



# New Single-Family Residence & Duplex Building Permit Application

Rev.20240503

Plan Review and Processing Fees are required to be paid at application submittal.

## 1. Contact Information (required)

### Owner:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

### Contractor:

Name: \_\_\_\_\_ License #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing address: \_\_\_\_\_

**Primary Contact:**  Owner Builder  Contractor  Architect/Other

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email (required): \_\_\_\_\_

## 2. Property Information

Site address: \_\_\_\_\_ Parcel number: \_\_\_\_\_

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 area (shell)	
=Total conditioned area	

Garage area	
Uncovered deck/porch area	
Covered deck area	
Covered entry/porch area	
Carport area	
<b>Job Value (Required)</b>	

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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 5. Washington State Energy Code (WSEC) 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 routed for review until the required worksheets are submitted.

These Energy Code Worksheets are found at WSU Extension Energy Program website at:  
<https://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)

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](mailto: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.

Passive     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 professional licensed in the State of Washington to perform such.

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: [Permitteam@spokanecity.org](mailto:Permitteam@spokanecity.org)

Included	Component	PDF Format
<input type="checkbox"/>	New Single-Family Residence & Duplex R-3 Building Permit Application	
<input type="checkbox"/>	Full set of plans, to include a minimum of: <ul style="list-style-type: none"> <li>• Footings/foundation</li> <li>• Elevations</li> <li>• Floorplan</li> <li>• Cross section</li> </ul>	Combined into one PDF file
<input type="checkbox"/>	Washington State Energy Code (WSEC) information, forms & requirements available at: <a href="http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx">www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx</a> Completed form as required by method selected below: <ul style="list-style-type: none"> <li>• Prescriptive Worksheet, Glazing Schedule and Heat Sizing Worksheet</li> <li>• Component Performance</li> </ul>	All documents combined into one PDF file.
<input type="checkbox"/>	Prescriptive Continuous Footing Calculations	
<input type="checkbox"/>	Site plan, with minimum required information: <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> </ul>	
<input type="checkbox"/>	Supporting Documents (may include the following): <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>	

Helpful submittal guidesheets & link scan be found here: <https://my.spokanecity.org/business/edr/project-types/>