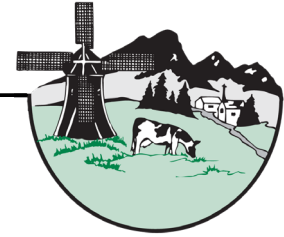


CITY OF LYNDEN

PLANNING AND COMMUNITY DEVELOPMENT
DEPARTMENT (360) 354-5532



Building Permit #: _____
Office Use Only

Residential Building Permit Submittal Checklist

Date: _____ Site Address: _____

Please verify that all minimum requirements have been met and are included with the permit submittal. Any missing items will result in an incomplete application, and we will be unable to accept the permit.

SUBMITTAL REQUIREMENTS: Provide two (2) copies of all documents.	Provided
Application and Plan Check Fee: Provide a completed Residential Building Permit Application. Fees must be paid at time of permit submittal.	
Washington State Energy Code Compliance Forms: Selected credits to be printed on plans. Solar panels to be identified on elevation if applicable.	
Stormwater Report (If applicable): As per Division 8 of the 2022 Engineering Design and Development Standards, provide a stormwater report prepared by a Washington State Licensed Engineer if the hard surface exceeds 2,000 square feet.	
Engineering / Structural Calculations: Provide if design does not comply with prescriptive requirements of the International Residential Code. Calculations must be stamped and signed by a Washington State Licensed Engineer.	
MINIMUM SITE PLAN SUBMITTAL REQUIREMENTS: Provide two (2) full size site plans (attached to building plans). Minimum size plans 24" x 36" inches.	Provided
Site Plan Must Include: <ul style="list-style-type: none"> <input type="checkbox"/> Project name and property address. <input type="checkbox"/> Scale and north arrow. <input type="checkbox"/> All property lines with dimensions. <input type="checkbox"/> Topography at 1-foot intervals and any surface water drainage systems. <input type="checkbox"/> 2% slope from foundation <input type="checkbox"/> Setbacks to building foundation, patios, decks, and porches. <input type="checkbox"/> Show easements, sidewalks, streets, alleys, driveways, and curb cuts. <input type="checkbox"/> Show all critical areas and buffers (streams, ditches, floodplain, wetlands). <input type="checkbox"/> Retaining wall location and proposed wall height. <input type="checkbox"/> Show any existing structures or structures to be demolished. 	
Additions and Remodels: Additions and remodels must clearly differentiate from existing conditions.	

MINIMUM BUILDING PLAN SUBMITTAL REQUIREMENTS: Provide two (2) full sets of plans. Minimum size plans 24" x 36" inches. Scale must be 1/4" per foot	Provided
<p>Maximum Building Height / Average Grade: For any building within 2-feet of the maximum building height (house or detached structure) or on a lot with a significant slope you must provide <i>Average Grade Level</i> calculations. Elevations must be documented at the mid-point of the four longest sides of the structure as imposed on the grade prior to construction. Calculations must be shown on the site plan and on the building elevations. For more information contact the Planning Department.</p> <p>Certification Requirements: Step 1 requires that the average grade be certified by a Professional Surveyor prior to the start of <u>any</u> construction. Step 2 requires a memo provided by a licensed surveyor documenting the overall building height a minimum of two weeks prior to the final inspection. All documents must be stamped by a licensed surveyor and submitted to the City of Lynden Planning Department.</p>	
<p>Dimensioned Floor Plans of All Levels: Label all rooms and spaces by use and square footage, any rated walls (garage/house separation), unheated spaces, egress doors and windows, stair detail, smoke / carbon monoxide detectors and exhaust fan locations.</p>	
<p>Exterior Elevation: Four separate elevations must be provided (north, east, south, and west). Plans must show floor to ceiling heights, roof pitches, overall building height, roofing material, exterior wall coverings, and railing heights.</p>	
<p>Foundation Plans: Plans must show pad and foundation dimensions, slab type, pier pad size, foundation venting calculations, footing sizes, rebar locations and spacing, stem wall sizes, hold down device locations, anchor bolt size and spacing and retaining walls.</p>	
<p>Framing Plans: Plans must identify all floor framing members, engineered truss layout, roof framing members, headers / beams, girders, columns, bearing points, and bearing walls. Provide section view of roof system to show collar ties and ceiling joints. Include attic spaces and roof venting calculations.</p>	
<p>Cross Section: Include section from footing through floors and roof framing. Section should show insulation, wall coverings, framing, general foundation, footing, stem wall, grade slope and attic ventilation.</p>	
<p>Construction Details: Details of all specific construction requirements, such as: deck ledger attachment details, porch attachment details, shear wall construction details, stair rise and run etc. must be shown.</p>	
<p>Braced Wall Plan: Include braced wall lines locations, brace wall method, and length of braced wall panels.</p>	

OWNER / AUTHORIZED AGENT: _____ **Date:** _____

I am the owner of the property described above or am authorized by the owner to sign and submit this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete, and correct. I also acknowledge that by signing the application I am the responsible party to receive all correspondence from the City regarding this project including, but not limited to, expiration notifications. If, at any point during the review or inspection process, I am no longer the Applicant for this project, it is my responsibility to update this information with the City in writing in a timely manner.