



Townhouse

Policy & Submittal Guidelines

Rev.20250320

A Townhouse 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	SINGLE TOWNHOUSE UNIT PER SINGLE PARCEL	MULTIPLE TOWNHOUSE UNITS PER SINGLE PARCEL
APPLICATION	Provide one single-family residential application for each parcel/townhouse unit.	Provide one commercial/multifamily application for the entire multi-townhouse unit building on a single parcel.
SITE PLAN	<p>Site plan must show all parcels that contained attached townhouse units with the individual permitted unit/parcel highlighted.</p> <ol style="list-style-type: none"> Site plan must include all information documented in New SFR/Duplex/Townhouse submittal guide sheet. All utility connections must be identified on the site plan for the permitted unit/parcel. <ul style="list-style-type: none"> Provide size of utility connections Provide location dimension on the site plan for each service. Include all utility connections to include: <ul style="list-style-type: none"> ◇ Water ◇ Sewer ◇ Stormwater ◇ Electrical ◇ Gas Plans must identify location where each utility connection enters the parcel and townhouse unit 	<p>Full commercial site development plans must be submitted.</p> <ol style="list-style-type: none"> Site plan must include all relevant site and utility information documented in the Commercial/Multifamily/Industrial submittal guide sheet. All utility connections must be identified on the site plan for the permitted unit/parcel. <ul style="list-style-type: none"> Provide size of utility connections Provide location dimension on the site plan for each service. Include all utility connections to include: <ul style="list-style-type: none"> ◇ Water ◇ Sewer ◇ Stormwater ◇ Electrical ◇ Gas Plans must identify location where each utility connection enters the parcel and each townhouse unit on the parcel.
UTILITY CONNECTIONS GENERAL	<ol style="list-style-type: none"> Each parcel/unit must be served by separate utility services. Utilities are not allowed to cross property lines 	<ol style="list-style-type: none"> Shared utilities serve all townhouse units on the parcel similar to an apartment complex.
WATER	<ol style="list-style-type: none"> Single water tap and meter to serve the parcel and single unit Service sized to serve the single townhouse unit. 	<ol style="list-style-type: none"> Single water service to the parcel. <ul style="list-style-type: none"> Unit sub-meters are allowed past the primary meter (not billed by city). Water service sized to serve all townhouse units in townhouse building.

SEWER	1. Single sewer full connection to serve the parcel and single unit.	1. Single sewer service to the parcel. 2. Sewer service sized to serve all units 3. Unit sewer lines are NOT allowed to cross through adjacent units to reach the building sewer connection.
STORMWATER	1. Each parcel maintains independent stormwater facilities. 2. Proposals for shared stormwater facilities are allowed where reviewed and approved with a land use action.	1. Shared stormwater facility must be designed to serve the full site/parcel per commercial/multifamily development standards.
DRIVEWAY APPROACH	1. Each parcel served with independent approach or alley access per zoning allowance/requirements. 2. Proposals for shared driveway approach may be allowed where reviewed and approved with the land use action.	1. Shared driveway approach/access must be designed to serve the full site per commercial/multifamily development standards.
ELECTRICAL AND GAS	1. Individual service drops must be provided to each parcel 2. Electrical services/utilities are NOT allowed to cross property lines. 3. Electrical penetrations in fire resistance rated assemblies are limited to protected membrane penetrations within individual unit in accordance with IRC R302.4.2 .	1. A single electrical service drop must serve the parcel unless meeting special provisions of NEC 230.2. 2. Meter distribution packs may be mounted on a standalone pedestal or directly on the structure. 3. Unit service feeders and branch circuits are NOT allowed to cross through separate townhouse units except for the following allowances: NEC Article 230.6 allowances: <ul style="list-style-type: none"> • Installed under not less than 2" of concrete (i.e. under slab). • Installed in a raceway encased in a minimum of 2" of concrete. • Installed in conduit under not less than 18" of earth beneath a building or other structure. IRC Section R302.4.1 allowance: <ul style="list-style-type: none"> • Penetrations tested as part of the approved fire resistance rated assembly. Provide listing • Penetration Firestop system tested to ASTM E814 or UL 1479. Where utilizing an NEC or IRC allowances, detailed electrical plans and listing documents are required to be submitted for review by the AHJ. 4. Electrical penetrations in fire resistance rated assemblies are limited to protected membrane penetrations within individual units in accordance with IRC R302.4.2 .

PLANS	<ol style="list-style-type: none"> 1. Plan must include all information documented in New SFR/Duplex/Townhouse submittal guide sheet. 2. Provide assembly details for all fire resistance rated construction including listed assembly cutsheets. 3. Provide fire stopping details for penetrations of rated assemblies. 	<ol style="list-style-type: none"> 1. Plan must include all information documented in the Commercial/Multifamily/Industrial submittal guide sheet. 2. Provide assembly details for all fire resistance rated construction including listed assembly cutsheets. 3. Provide fire stopping details for penetrations of rated assemblies.
MECHANICAL ELECTRICAL PLUMBING PLANS	<p>Mechanical/Electrical/Plumbing plan is required for the unit and must show:</p> <ol style="list-style-type: none"> 1. Location where each utility connection enters the townhouse unit. 2. Radon Mitigation <ul style="list-style-type: none"> • location of drain tile and vent pipe serving unit. • Vent pipe is not allowed in 2-hour rated common wall construction. 3. Fixture and equipment locations <ul style="list-style-type: none"> • All mechanical HVAC, electrical, and plumbing fixtures and service equipment in the unit. 4. Whole house ventilation calculation and equipment with CFM ratings per M1505.4. 	<p>Mechanical/Electrical/Plumbing plan is required for the multi-unit building and must show:</p> <ol style="list-style-type: none"> 1. Locations where each utility connections enters each townhouse unit in the townhouse building. 2. Radon Mitigation <ul style="list-style-type: none"> • location of drain tile and vent pipe serving unit. • Vent pipe is not allowed in 2-hour rated common wall construction. • Each unit to be served separately. 3. Fixture and equipment locations <ul style="list-style-type: none"> • All mechanical HVAC, electrical, and plumbing fixtures and service equipment in each townhouse unit. 4. Whole house ventilation calculation and equipment with CFM ratings per M1505.4 for each townhouse unit.
ENERGY CODE	<p>Energy code compliance documentation is required for the individual townhouse unit.</p> <ol style="list-style-type: none"> 1. Identify equipment being utilized to meet energy code compliance on the plan set or MEP scoping plan. 2. Provide specification sheets identifying efficiency ratings for heating, water heating, and HRV equipment. 3. Fuel normalization and energy credit selections must be included on the plans. 	<p>Energy code compliance documentation is required separately for each townhouse unit in the townhouse building.</p> <ol style="list-style-type: none"> 1. Identify all equipment being utilized to meet energy code compliance on the plan set or MEP scoping plan. 2. Provide specification sheets identifying efficiency ratings for heating, water heating, and HRV equipment. 3. Fuel normalization and energy credit selections must be included on the plans.
SUPPORTING DOCUMENTS	<p>The following supporting documents are required where applicable.</p> <ol style="list-style-type: none"> 1. Truss layout and truss package 2. Engineered floor layout 3. Beam Calcs. 	<p>The following supporting documents are required where applicable.</p> <ol style="list-style-type: none"> 1. Truss layout and truss package 2. Engineered floor layout 3. Beam Calcs.