

# Residential Additions, Remodels, Detached Structures & Mobile Home (in a park)

Submit to: 415 W. 6th St. Vancouver, WA 98660

Questions? 360-487-7800, permitcenter@cityofvancouver.us



Type of Work		
<input type="checkbox"/> Addition	<input type="checkbox"/> Remodel	<input type="checkbox"/> Addition/Remodel
<input type="checkbox"/> Carport	<input type="checkbox"/> Deck	<input type="checkbox"/> Covered Patio
<input type="checkbox"/> Fence >6'	<input type="checkbox"/> Garage/Shop	<input type="checkbox"/> Shed
<input type="checkbox"/> Re-Roof	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Adult Family Home
<input type="checkbox"/> Pool	<input type="checkbox"/> Solar	<input type="checkbox"/> Garage to Living
<input type="checkbox"/> New Mobile Home (in a mobile park, <u>not</u> on a private lot)		
<input type="checkbox"/> Other (specify):		
<input type="checkbox"/> Accessory Dwelling Unit (ADU): Submit supplemental ADU application		<input type="checkbox"/> Detached <input type="checkbox"/> Interior Conversion
Job Site Information and Location		
Job Site Address:		
Description of Work		
<input type="checkbox"/> Applicant		<input type="checkbox"/> Contact Person
Contact Name:		
Address:		
City/State/Zip:		
Phone:		
Email (required):		
Property Owner		
Name:		
Address:		
City/State/Zip:		
Phone:		
Contractor		
Business Name:		
Address:		
City/State/Zip:		
Phone:		
E-mail (required):		
WA State Contractor License #:		
Electronic Plans Submitter*		
Name:		
Address:		
Phone:		
E-mail (required):		

Scope of Work		
Please check the applicable boxes and enter required information where necessary		
Engineering calculations	<input type="checkbox"/> WA Stamped Eng.	<input type="checkbox"/> Prescriptive
Source of Water:	<input type="checkbox"/> Public	<input type="checkbox"/> Private
Landscape Irrigation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Source of Sewer:	<input type="checkbox"/> Public	<input type="checkbox"/> Private
Well on Site?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Type of roof:	<input type="checkbox"/> Composition	<input type="checkbox"/> Tile <input type="checkbox"/> Other
Fire system provided?	<input type="checkbox"/> Yes (if yes, separate required) <input type="checkbox"/> No	
Type of heat:	<input type="checkbox"/> Electric Furnace	<input type="checkbox"/> Electric Wall Heater
	<input type="checkbox"/> Gas Furnace	<input type="checkbox"/> Radiant Floor
	<input type="checkbox"/> Other (specify):	
New Square Footage		
Dwelling sf:		Carport sf:
Covered Patio sf:		Deck sf:
Garage/Shop sf:		Shed sf?:
Work includes:	<input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical	
Interior Remodel		
Cost of alteration (materials and labor):	\$	
Work includes:	<input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical	
Mobile Home		
Name of Park:		Space #:
Cost of placement (not to include value of home):	\$	
Number of Sections:		
Notice		
<p>I/we understand that per VMC 20.210.090, (Review for Counter Complete Status), if it is determined that the application is not complete, the City shall immediately reject and return the application. It is the responsibility of the applicant/owner to comply with all private conditions, covenants and restrictions (CC&amp;R's) associated with this property. If submitting electronically, I/we understand that if the electronic plan submission is deemed to be incomplete notification will be sent after the prescreening process and plan review will not begin.</p> <p>I/we agree that the City of Vancouver staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.</p>		
Required Signatures		
Applicant Signature:		
Print Name:		Date:
Property Owner Signature:		
Print Name:		Date:
*Please note that the contact listed as "Electronic Plan Submitter" should be the individual responsible for accessing ePlans, (electronic plan review software), and will receive all ePlans correspondence.		

### Submittal Requirements\*:

- Any and all fees associated with the application       Completed and signed application

**Two (2) complete sets of legible construction plans drawn to scale as appropriate (i.e. 1"=10', 1"=20', 1/4"=1', etc.), showing conformance to the applicable local and state building codes.**

- Foundation Plan:** Show dimensions, rebar, anchor bolt sizes and spacing, any hold-downs, expanded footings, connection details, vent size/locations and location of crawl space access.
- Floor Plan:** Show all dimensions, room identification, window size and type.
- Cross Section Details:** Show size and spacing for all framing members.
- Elevation Views:** Provide elevations for all sides. Exterior elevations must reflect the actual grade.
- Engineered Lateral Analysis:** Engineering for wind and seismic loads or use prescriptive path (apawood.org, go to "sign in". Create "my APA" account. Use the wall bracing calculator. Submit (2) copies.
- Floor/Framing Plans:** Required for all floor and roof assemblies. Plans shall indicate member sizing, spacing and bearing locations.
- Basement and Retaining Wall:** Cross sections and details showing placement of rebar, footing sizes, height, grade, etc.
- Beam Calculations:** For all beams spanning 10 feet or more, or beams supporting/creating a point load.
- Manufactured/Engineered Floor/Roof Truss Design Details:** All engineered framing systems shall be required at intake. Floor systems shall include (2) copies of the manufacturers layout and installation guide. Engineered roof systems shall include an overhead truss framing plan with corresponding labeled truss details.
- Energy Code Compliance:** Identify all proposed insulation values and submit (2) copies each of:  
[Energy Code Prescriptive Requirements \(www.cityofvancouver.us/ced/page/energy-code-forms-information\)](http://www.cityofvancouver.us/ced/page/energy-code-forms-information)  
Prescriptive Worksheet at [WSU Energy Extension Program\(www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx\)](http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx)  
Glazing schedule at [WSU Energy Extension Program \(www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx\)](http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx)  
Heating systems sizing worksheet at [WSU Energy Extension Program \(www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx\)](http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx)
- Engineering Calculations:** When engineering is submitted, (2) complete sheet sets shall be provided for review. All engineering shall be site specific and (1) copy shall bear the engineers wet stamp. All engineering details, schedules and layouts shall be copied to the full size plan sets.
- Ventilation Requirements:** Plans shall provide sufficient information clearly indicated on the city's energy form what method of ventilation shall be used in accordance with section M1508 of the IRC with Washington State Amendments.
- Radon Mitigation (required if addition is over 200 square feet):** Provide location and detail.

**Two (2) complete site plans, 8.5"x11", 8.5"x14" or 11"x14", drawn to scale and including the following:**

**Contact staff at 360-487-7803 about critical areas on site as additional information may be required**

- Accurate representation of the size and shape of the subject parcel(s) including easements of any kind, all lot dimensions and parcel orientation, including north arrow.
- Locations, dimensions and height of all existing and proposed buildings and structures, including garages, carports, fences, decks, patio covers and other accessory structures. Include dimensions from each other and from all property lines. Show dimensions of eaves projecting beyond a wall or supporting post. Indicate usage of all structures.
- Existing and proposed curbs, sidewalks, streets and curb cuts. Indicate placement and species of required street trees. Indicated center line of street(s) and label streets as public or private.
- Location and detailed layout of parking.
- Location and height of walls and fences. Indicate construction material(s).
- Storm water infiltration or connection to existing system. Contact staff to verify site requirements at 360-487-7803.
- Tree protection / tree replacement plan (if applicable) as per VMC 20.770.

\*May differ based on scope of proposed work.