



New Accessory Structure Detached

(Garages/Pole Buildings/Carports/Sheds)

EDR Submittal Guidelines

Rev.20201215

A New Accessory Structure –Detached (Garage, Pole Building/Carports and Sheds) EDR submittal must contain the following components to be considered a complete submittal. Please review the EDR Electronic File Standards for document parameters and naming conventions.

Have Questions? Permit Team Hotline: (509) 625-6999 or email: PermitTeam@SpokaneCity.org

Requirement	Details
PLANS	<p>Plan submittal shall include a minimum of:</p> <p>All Types</p> <ul style="list-style-type: none"> • One-Hour Exterior Fire Rated Wall Detail or listed assembly <ul style="list-style-type: none"> ○ (Where exterior wall is less than 5' to property line - with Planning Approval.) <p>Stick Built Garage:</p> <ul style="list-style-type: none"> • Floor Plan • Footings/foundation (Typical Min. Footings and Foundations Detail) • Elevations or cross section • Portal Framing Detail <ul style="list-style-type: none"> ○ Where less than 4' of brace wall on each side of garage door. • Must Follow EDR Electronic File Standards <p>Pole Built Garage:</p> <ul style="list-style-type: none"> • Standard Pole Building Plans • Truss Engineering <p>Or</p> <ul style="list-style-type: none"> • Engineered Pole Building Plans <p>Carport</p> <ul style="list-style-type: none"> • Framing Plan or Standard Pole Building Plans or Engineering • Footing Detail and Prescriptive Point Load Footing Calculations <p>Shed (Pre-Built)</p> <ul style="list-style-type: none"> • Manufacturer specification or installation sheet • Type of permanent anchorage • Foundation detail if not designed to site on grade
SITE PLAN	<p>Site plan submittal shall include a minimum of:</p> <ul style="list-style-type: none"> • Property address • Property lines and dimensions • North arrow and scale of drawing • Location and dimensions of proposed and existing structures and distances to property lines • Main driveway location and dimensions • Street names and location of alley • Curb to property line dimensions

SITE PLAN CONT.	<ul style="list-style-type: none"> • Yard Waiver <ul style="list-style-type: none"> ○ Where exterior wall is less than 5' to property line (with Planning Approval). • Must Follow EDR Electronic File Standards
APPLICATION SUBMITTAL	<p>Application information shall be submitted along with the required submittal documents via Accela Citizen Access.</p> <p>All documents must be in compliance with EDR Electronic File Standards.</p>

EDR Electronic Document Criteria Quick Checklist

Please utilize this quick checklist to ensure you have completed all [EDR Electronic File Standards](#).

1. ALL

- a) Files saved as PDF file type

2. PLANS

- a) Plan sheets consolidated into one PDF document
 b) Plan sheets oriented to landscape
 c) Space allocated on plan sheets for approval stamps
 d) Bookmarks added to plan pages
 e) Correct naming convention e.g. PLANS

3. SITE PLAN

- a) Site Plan oriented to landscape
 b) Space allocated on site plan for approval stamps
 c) Bookmarks added to site plan pages
 d) Correct naming convention e.g. SITE PLAN

4. FOOTING CALCS

- a) Prescriptive footing documents consolidated into one PDF document
 b) Bookmarks added to footing calculation document
 c) Correct naming convention e.g. FOOTING CALC

5. SUPPORTING DOCS

- a) Supporting documents consolidated into one PDF document or separate named PDF documents
 b) Correct naming convention
 - e.g. SUPPORTING DOC or DOC NAME

ACA Application Project Type Selection

Select the following application options in ACA

Permit Type: Residential (New, Addition, Alteration or Change of Use)

Classification of Work: New

Project Type: New Accessory Structure – detached (Garages/Carports/Sheds)