



NEW SINGLE FAMILY RESIDENCE & DUPLEX R-3 BUILDING PERMIT APPLICATION

Department of Building Services
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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

Number of Bedrooms: _____ Style of House: _____
(i.e.-Duplex, Rancher, Townhouse, Split Level, Slab-on-Grade, etc.)

Please Enter Applicable Square Footages:

1st and 2nd Floor Area: _____	Garage Area: _____
+ Unfinished Basement Area: _____	Uncovered Deck/Porch Area: _____
+ Finished Basement Area: _____	Covered Deck Area: _____
+ Bonus Room (Shell): _____	Covered Entry/Porch Area: _____
= Total Conditioned Area: _____	Carport Area: _____

Fire Sprinkler System Air Conditioning

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 #: _____

Additional information may be required as determined by the Permit Specialists, Plans Examiners, or Inspectors.

Part 4: Submittal Checklist

- Two (2) Full Sets of Plans (24" x 36")
- Three (3) Site Plans (8 1/2" x 11 or 11" x 17")
- Completed Prescriptive or Component Performance Forms (details on Page 2)

Version 01-11

Part 5: 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 R-3 BUILDING APPLICATION *Continued*

Please read the following carefully and complete all required entries.

Part 6: Washington State Energy Code Information & Requirements

Completed **Prescriptive Path** or **Component Performance Forms** 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 forms are submitted.

Design Parameters:

70° F - Indoor Heating Design Temperature

+4° F - Winter Outdoor Design Temperature

78° F - Indoor Cooling Design Temperature

96° F - Summer Outdoor Design Temperature

The *Prescriptive Path* method has a form for a Simple Heating System Size that can be used to determine the size of the heating system. A cooling system takes a *Manual "J"* form or a similar form. If a heat pump is to be used, the heating contractor has to provide the *"Balance Point"* for the system. The **balance point** is where the heat pump cannot maintain the indoor temperature without additional supplemental heat

Heat Pump Balance Point: _____

Supplemental Heat: _____

The furnace or air conditioner/heat pump cannot exceed 150% of the heat loss or heat gain, whichever is larger. If the air handler cannot provide the required CFM to heat and/or cool the structure, the next larger AHU can be used.

Please identify the manner of compliance and complete the forms required by the method selected.

Component Performance Method

Submit 2 completed copies of the *Component Performance Worksheets* available from the WSU Extension Energy Program website www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx. Skip Part 10 below.

Prescriptive Path Method

Submit 2 completed copies of the *Prescriptive Energy Code Compliance Worksheets* available from the WSU Extension Energy Program website www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx.

The worksheets identified above include instructions on completing these required forms. 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

Part 7: Ventilation Compliance

Please identify the manner of compliance.

- Whole House Fan w/ fresh air inlets
- Integrated Forced Air System
- Supply Fan System

Version 01-11

Part 8: Radon Mitigation

Please identify the method used

See Appendix F in the IRC

- Prescriptive
- Active System (*drawings required*)

Part 9: Glazing Percentage Calculation

The number and size of the windows on the plans must match what is listed in the Prescriptive or Component Performance forms

$$\text{Total Glazing} \div \text{Total Conditioned Floor Area} = \text{Glazing Percentage}$$

Part 10: 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.