



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 $\frac{1}{4}'' = 1'$ scale and fully dimensioned. Details to be $\frac{1}{2}'' = 1'$ scale min. For remodels & additions, clearly distinguish between new & existing. Minimum page size 11" X 17"

<input checked="" type="checkbox"/>	Information Complete
<input type="radio"/>	More Information Needed
<hr style="width: 10px; border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>	N/A

Code Data Information

Applicant Use

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

TA Use

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

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

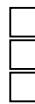
□

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"/> Unheated and/or unfinished spaces clearly identified.	□
<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"/> Stair detail showing rise & run, number of treads & risers and location of Handrails & guardrails.	□

□

- Location and fuel source for appliances & mechanical equipment.
- Smoke detectors, carbon monoxide detectors, exhaust fan locations.
- Show locations of cross section views



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

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



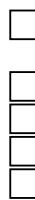
Floor Framing plans (IRC Chapter 5) including:

- Show & label members (joists, beams, etc.) Specify size, grade, species, type (GLB, TJI etc.)
- Include framing for decks, covered porches, porches, trellises and stairs.



Roof Framing plan (IRC Chapter 8) including:

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



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

- Typical room configuration (flat or sloping ceiling).
- General foundation, floor, & roof framing.
- Room spaces labeled by use



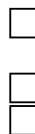
Typical Wall Section(s) at 3/8" = 1'-0" scale min. including:

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



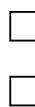
Details – for simple projects, the Wall Section showing all details may be acceptable.

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



Engineering (if applicable):

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



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

- Identify braced wall lines.
- Identify braced wall panel types & locations.
- Provide construction details of bw panel types.
- Hold-down types and locations on plan (and foundation plan where applicable).

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

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

Washington State Energy Code (WSEC)

- Submit complete energy code forms. □
(<http://energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx> scroll to Prescriptive Worksheets)
- Information transferred to plan drawings. □