



**TOWN OF FRIDAY HARBOR**  
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## Permit Assessment Checklist for Building Plan Review

This checklist is intended to aid applicants in providing a complete set of plan drawings for permit application. All information applicable to your project must be included for your application to receive same day sign-off as a Type I permit application (see Same Day Sign-off Checklist) or to be accepted for review as a Type II application. Permit applications will not be accepted until they have been determined to be complete. Contact a Plans Examiner for assistance or questions.

IRC Section R106: All plan view drawings to be 1/4" = 1' scale and fully dimensioned. Details to be 1/2" = 1' scale min. For remodels & additions, clearly distinguish between new & existing. Minimum page size 11" X 17"

- ✓ Information Complete  
○ More Information Needed  
— N/A

### Code Data Information

Applicant Use	TA Use
<input type="checkbox"/> All applicable codes.	<input type="checkbox"/>
<input type="checkbox"/> Applicable code sections for special construction identified.	<input type="checkbox"/>
<input type="checkbox"/> Site specific design criteria.	<input type="checkbox"/>
<input type="checkbox"/> Calculated building areas noted on plans. <ul style="list-style-type: none"><li>• Area measured to outside edge of wall typical.</li><li>• Includes decks and porches – covered or open calculated separately.</li><li>• Bonus rooms.</li><li>• Unfinished spaces.</li></ul>	<input type="checkbox"/>
<input type="checkbox"/> Number of bedrooms & bathrooms.	<input type="checkbox"/>

### Exterior elevations (1/4" = 1: scale) including:

<input type="checkbox"/> North, South, East and West (labeled).	<input type="checkbox"/>
<input type="checkbox"/> All grades accurately shown (existing & finish).	<input type="checkbox"/>
<input type="checkbox"/> Floor to ceiling heights and overall building height.	<input type="checkbox"/>
<input type="checkbox"/> Shoreline properties need to show existing & proposed grade lines with grade elevations noted.	<input type="checkbox"/>

### Floor plans for all levels (basements, storage and attics) including:

<input type="checkbox"/> All spaces labeled by use (Living Room, Bedroom, Bath, Garage, etc.).	<input type="checkbox"/>
<input type="checkbox"/> Unheated and/or unfinished spaces clearly identified.	<input type="checkbox"/>
<input type="checkbox"/> Label all door and window sizes. Include door swing; opening types for windows; note location of emergency escape/rescue openings and/or safety glazing	<input type="checkbox"/>
<input type="checkbox"/> Stair detail showing rise & run, number of treads & risers and location of Handrails & guardrails.	<input type="checkbox"/>

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> Location and fuel source for appliances & mechanical equipment.    | <input type="checkbox"/> |
| <input type="checkbox"/> Smoke detectors, carbon monoxide detectors, exhaust fan locations. | <input type="checkbox"/> |
| <input type="checkbox"/> Show locations of cross section views                              | <input type="checkbox"/> |

**Foundation plans** (per IRC Chapter 4 and/or accepted Whatcom County practice) including:

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> All pads and foundation dimensions, perimeter and interior.            | <input type="checkbox"/> |
| <input type="checkbox"/> Girders, posts, strip footings or slab.                                | <input type="checkbox"/> |
| <input type="checkbox"/> Ventilation and access (IRC Section R408). Vent calculations on plans. | <input type="checkbox"/> |
| <input type="checkbox"/> Slab insulation location and type.                                     | <input type="checkbox"/> |
| <input type="checkbox"/> Retaining walls – location, type and height.                           | <input type="checkbox"/> |

**Floor Framing plans** (IRC Chapter 5) including:

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|--|--------------------------|
| <input type="checkbox"/> Show & label members (joists, beams, etc.) Specify size, grade, species, type (GLB, TJI etc.) | <input type="checkbox"/> |
| <input type="checkbox"/> Include framing for decks, covered porches, porches, trellises and stairs.                    | <input type="checkbox"/> |

**Roof Framing plan** (IRC Chapter 8) including:

- |   |                          |
|---|--------------------------|
| <input type="checkbox"/> Show & label members (rafter, ridge, etc.) Specify size, grade, species, type (GLB, TJI etc.).         | <input type="checkbox"/> |
| <input type="checkbox"/> Show and label all supporting members (beams, columns, headers etc.)                                   | <input type="checkbox"/> |
| <input type="checkbox"/> Provide section view of roof system to show collar ties, ceiling joists, etc.                          | <input type="checkbox"/> |
| <input type="checkbox"/> Attic spaces – ventilation and access (IRC Section R806 & R807).                                       | <input type="checkbox"/> |
| <input type="checkbox"/> Engineered Trusses – provide truss lay-out with reactions and bracing details from truss manufacturer. | <input type="checkbox"/> |

**Cross and Longitudinal Sections** (Building Sections) 1/4" scale minimum, showing:

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Typical room configuration (flat or sloping ceiling). | <input type="checkbox"/> |
| <input type="checkbox"/> General foundation, floor, & roof framing.            | <input type="checkbox"/> |
| <input type="checkbox"/> Room spaces labeled by use                            | <input type="checkbox"/> |

**Typical Wall Section(s)** at 3/8" = 1'-0" scale min. including:

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Foundation, floor, wall and roof construction.        | <input type="checkbox"/> |
| <input type="checkbox"/> Frost depth (minimum 12").                            | <input type="checkbox"/> |
| <input type="checkbox"/> Insulation – walls, floors, ceiling, & slab (WSEC).   | <input type="checkbox"/> |
| <input type="checkbox"/> Typical construction details (IRC Chapters 3 thru 9). | <input type="checkbox"/> |
| <input type="checkbox"/> Floor, roof, and ledger connections, as applicable.   | <input type="checkbox"/> |

**Details** – for simple projects, the Wall Section showing all details may be acceptable.

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Foundation and/or retaining walls with dimensions, reinforcement steel shown & noted (IRC Chapter 4). | <input type="checkbox"/> |
| <input type="checkbox"/> Overhangs, cantilevers, off-set shear walls cantilevered roof sections, etc.                          | <input type="checkbox"/> |
| <input type="checkbox"/> Special framing details and connections.  | <input type="checkbox"/> |

**Engineering** (if applicable):

- |  |                          |
|--|--------------------------|
| <input type="checkbox"/> Engineering outcome/conclusions must be transferred to plans. Calculations shall be stamped & signed by the engineer. Provide minimum one wet-signature copy. | <input type="checkbox"/> |
| <input type="checkbox"/> Soils/geotechnical report per IRC Section R401.4 (if applicable).   | <input type="checkbox"/> |

**Prescriptive Braced Wall Plan** (a separate plan required, to scale, with panel dimensions.) Not required if plans are engineered.:

- |                          |   |                          |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Identify braced wall lines.   | <input type="checkbox"/> |
| <input type="checkbox"/> | Identify braced wall panel types & locations.                                 | <input type="checkbox"/> |
| <input type="checkbox"/> | Provide construction details of bw panel types.                               | <input type="checkbox"/> |
| <input type="checkbox"/> | Hold-down types and locations on plan (and foundation plan where applicable). | <input type="checkbox"/> |

**Vertical Load Plan** (information may be integrated into floor plans, floor frame plans, and roof frame plans):

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Label beam length, size, species, and/or type.   | <input type="checkbox"/> |
| <input type="checkbox"/> | Note all beam locations in plans.  | <input type="checkbox"/> |
| <input type="checkbox"/> | More than 5 major beams/headers and/or combination loads requires review by a licensed engineer/architect. | <input type="checkbox"/> |
| <input type="checkbox"/> | Footing and/or foundation point load details.  | <input type="checkbox"/> |
| <input type="checkbox"/> | Load path positive connection details.   | <input type="checkbox"/> |

**Washington State Energy Code (WSEC)**

- |                          |  |                          |
|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Submit complete energy code forms.<br>( <a href="http://energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx">http://energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx</a> scroll to Prescriptive Worksheets) | <input type="checkbox"/> |
| <input type="checkbox"/> | Information transferred to plan drawings.  | <input type="checkbox"/> |