,500 PSF bearing

Residential Plot Plan Checklist

Permit # _____

Required for all residential building applications except for interior remodels.

- Plot plans (see attached example plot plan showing required checklist items)

**Leave a four-inch blank space on the page for county review stamp(s)*

Scale

- Engineer's scale is required (such as 1" = 10', 1" = 20', etc.)
- Parcels over one (1) acre do not need to be drawn to scale as long as they are proportioned properly

Identify property features

- Lot and subdivision name and /or tax lot and parcel number
- North arrow
- Property lines and dimensions
- Easements (size, type, and dimensions)
- Access point/driveway (show width and length, distance to property lines)
 - Road Approach: Y / N
 - Is finished driveway greater than 15% grade? If yes, approval from your local fire chief is required
- Right of ways (width, centerline dimensions and street names) Staff: arterial r/w?
- Bridges (if applicable)
- Physical attributes and buffers (wetlands, water, slopes, etc.) – available on Maps Online
- Lot coverage

Identify proposed structures and features

- Dimension, footprint and roofline of proposed structure
- Elevations at four corners of structure and property corners – numerical values are required, do not show contours
- Setback from closest point of structure to property lines, edge of all access easements, right of ways, water marks/ways, features, and buffers
- Building envelopes, if shown on recorded plat (for geohazard setbacks, habitat buffers, etc.)

Identify existing structures and features

- Show and label all existing structures including use, dimensions and setbacks from property lines and access easements, and distance between structures
- Forest Practice (FPA) permit may be required if any trees have recently been removed or will be removed

Identify services and systems

- Water lines and/or any well(s), show waterlines from house, well or street to dwelling
- Sewer lines or septic tanks, drain fields and reserve drainfield, show sewer connection to dwelling

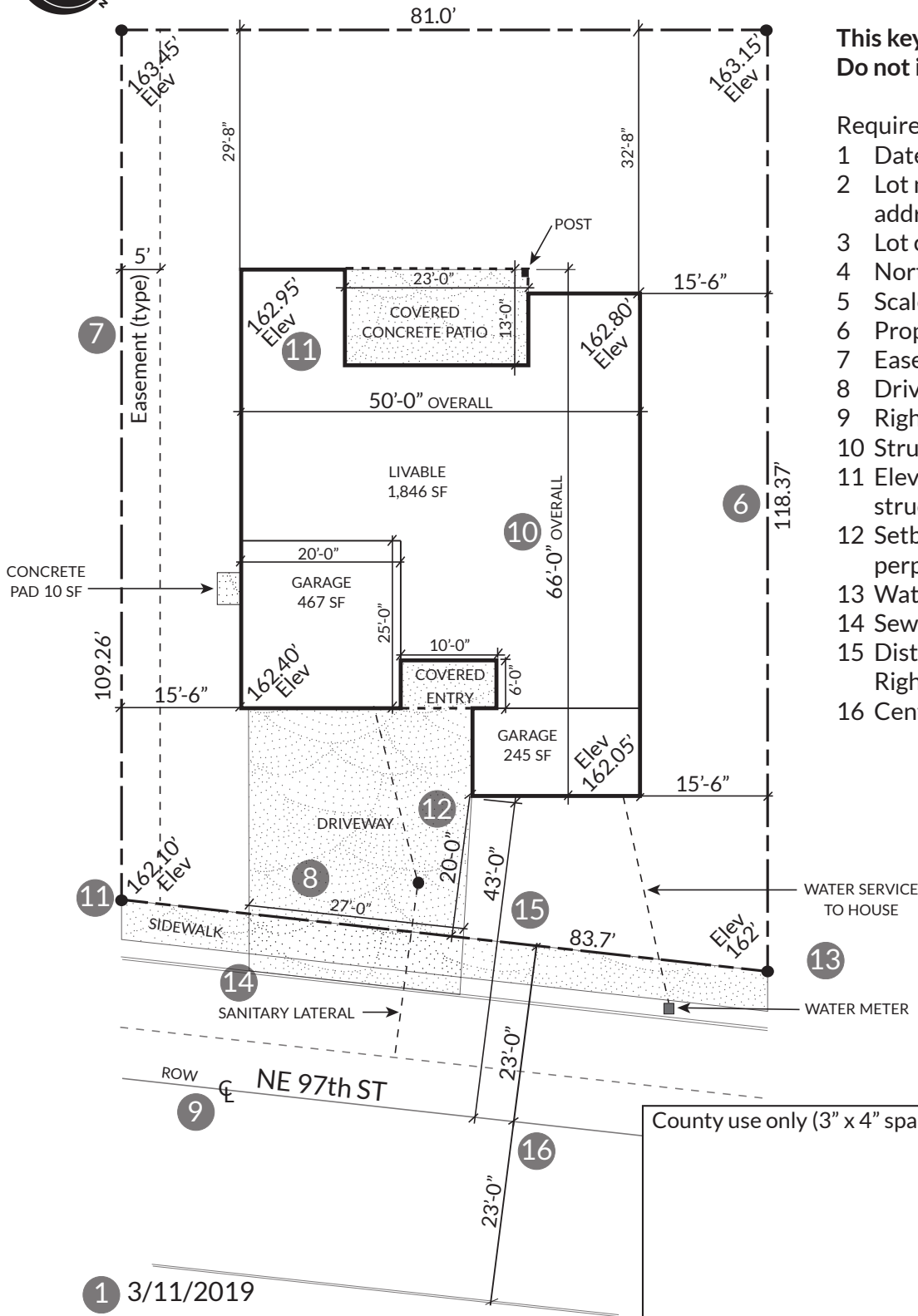
Plot plans must be legible or your application will NOT be accepted.

Example: See attached plot plan for an example of a simple plot plan for subdivisions and lots less than one acre, no environmental constraints, and no well/septic.



Simple Plot Plan Example

for subdivisions and lots < 1 acre, no environmental constraints, no well/septic



This key is for explanatory purposes only. Do not include a key on your plot plan.

Required items:

- 1 Date
- 2 Lot number, subdivision name, address, parcel number
- 3 Lot coverage
- 4 North arrow
- 5 Scale
- 6 Property line and dimensions
- 7 Easements, types and width
- 8 Driveway length and width
- 9 Right of Way
- 10 Structure dimensions
- 11 Elevations at all lot corners and structure corners
- 12 Setbacks to closest point, measured perpendicular to property line
- 13 Water service
- 14 Sewer service
- 15 Distance to centerline of Right-of-Way
- 16 Centerline dimension



5 SCALE: 1" = 20"

1 3/11/2019

2 Huckleberry Acres
 Lot 36
 12356 NE 97th Street
 Parcel #123456000

3 Lot coverage: 32%
 House square footage = 3,215 sf
 Lot square footage = 9,957 sf

County use only (3" x 4" space)

Residential Plans Submittal Requirements

Building plans must conform to the adopted International Residential Code (IRC) with Washington state amendments and Washington state energy code compliance forms.

The applicant is required to meet all aspects of building, stormwater, environmental, and land use codes. This list is only a guideline. Structural requirements are met either through a design by a structural engineer licensed in the state of Washington and/or through use of the prescriptive path as recognized under the IRC. Prescriptive path details are available on www.clark.wa.gov/community-development and www.sww-icc.org. If additional items are required during preliminary submittal review or during plans examiner review, the applicant will be notified and plans will be placed on HOLD until the additional documents are provided.

Applicant shall provide the following:

Note: All applicable items must be included. Many details may be found on the SWW-ICC website at [www-icc.org](http://www.sww-icc.org).

1. A complete set of legible plans

- Plans must be drawn to scale, $\frac{1}{4}'' = 1'$ is preferred, showing conformance to applicable local and state building codes.
- Structural details and connections must be incorporated into the plans or on a separate full-sized sheet included with the plan with cross references between plan location and details. Engineer of record's detail sheets shall be included as required.
- Garages must be oriented correctly on plans.
- Fireplaces, woodstoves, and inserts must be included in the scope of work and shown on plans.
- Plans shall include each of the following as applicable.

2. Foundation Plan

- Show dimensions of footings, foundation walls, isolated footings and any spread footings for patio covers, decks and interior point loads.
- Show all connection details including anchor bolts and hold-down locations.
- Show sections as necessary to detail rebar placement, joist connection to walls, drainage/backfill, etc.
- Show foundation vents location and size in foundation or provide foundation ventilation calculation.
- Where footings require more than 4' of elevation change, the plans must be drawn to reflect actual grade, showing steps in foundation, as well as step footing details and retaining walls as necessary. Foundation walls with more than 4' of unbalanced backfill require engineering.

3. Floor plans

- Show dimensions, identify all rooms, identify all pertinent elements and systems, window sizes, door locations and swing, location of smoke detectors, water heater, furnace, ventilation fans, plumbing fixtures, balconies and decks.

4. Cross section(s)

- Show typical wall details including a complete load path, wall construction, and roof construction.
- Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, retaining walls, stairs, fireplace construction, thermal insulation, etc.

- For decks and patio covers, provide footing design, connection details, and engineering, if applicable.
- 5. Exterior elevation views**
 - Provide all elevations (front, rear, and sides) for new construction; and a minimum of two (2) elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is greater than four feet at building envelope.
- 6. Wall bracing: prescriptive path OR engineered lateral analysis.**
 - Prescriptive – Show brace panel sizes and locations on the floor plan and outline the applicable code requirements per IRC 602 as they apply to the specific structure. Provided details for panel nailing, hold down types (anchor and bracket) and load path for girders/beams.
 - Engineered – Provide site specific lateral engineering from a licensed design professional. Two (2) copies of the calculations, plans and details must be provided. See item number 9 for more information.
- 7. Floor/roof framing**
 - Provide plans for each floor/roof assembly. These plans must show the type, size, spacing, bearing locations and connection details for all members in the floor/roof assembly.
 - For engineered products (like I-joists), the manufacturer’s layout is required.
 - For manufactured floor/roof trusses, the manufacturer’s layout is required along with site specific engineering.
- 8. Beam and joist sizes**
 - Provide prescriptive beam and joist sizes by code reference or submit engineering calculations and detail (see #9 below).
- 9. Engineer’s calculations**
 - Engineering shall be stamped by an engineer or architect licensed in Washington. Engineering shall be site specific using the [current design criteria](#). Stamped engineering or architectural documents must have a “wet” (original) signature on at least one copy.
 - Provide stamped calculations.
 - Provide stamped plans. The engineer’s plans must show all applicable details and provide a complete load path.
- 10. Energy code requirements**
 - Provide a *completed* Washington State Energy Code Plan Sheet, Heating System Sizing Worksheet (or Manual J calculations) and Window Glazing Schedule. See www.clark.wa.gov/community-development/building for fillable forms.
- 11. Geotechnical report, if applicable**
 - Where required – A site specific geotechnical report addressing any mapped hazards, the use of special piers/anchors, and/or questionable soil types, shall be stamped by a registered design professional licensed in Washington. See handout on [geotechnical reports](#).

Acknowledgement

I acknowledge that I have provided all the required plans and documents per the Residential Plans Submittal Requirements. I understand these are the minimum building plan and permit submittal requirements.

NOTE: You will be subject to a minimum two-hour additional plan review fee if you did not supply all of the information as indicated above. The plans examiner may request additional plans and details during review.

Name (printed) _____

Date _____

Signature _____

Check One: Owner Contractor Agent