



Accessory Dwelling Unit

Building Permit Application

Rev.20170811

Plan Review, Processing, and State Building Code Fees are required to be paid at application submittal.

Part 1: Property Information

Site Address: _____ Parcel #: _____

Legal Description: _____
(i.e.-Smith Park Lt 1, Blk 3)

Critical Areas: *(Check all that apply)*

☐ Floodplain

☐ Shoreline/Wetlands *(within 200')*

☐ Steep Slopes *(30% or greater)*

Part 2: Project Information

☐ New Construction

☐ Conversion

Type of ADU: ☐ Detached ☐ Internal

☐ Attached

Please Enter Applicable New Square Footages:

ADU: _____

Lot Size (in square feet): _____

+ Garage Area: _____

Primary Structure (in square feet): _____

+ Uncovered Deck/Porch Area: _____

Project Valuation: _____

+ Covered Deck/Entry Area _____

☐ Fire Sprinkler System

☐ Air Conditioning

= _____ Total Area _____

Part 3: Contact Information

Owner Name: _____ Email: _____

Mailing Address: _____ Phone #: _____

Contractor: _____ Email: _____

Mailing Address: _____ Phone #: _____

Contact Person: _____ Contractor's License #: _____

Lender or Bonding Agent: _____ ☐ Not Available

Mailing Address: _____ Phone #: _____

Part 4: Oath of Application

I CERTIFY UNDER OATH that I have read and understand all requirements identified on all pages of this application; that the application and all requirements for the application have been completed; and that all information supplied is true and complete to the best of my knowledge and belief.

Applicant's Signature: _____

Part 5: Washington State Energy Code Information & Requirements

Completed Energy Code Worksheets are required to be submitted with an application for a new accessory dwelling unit. Plans cannot be reviewed for approval until the required worksheets are submitted.

These Energy Code Worksheets are found at WSU Extension Energy Program website at:
<http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>

Identify the manner of compliance as; **Prescriptive** which requires three (3) documents (Prescriptive Worksheet, Glazing Schedule, and Heating System Sizing) or **Total UA Alternative** which requires one (1) document (Total UA Worksheet)

Complete the forms required by the method selected and provide 2 copies of all worksheets. For additional support with the Washington State Energy Code (WSEC) please review Chapter 10 of the WSEC; or contact the WSU Extension Energy Program at (360) 956-2042 or email energycode@energy.wsu.edu.

☐ **Prescriptive Method**

Includes *Prescriptive Energy Code Compliance Worksheets, Glazing Schedule, and Heating System Sizing Calculator*

☐ **Total UA Alternative Worksheet (formerly Component Performance)**

Design Parameters:

70° F - Indoor Heating Design Temperature

78° F - Indoor Cooling Design Temperature

+4° F - Winter Outdoor Design Temperature

96° F - Summer Outdoor Design Temperature

Part 7: Ventilation Compliance

Please identify the manner of compliance.

- ☐ Whole Unit with Heat Recovery Ventilator
- ☐ Continuous Exhaust per IRC/ASRHRAE 62.2
- ☐ Whole Unit Fan w/ fresh air inlets
- ☐ Whole Unit with Supply Fan
- ☐ Whole Unit Integrated with Furnace

Part 8: Radon Mitigation

Please identify the method used.

See Appendix F in the IRC

- ☐ Prescriptive
- ☐ Active System (*drawings required*)

Part 9: Prescriptive Continuous Footing Calculator

Completed [Prescriptive Continuous Footing Calculator](#) or engineering for footing designs are required to be submitted with an application for a new single-family residence, ADU, or duplex building permit. Please note that the calculator may not be applicable in all cases, and the code officials reserve the right to request engineered design performed by a design professional licensed in the State of Washington to perform such.



Accessory Dwelling Unit

Application Checklist

Rev.20170509

Included	Component	Size & Number of Copies	Detached and Attached	Internal
☐	New Accessory Dwelling Unit Building Permit Application	8.5" x 11" One copy	✓	✓
☐	Full set of plans, to include a <u>minimum</u> of: Floorplan	<u>Minimum</u> 8.5" x 11" Two sets	✓	✓
☐	- Footings/foundation - Elevations - Cross section	<u>Minimum</u> 8.5" x 11" Two sets	✓	
☐	Site plan, with <u>minimum</u> required information: - Property address - Property lines and dimensions - North arrow and scale of drawing - Location of ADU entrance - Location and dimensions of proposed and existing structures and distances to property lines - Main driveway location and dimensions - Location of required parking space(s) - Street names and location of alley	8.5" x 11" – 11" x 17" Two copies	✓	✓
☐	- Site drainage plan - If garage is proposed, number of parking stalls located inside garage - Curb to property line dimensions	8.5" x 11" – 11" x 17" Two copies	✓	
☐	Washington State Energy Code information, forms & requirements available at: www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx Completed form as required by method selected below: - Prescriptive Worksheet, Glazing Schedule and Heat Sizing Worksheet OR - Total UA Alternative Worksheet (formerly Component Performance)	Two copies	✓	
☐	Prescriptive Continuous Footing Calculations	8.5" x 11" Two copies	✓	