



# New Single-Family Residence / Duplex / Townhouse

## EDR Submittal Guidelines

Rev.20201215

A Single-Family Residence, Duplex, or Townhouse 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](mailto:PermitTeam@SpokaneCity.org)

Requirement	Details
PLANS	Plan submittal shall include a minimum of: <ul style="list-style-type: none"> <li>• Floor Plan</li> <li>• Footings/foundation</li> <li>• Elevations</li> <li>• Cross section</li> <li>• <a href="#">Must Follow EDR Electronic File Standards</a></li> </ul>
SITE PLAN	Site plan submittal shall include a minimum of: <ul style="list-style-type: none"> <li>• Property address</li> <li>• Property lines and dimensions</li> <li>• North arrow and scale of drawing</li> <li>• Location and dimensions of proposed and existing structures and distances to property lines</li> <li>• Main driveway location and dimensions</li> <li>• Site drainage plan</li> <li>• Location of required parking space(s)</li> <li>• If garage is proposed, number of parking stalls located inside garage</li> <li>• Street names and location of alley</li> <li>• Curb to property line dimensions</li> <li>• <a href="#">Must Follow EDR Electronic File Standards</a></li> </ul>
WSEC	<p>There are two methods of Washington State Energy Code compliance: Prescriptive and Total UA Alternative. Please choose a method of compliance and submit the appropriate documents in a single file submission.</p> <p>Visit <a href="#">WSU Energy Code website</a> for an overview of Washington State Energy Code Compliance, worksheets, <a href="#">additional energy credit tables</a>, guide sheets and tutorials:</p> <p>WSEC submittal shall including the following:</p> <p><b>Prescriptive Path Energy Code Compliance</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Prescriptive Worksheet</a></li> <li>• <a href="#">Glazing Worksheet</a></li> <li>• <a href="#">Heating Worksheet</a></li> <li>• <a href="#">Must Follow EDR Electronic File Standards</a></li> </ul> <p style="text-align: center;"><b>OR</b></p> <p><b>Alternative Path Energy Code Compliance:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Alternative Worksheet</a></li> <li>• <a href="#">Must Follow EDR Electronic File Standards</a></li> </ul>

Requirement	Details
FOOTING CALCULATIONS	<p>There are two methods of footing &amp; foundation compliance. Please choose one or both methods and submit the appropriate documents in a single file submission.</p> <p><b>Prescriptive Method</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Prescriptive Continuous Footing Calculator</a></li> <li>• Point load calculation (located at the bottom of the continuous footing calculator) for each point load on foundation plan.</li> <li>• <a href="#">Must Follow EDR Electronic File Standards</a></li> </ul> <p>Or</p> <p><b>Engineered foundation plans</b></p> <ul style="list-style-type: none"> <li>• Engineered plans are required for site slopes of 33.3% or greater</li> <li>• <a href="#">Must Follow EDR Electronic File Standards</a></li> </ul>
SUPPORTING DOCUMENTS	<p>Supporting documents may include the following:</p> <ul style="list-style-type: none"> <li>• Truss Layout</li> <li>• Truss Engineering</li> <li>• Floor Joist Layout</li> <li>• Floor Joist Engineering</li> <li>• Geotechnical Report</li> <li>• Radon Mitigation Plan</li> </ul> <p>Supporting documents may be submitted as a single combined file submission or separate named documents. <a href="#">Must follow EDR Electronic File Standards</a></p>
Ventilation Compliance:	<p>Identify manner of compliance in ACA permit application. Information on Washington State ventilation requirements is found in <a href="#">WAC 51-51-1500</a>.</p> <ul style="list-style-type: none"> <li>• Whole house with heat recovery ventilator</li> <li>• Whole House with fresh air inlets</li> <li>• Whole house integrated with furnace</li> <li>• Continuous exhaust per IRC/ASRHRAE 62.2</li> <li>• Whole house with supply fan</li> </ul>
Radon Mitigation	<p>Identify method of compliance in ACA permit application. Information on EPA radon mitigation standards can be found <a href="#">here</a>.</p> <ul style="list-style-type: none"> <li>• Prescriptive</li> <li>• Active System</li> </ul>
Application Submittal	<p>Application information shall be submitted along with the required submittal documents via <a href="#">Accela Citizen Access</a>. All documents must be in compliance with <a href="#">EDR Electronic File Standards</a>.</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. WSEC**

- a) WSEC worksheets consolidated into one PDF document
- b) Bookmarks added to WSEC document
- c) Correct naming convention e.g. WSEC

**5. 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

**6. 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 SFR – One Family House Detached
- New Duplex – Apartment Building 2 Units
- New Townhouse – One Family House Attached