



## Purpose

The City of Enumclaw Permit Center is dedicated to providing the highest level of service to its citizens, business operators and visitors. Our goal is to expeditiously process each permit application. Experience has demonstrated that the quality of the information provided by the permit applicant has a direct connection to the amount of time that the application takes to process.

In general, the amount of detail required will vary, depending on the nature and complexity of the project. Below is a list of minimum information needed to review your permit documents.

Plans that do not contain the following minimum information will not be accepted for plan check. Plans shall be of sufficient clarity to indicate the location; nature and extent of work proposed and show that it will conform to the provisions of the adopted International Codes and ordinances.

There are also Assigned Design Values on the city website: [cityofenumclaw.net](http://cityofenumclaw.net)

The City of Enumclaw is moving forward with accepting digital submittals. All submittals should be emailed to: [Permits@ci.enumclaw.wa.us](mailto:Permits@ci.enumclaw.wa.us). If your complete submittal is larger than 10MB, please just include the application and request a sharefile link to upload your supporting documents. We **will not** accept multiple emails containing all attachments.

### Digital submittal for NEW SINGLE FAMILY RESIDENCE or Residential Remodel

**\*All digital submittals shall be in PDF format\***

- 1 site plan
- 1 set of construction plans including structural calculations
- 1 copy of WSEC Calculations
- 1 completed application
- 1 Copy of Truss Calculations

**\*Paper submittals are not recommended and will result in longer review time\***

### Paper submittal for New SINGLE FAMILY RESIDENCE OR RESIDENTIAL REMODEL AND GARAGES/OTHER RESIDENTIAL OUTBUILDING OVER 120 SQUARE FEET

- 2 copies of site plan
- 2 copies of construction plans including structural calculations
- 1 copies of WSEC Calculations
- 1 competed application
- 1 Copy of Truss Calculations

Plan sheets for new construction need to be 18" x 24", 24" x 36", or 30" x 42" and all sheets must be the same size. Plans shall be drawn in indelible ink and to scale. Plan sheets that are cut and pasted, taped, or that have been altered by any means (pen, pencil, marking pen, etc.) will not be accepted for plan check.

PLEASE CHECK EACH BOX AFTER YOU MAKE SURE YOUR DOCUMENTS COMPLY

#### A. SITE PLAN

- 1. Space and north arrow. Maximum scale 1" = 40' (preferred scale 1" = 20' or 1" = 40')

- 2. Basic data (type of structure, square footage, location).
- 3. Dimensions of lot show distance to property lines, street name, location and use, and vicinity map.
- 4. Existing and proposed structures labeled with dimensions.
- 5. Show with dashed lines for any existing structures to be removed or demolished.
- 6. Location of utilities (water, sewer, gas, electricity) New and additions only.
- 7. Site contours and drainage (existing in dashed/new in solid lines) and details.
- 8. Width of driveway and showing off street parking as required in **Enumclaw Municipal Code section 19.14.**
- 9. Finished floor elevation readings at each corner of the lot.

**B. FOOTING & FOUNDATION PLAN**

- 1. Scale and north arrow.
- 2. Outline of perimeter of footing & foundation, concrete slabs, patios, etc., with dimensions.
- 3. Location and size of exterior and interior bearing footings/foundations.
- 4. Interior pier locations and sizes with dimensions.
- 5. Location and size of required reinforcing steel.
- 6. Location, size, embedment, and spacing of anchor bolts, hold-downs (if required) and post-to-footing connections.
- 7. Location and size of foundation vents and crawl space access.
- 8. Construction details of any unusual construction practice.
- 9. Stamped engineering calculations are required for foundation/retaining walls over 4 feet.
- 10. The footing and the foundation drain lines are required to be PVC hard line piping going to a drain field or to a CB. No flex piping will be allowed

**C. FLOOR PLAN - Show all rooms:**

- 1. Use and size.
- 2. Window and door locations and sizes.
- 3. Header sizes over openings.
- 4. Beam locations, materials, spacing and sizes.
- 5. Floor joist sizes, directions of run, spans and spacing, (in lieu of separate framing plans).
- 6. Ceiling joists, floor joists, trusses, and roof rafter sizes, directions of run, spans and spacing, (in lieu of separate framing plans).
- 7. Location of plumbing/heating fixtures and equipment.

**D. FRAMING PLANS**

INFORMATION ASKED FOR HERE IS REQUIRED WHETHER OR NOT SEPARATE FRAMING PLANS ARE SUBMITTED.

- 1. Size, lumber species, grade, spacing and spans of all framing members. Specify panel identification index for sheathing.
- 2. Clearly show bearing/shear walls and specify nailing schedule.

- 3. Show materials and method of connection of all posts to beams.
- 4. Call out any special connection method in detail and clearly show how the building is held together.
- 5. Designs out of the scope of the conventional framing provisions of the International Building Code shall be designed and stamped by a Washington State Registered Structural Engineer. Engineer's calculations must accompany the design.
- 6. Show lateral bracing and provide details on the plans, designed and stamped by a structural engineer. The engineer's analysis of seismic and/or wind loads must accompany the design.

**E. ELEVATIONS**

ELEVATIONS ARE REQUIRED FOR ALL PROPOSED STRUCTURES WITH A ROOF OR PARTIAL COVER.

- 1. Show height from finish grade to: 1) finished floor; 2) top plate/ceiling; 3) highest point of structure.
- 2. Specify all finished materials to be utilized in construction.
- 3. Show all doors and windows (distinguish between openable and fixed; single glazed and dual glazed).
- 4. Specify roof pitch and material. Chimney in relation to roof.
- 5. Show shear walls or moment frames

**F. BUILDING CROSS SECTIONS**

SHOW SECTIONS OF STRUCTURE THAT CLARIFY IN DETAIL THE TYPICAL CONDITIONS AND DESCRIBE OTHERWISE HIDDEN CONDITIONS.

- 1. Complete detailed cross sections of footing/foundations.
- 2. Mud sill and anchorage material.
- 3. Post to beam connections.
- 4. Floor construction - show required clearances of earth to wood or specify treated lumber.
- 5. Wall construction including exterior and interior wall covering and insulation.
- 6. Ceiling construction (size and spacing of joists) and insulation.
- 7. Roof structure (size and spacing of joints or pre-manufactured truss spacing) and insulation.
- 8. Components of roof covering.
- 9. Show compliance with ventilation requirements for attic space.
- 10. Full height section through fireplace and chimney, including reinforcing materials.
- 11. Full height section through stairways including dimensions of riser and tread framing materials; riser height, tread width, handrail height above tread nosing, and clearing to ceiling above the stair measured from line drawn at end parallel to tread nosing.

**G. ENERGY/VENTILATION**

INDICATION COMPLIANCE WITH ENERGY CODE

- 1. Indication compliance with energy code. Specify selected design approach: a) Component Performance; b) Systems Analysis; c) Prescriptive.
- 2. Provide documentation verifying compliance.
- 3. Submittals for Energy Code compliance must include the model numbers, frame type, and U-values for windows. This information must appear in the Compliance form for Prescriptive compliance or as part of a window schedule included in the plans for Component Performance or Systems Analysis compliance.
- 4. Show compliance with Ventilation and Indoor Air Quality Code.

H. **GENERAL**

- 1. 110 volt smoke detectors shall be shown in each sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area.
- 2. The open sides of stairways, landings, balconies or porches, which are more than 30 inches above grade or floor below, shall be shown to have a 36” guardrail with intermediate rails or an ornamental pattern such that a sphere 4 inches in diameter cannot pass through.
- 3. Glazing in doors and enclosures for bathtubs and showers and in any portion of building walls enclosing these compartments shall be specified as a safety glazing where the bottom exposed edge of the glazing is less than 60 inches above a standing surface and drain inlet.

**Enumclaw Municipal Code section**

**DEDICATION, IMPROVEMENT AND MAINTENANCE Chapter 12.18**

**12.18.010 Requirement.**

No building or structure shall be erected or relocated, or expanded or altered in an amount exceeding \$50,000 and no building permit shall be issued there for on any lot unless one-half of the street abutting thereon has been dedicated and improved with curb, gutter, sidewalk, drainage structure and street pave out for the full width of the lot in accordance with city standards, or such dedication and improvements have been assured to the satisfaction of the city engineer, subject to the following limitations:

A. The maximum area of land required to be so dedicated shall not exceed 25 percent of the area of any such lot nor shall such dedication reduce the lot between the required minimum lot sizes, widths and areas required, unless a variance for the same has been granted, and in no case shall such dedication be required if the remaining lot area has a width less than 50 feet or an area less than 5,000 square feet.

B. No such dedication may be required with respect to the portion of a lot occupied by a main building.

C. EMC [12.18.056](#)(D) and (E) shall apply to the construction of a single-family dwelling or customary accessory building in the residential zones. (Ord. 1460 § 1, 1984; Ord. 1227 § 1, 1977; Ord. 1188 § 1, 1976; Ord. 1172 § 1, 1976).

**The City of Enumclaw makes every effort to provide prospective applicants with a comprehensive overview of the submittal requirements. This handout is intended to serve as a general guide and may not describe all materials necessary to ensure a complete application. It is recommended that you consult with the City staff for additional information.**

## EPermits—Electronic Document Requirements and File Naming Convention

What are the document submittal requirements for EPermits? Here are the basics:

- ✓ PDF ONLY (CAD is accepted for Public Works permits only)
- ✓ Documents must not exceed 400 MB
- ✓ Must NOT exceed 30" x 42" or less than 8 1/2" x 11"
- ✓ Must NOT be password protected or locked
- ✓ All plan sheets must be consolidated into one pdf file
  - ⇒ Building Plans = one document
  - ⇒ Truss Specs = one document
  - ⇒ Site plan = one document
- ✓ No color plans
- ✓ Incorrect sheet size, scale, direction, or margins will not be accepted





For a complete list of requirements and FAQs, click the following link:


<https://www.cityofenumclaw.net/DocumentCenter/View/6315/EPermits-Document-Requirements-Master-List>

How do I name my files? Files must be named to accurately describe the contents of the document. Documents must be named as shown in the "EPermits- Document Naming Convention". Documents named otherwise may be rejected.

- BLD APP—LDA APP—SEPA APP—PREAPP—DRB APP
- CIVIL PLANS—BLD PLANS—STRUC CALCS
- SITE PLAN
- SWPPP
- TIA
- STRUC CALCS
- COLOR RENDER

 BLD APPLICATION.pdf ✓

 LOT 14 20-048783E .pdf

 R62009090.20-048688T.pdf

**\*\*IMPORTANT:** These special characters cannot be used when naming files:\*\*

!, \*, \, (, ), ;, :, @, &, =, +, \$, , (comma), /, ?, %, #, [, ], " , <, >, |

For a complete list of document names and acronyms, click the following link:

<https://www.cityofenumclaw.net/DocumentCenter/View/6314/EPermits--Document-Naming-Convention-Master-List>