



## Residential Construction Permit Requirements

P.O. Box 9, 230 Davidson Avenue  
Woodland, WA 98674  
<http://www.ci.woodland.wa.us>  
(360) 225-7299 / FAX # (360) 225-7336

### RESIDENTIAL BUILDING PERMITS

A residential building permit is required for every new structure (including fences and sheds except as noted below) or for any structural modification (additions, alterations, siding, and/or roofing) to an existing structure. Only the owner, owner's agent (show proof), or a Washington state licensed contractor may apply for a building permit. **NOTE: In addition to a valid Washington Department of Industries contractor's license (to be confirmed by staff on-line), all contractors and subcontractors must possess or obtain a current City of Woodland business license to legally perform work within the city limits.**

**REQUIREMENTS** - In addition to the building permit application, a site/plot plan and construction plans must be submitted for most of the following project types (see details next page). **Building repairs, additions or alterations in flood zones may be subject to a floodplain revision fee of \$150; if no documentation of flood review or elevation certificate is on file, a floodplain review (\$500 fee) will be required. No structures of any kind are allowed in floodways.**

**ACCESSORY STRUCTURES (SHEDS, GARAGES, GAZEBOS)** - Any structure 120 square feet in area or greater requires a permit. Any structure larger than 64 square feet must comply with setback requirements. **Any structure within a flood zone is subject to floodplain review, regardless of size.**

**DECKS** - All decks must meet 60 pound live load requirements. Any deck attached to a dwelling, more than 200 square feet in area, or more than 30 inches above grade requires a permit and must comply with required setbacks. See Residential Wood Deck Construction Guide for more detail. **Any deck within a flood zone is subject to floodplain review, regardless of size or height.**

**DEMOLITION** - Each structure to be demolished requires a permit. See demolition packet for details.

**FENCES** - Any fence higher than three feet above grade requires a permit. See the fence information sheet for submission details.

**MECHANICAL** - Mechanical additions, repairs or replacements require a permit. Describe the work to be done under the permit. Submit a scale drawing showing the placement of new equipment. Only the owner, owner's agent (show proof), or a licensed contractor may apply for a mechanical permit. **Projects in flood zones may be subject to floodplain review fees.**

**PLUMBING** - Plumbing additions, repairs or replacements require a permit. Describe the work to be done under the permit. Submit a scale drawing showing the placement of new equipment. Only the owner, owner's agent (show proof), or plumbing contractor may apply for a plumbing permit. **Projects in flood zones may be subject to floodplain review fees.**

**NOTE: Plumbing work shall be done only by the property owner or a Washington State Department of Labor and Industries licensed plumber.**

**RE-ROOFING** - Repairs of one square per year all allowed without a permit. Any larger re-roofing job requires a permit. **Please complete the roofing supplemental form along with the permit application.**

**SIDING REPLACEMENT** - Emergency repairs of one or two pieces allowed without a permit. **Any larger siding job requires a permit.**

**WINDOW OR DOOR REPLACEMENT** - Door units may be replaced without a permit as long as the door frame is retained. **Any other door or window replacement requires a permit.**

**NEW CONSTRUCTION, ADDITIONS, OR REMODELING** - All new construction in flood zones is **subject to the floodplain review fee of \$500.** The following items must be submitted in order to obtain a building permit for new residential construction, additions or alterations:

**Building Permit application:** Fill out a building permit application to the best of your knowledge. Include a description of the project and the fair market value (not including land and existing structures) of the project.

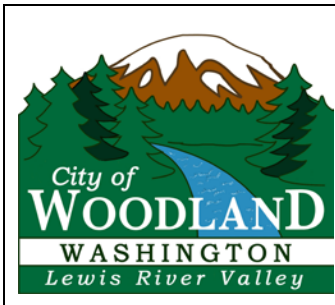
**Plumbing and mechanical permit applications:** Plumbing and mechanical work for new construction, additions or remodeling is not included under the permit for the structure. Submit a complete list of all plumbing fixtures to be installed and a complete list of all mechanical equipment items to be installed. **Deferred submittals are not allowed.**

**Scale Site/Plot Plan:** Site plans (no larger than 11x17) must show property lines, lot area, setback measurements for all structures, and the footprints and dimensions of existing and proposed structures including buildings, driveways, fences and decks. Include locations of easements and utilities if known. Provide property corner elevations. If there is more than a four foot elevation differential, the plan must show contour lines at two foot intervals. A geotech report may be required based on environmental conditions. Alteration, remodeling, and repair projects do not require a site plan unless the building footprint is altered.

**Construction Plans:** Two complete sets of construction plans drawn to scale are required (minimum sheet size 11x17). Plans must conform to the 2015 International Residential Code with Washington State Amendments and Washington State Energy Code compliant forms. (see pages 3 and 4 for further detail).

**Roof Truss Certification** (see page 4 for details)

**Energy Code Requirements:** For new homes or heated additions, show compliance to the 2015 Washington State (Residential) Energy Code (WSEC). See page 4 for details.



## Residential Plan Review Submittal Requirements

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**Building plans must conform to the 2015 International Residential Code (IRC) with Washington State Amendments (WAC) and Washington State Energy Code (WSEC) code compliant forms. The applicant is required to meet all aspects of building, stormwater, environmental, and land use codes required by the City of Woodland.**

Structural requirements are met either through a design by a structural engineer licensed in the state of Washington and/or through use of the prescriptive path as recognized under the IRC.

**If additional items are required during the plan review, the plans examiner will notify the applicant and the plans will be placed on HOLD until the additional documents are provided. (IRC 106)**

### RESIDENTIAL PLAN SUBMITTAL CHECKLIST

- ☐ **Site/plot plan drawn to scale** (see page 2 for details).
- ☐ **Two complete sets of legible plans.** Plans must be drawn to ¼" scale = 1", and show conformance to applicable local and state building codes. Minimum sheet size is 11"x17".

Structural details and connections must be incorporated into the plans or on a separate full-sized sheet attached to the plan with cross references between plan location and details. Engineer of record's detail sheets shall be attached as required with their wet stamp.

Design criteria as outlined in IRC Ch 3 shall be indicated to meet The City of Woodland Municipal Code 14.04.020. Garage layout orientation must be correct on plans and consistent with site plan layout. Fireplaces must be shown in their locations on the architectural plans, engineering plan sheets, and site plan.

- ☐ **Foundation plan.** Show dimensions, anchor bolts and locations, hold-downs, concrete pads, connection details, vent sizes and locations (IRC Ch 4). Overall size of the footings to follow IRC and structural engineering, as needed for load conditions.
- ☐ **Floor Plans.** Show dimensions, identify all rooms, and identify all pertinent elements and systems. Include window sizes and types (SH/XOX etc), location of smoke and carbon monoxide alarms, location of water heater, furnace, heat pump, mini split locations, cadet heat locations, ventilation fans, plumbing fixtures, balconies and decks (30" above grade), attic access, crawl access. Indicate egress window locations.

- ☐ **Cross section(s) and details.** Provide more than one cross section detail. Show all framing member sizes and spacing such as floor beams, headers, joists, sub-floor, wall construction, and roof construction.  
  
Include a typical wall section. Show details of all wall and roof sheathing, roofing, roof slope, ceiling height, siding material, footings and foundation, retaining walls, stairs, fireplace construction, thermal insulation, etc.
- ☐ **Exterior elevation views.** Provide all elevations (front, rear and sides) for new construction; minimum of two elevations for additions and remodels. Exterior elevations must reflect the actual grade if the change in grade is greater than four feet at building envelope.
- ☐ **Wall bracing: prescriptive path OR engineered lateral analysis.** For prescriptive path, show brace panels and braced wall lines on floor plan and outline code requirements per IRC 602, Tables and Details in R602.3 – R602.10. Provide details to specify construction requirements. For non-prescriptive path analysis, provide specifications and calculations to engineering standards (see section regarding engineer's calculations below).
- ☐ **Floor/ roof framing.** Provide plans for all floors / roof assemblies indicating type and lumber sizing, spacing, and bearing locations. Show attic ventilation.
- ☐ **Basement and retaining walls.** Provide cross section dimensions and details showing placement of rebar, drainage, backfill, etc. Provide engineer's calculations (see pertinent section below). Backfill greater than 4' requires engineering.
- ☐ **Manufactured floor/roof truss design details and layout.** Show location and type of connectors per IRC standards. Provide two truss layouts and two sets of stamped engineer calculations (see below). Design criteria for roof truss calculations must be consistent with engineer's structural calculations and design criteria.
- ☐ **Beam and joist calculations.** Provide prescriptive beam and joist calculations from designer for prescriptive path project design, or provide stamped engineering calculations and detail (see below).
- ☐ **Engineer's calculations.** Engineering shall be stamped by an engineer or architect licensed in the State of Washington. Engineering shall be site specific. Stamped engineering or architect stamped documents must have a "wet" (original) signature on at least one copy.  
  
Calculations shall be site specific to current design criteria for the City of Woodland municipal code 14.04.020. Provide lateral design, uplift, overturning, and gravity loads. Detail complete load path.  
  
For deck design over 30" above grade, or retaining wall designs, provide two sets of engineer's stamped calculations to support the design. Decks shall be designed at LL 60# per WAC (T)301.5.
- ☐ **Energy code requirements.** Provide two (2) copies of the completed required WSEC energy worksheets; Prescriptive Energy Credits Worksheet, Glazing Worksheet, and Heat Sizing Worksheet. For help with completing the required forms, go to <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx> , or call 360-956-2042.