



## REMODEL OR ADDITION TO EXISTING SFR PERMIT APPLICATION CHECKLIST

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### CHECKLIST FOR REMODEL OR ADDITION TO EXISTING SFR PERMIT APPLICATION:

*Project shall comply with the 2018 International Residential Code IRC.*

Applicant*	Qty.		Staff
		<b>Complete <u>Building Permit Application Form</u></b>	
		<b>Proof of Property Ownership OR Signature Authority (if required)</b>	
		<b><u>Site and Stormwater Plans</u> – Five (5) sets; along with an electronic copy in .pdf format</b>	
		<b><u>Architectural Plans and Specifications</u> (drawn to scale, clearly indicating the full scope of work) – Three (3) sets; provide clear and concise estimate of construction (Two (2) sets of Engineering, if required)</b>	
		<b><u>Certificate of Water Availability &amp; Fire Flow</u> (New Service or at Building Official / Fire Marshall discretion) – from City of Milton</b>	
		<b>Contractor’s registration card issued by the Department of Labor and Industries (LNI)</b>	
		<b>Proof Contractor has a City of Milton Business License (go to <a href="http://www.bls.dor.wa.gov/file.aspx">www.bls.dor.wa.gov/file.aspx</a> to add a City to your State of Washington Master License)</b>	
		<b>2018 Washington State Energy Code Compliance Worksheets to be submitted:</b> <ul style="list-style-type: none"> <li>• Prescriptive Compliance Form</li> <li>• Glazing Schedule</li> <li>• Heating System Sizing</li> </ul> <b>*If utilizing Total UA Approach, provide documentation</b> <b>*Energy Code Worksheets are available at:</b> <a href="http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx">www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx</a>	
		<b>Street Work Permit (<i>if applicable</i>), documents required for submittal:</b> <ul style="list-style-type: none"> <li>• Signed Street Work Permit form</li> <li>• Certificate of Insurance (with City of Milton as an Additional Insured)</li> <li>• Performance Bond – \$5000 or 1.25 x cost of job, whichever is greater (Bond must also include Original Signatures, Original Stamp/Embossment and <b>MUST</b> be good for two years)</li> <li>• Traffic Control Plan</li> </ul>	
		<b>THIS CHECKLIST IS NOT ALL INCLUSIVE</b>	
		<b><i>*PLEASE INITIAL DOCUMENT(S) SUBMITTED</i></b>	