



New Single-Family Residence & Duplex Building Permit Application

Rev.20190419

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

1. Contact Information

Owner name & phone number: _____

Email address: _____

Mailing address: _____

Contractor: _____ License #: _____

Email address: _____ Phone #: _____

Mailing address: _____

Contact name & phone number: _____

Lender or Bonding Agent: _____ Not available

Mailing address: _____ Phone number _____

2. Property Information

Site address: _____ Parcel number _____

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)*

3. Project Information

Number of bedrooms: _____

Style of house: _____

(ie. Duplex, rancher, townhouse, split-level, slab-on-grade, etc.)

Please enter applicable Square Footages:

1st floor Area _____

+2nd floor area _____

+Unfinished basement area _____

+Finished basement area _____

+Bonus room (shell): _____

=Total conditioned area _____

Garage Area: _____

Uncovered deck/porch area: _____

Covered deck area: _____

Covered entry/porch area: _____

Carport area: _____

Fire Sprinkler system

Air conditioning

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: _____

New Single-Family Residence & Duplex

BUILDING APPLICATION *Continued*

5. Washington State Energy Code Information & Requirements:

Completed Energy Code Worksheets are required to be submitted with an application for a new single-family residence or duplex building permit. 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

+10° F –Winter Outdoor Design Temperature

78° F – Indoor Cooling Design Temperature

96° F –Summer Outdoor Design Temperature

6. **Ventilation Compliance** : Please identify the manner of compliance

Whole house with heat recovery ventilator

Continuous exhaust per IRC/ASRHRAE 62.2

Whole house fan w/ fresh air inlets

Whole house with supply fan

Whole house integrated with furnace

7. **Radon Mitigation: Please Identify the method used**

Prescriptive

Active system (*drawings required*)

8. **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 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.



Single-family & Duplex Permit Application Checklist

Rev. 20190419

This checklist will help you submit your single-family home application for an expeditious review by the staff of the Development Services Center.

Have questions? Permit Team Hotline: (509) 625-6999 or email: PermitManager@spokanecity.org

Included	Component	Size & Number of Copies
<input type="checkbox"/>	New Single-Family Residence & Duplex R-3 Building Permit Application	8.5" x 11", one copy
<input type="checkbox"/>	Full set of plans, to include a <u>minimum</u> of: <ul style="list-style-type: none"> • Footings/foundation • Elevations • Floorplan • Cross section 	<u>Minimum</u> 18" x 24", two sets
<input type="checkbox"/>	Washington State Energy Code information, forms & requirements available at: www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx Completed form as required by method selected below: <ul style="list-style-type: none"> • Prescriptive Worksheet, Glazing Schedule and Heat Sizing Worksheet <p>or</p> <ul style="list-style-type: none"> • Total UA Alternative Worksheet (formerly Component Performance) 	Two copies
<input type="checkbox"/>	Prescriptive Continuous Footing Calculations	8.5" x 11", two copies
<input type="checkbox"/>	Site plan, with <u>minimum</u> required information: <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 	8.5" x 11" – 11" x 17", two copies