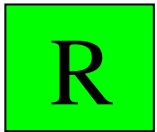


FAST TRACK PROCESS – RESIDENTIAL ADDITIONS UNDER 500 SQ. FT.



In some cases, residential applications may be processed over the counter if they are complete. In order to be complete, all of the items listed below must be clearly depicted on the plans. Prior to having a member of the building division staff review your application documents, you must carefully follow and verify each item is correctly shown on your plans. You may call 862-8602 and schedule an appointment to submit your application Monday through Friday, 8:00 am to 5:30 pm.

This intake checklist identifies minimum application elements necessary for the City of Bonney Lake to accept the application. Should any of the following minimum items not be provided, the application may not be accepted at the counter. **All permit fees are due at intake for a fast track building permit.**

If you are a contractor you will need to have a current contractor registration and Bonney Lake business license. Two (2) complete construction plan sets drawn to scale and fully dimensioned. Plans are to be drawn to 1/4 inch = one foot, minimum. Details are to be drawn to 1/2 inch = one foot, minimum. Five (5) site plans showing all items listed below are required. (Maximum plan size is 24"x36")

Building Division permit application

Insert the Plan Sheet Number, and check each box under the Applicant heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under Staff when the item is confirmed to be included in the submittal package. If you think an item is not applicable to your project, you must contact the building division prior to submitting to have the items initialed as not required.

| Applicant | Staff |
|--|--------------------------|
| <input type="checkbox"/> A completed Permit Application form | <input type="checkbox"/> |
| <input type="checkbox"/> The applicable fees paid | <input type="checkbox"/> |

Requirements for a complete application: Site Plan:

| Plan sheet Number | Applicant | Staff |
|--------------------------|--|--------------------------|
| _____ | <input type="checkbox"/> Minimum scale of 30' equals 1" | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Title block indicating name, address, phone number of applicant and owner, and property (site) address..... | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> North arrow. | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Property line location/setback | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Existing and proposed improvements on property..... | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Streets surrounding the property..... | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Existing and proposed contours (2' increments)..... | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Location of existing and/or proposed easements (label easement)..... | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Existing and proposed on-site sewer, water, gas, electrical and storm drain lines..... | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Location of all existing structures on the property | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Distances from the proposed addition to property lines and other buildings on the site..... | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> If present, environmentally sensitive areas on site, adjacent to, or within 200 feet (such as wetlands, steep slopes, top and toe of slope, lakes, rivers, streams, etc.) | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Health Department approval for septic system (if new plumbing or bedroom is added) | <input type="checkbox"/> |
| _____ | <input type="checkbox"/> Location of existing septic tank and drain field..... | <input type="checkbox"/> |

Construction Plan Requirements:

- _____ **Code editions** used to design the project.....

- _____ Complete **foundation plan** clearly depicting: footings, size and spacing of all anchor bolts, footing/pier reinforcement, holdowns, size, span, spacing and depth of all piers and footings, post bases, step foundations, retaining walls, et cetera.

- _____ Complete **floor framing plan** clearly depicting: size, span and spacing of; girders, post, floor joist, floor sheathing,
type, nailing, strapping, underfloor access and cross ventilation, post caps, ledgers, cripple walls, shear walls, blocking, bridging, multiple joists, et cetera.

- _____ Complete **floor plan** clearly depicting: location, type and operation of all windows, safety glazing, use of all rooms,
appliances, furnace and water heater locations, attic access and cross ventilation, fire walls, egress windows from bedrooms, stairs and handrails, smoke detectors, guardrails, decks, landings, shear walls, holdowns, sole plate nailing at shear walls, location of shear/braced walls, nailing/type, et cetera.

- _____ Complete **elevations** clearly depicting: all exterior materials, building heights, exterior grades, window/door location, ...
chimneys, skylights, et cetera.

- _____ Complete **construction cross section** clearly depicting: all interior and exterior finish material, building heights,
foundations/piers with reinforcing steel, floor framing, hardware size and type, size span and spacing of all framing members, insulation, building paper, plywood sheathing type/thickness and nailing, subgrade, anchor bolts, et cetera.

- _____ Complete **roof framing plan** clearly depicting: size, span and spacing of all framing members, post caps, truss anchors,
truss bracing, attic access and cross ventilation, ledgers, shear walls, header and beam sizes, roof sheathing and nailing schedule, framing hardware (hangers, caps, straps, et cetera), fireplace chimneys, skylight framing, truss layout (for truss roofs), et cetera.

- _____ **Details** of all of the above.....

- _____ Building footprint square footage of existing buildings.....

- _____ **SQUARE FOOTAGE OF PROPOSED ADDITION=** _____

Other items may be required to be submitted for an application in order to ensure that the application is consistent with the Bonney Lake Municipal Code.