



Residential Addition

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

Requirement	Details
PLANS	Plan submittal shall include a minimum of: <ul style="list-style-type: none"> • Floor Plan • Footings/foundation • Elevations • Cross section • Must Follow EDR Electronic File Standards
SITE PLAN	Site plan submittal shall include a minimum of: <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 • Site drainage plan • Location of required parking space(s) • If garage is proposed, number of parking stalls located inside garage • Street names and location of alley • Curb to property line dimensions • Must Follow EDR Electronic File Standards
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 WSU Energy Code website for an overview of Washington State Energy Code Compliance, worksheets, additional energy credit tables, guide sheets and tutorials:</p> <p>WSEC submittal shall including the following:</p> <p>Prescriptive Path Energy Code Compliance</p> <ul style="list-style-type: none"> • Prescriptive Worksheet • Glazing Worksheet – Not required for additions less than 750 square feet • Heating Worksheet – Not required for additions less than 750 square feet • Must Follow EDR Electronic File Standards <p style="text-align: center;">OR</p> <p>Alternative Path Energy Code Compliance:</p> <ul style="list-style-type: none"> • Alternative Worksheet • Must Follow EDR Electronic File Standards

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

Project Type: Addition to Dwelling Unit