



NEW SINGLE-FAMILY RESIDENTIAL BUILDING CHECKLIST

This checklist has been designed to provide a brief overview of the City’s submittal requirements for all written documentation. The following items depending on the actual project, must be provided to the Building Division at the time of plan check submittal. **Applications deemed incomplete will not be accepted for review.** For additional information, please go to the City of Milton website (www.cityofmilton.net – Building Division). Applicant to initial this list for all items that were submittal to the City. ***Residential structures shall comply with the 2018 International Residential Code IRC.***

Name of Applicant _____

Property Address _____

Date submitted _____ Permit application number (assigned by staff) _____

Applicant initials	Qty		Staff initials
	1	Complete Building Permit Application Form – please provide requested information on application. Provide the information on second page, especially the plumbing/mechanical fixture count. Please date and sign application.	
	1	Proof of Property Ownership OR Signature Authority (if required)	
	3	Site and Stormwater Plans – Three (3) sets unless otherwise required. Provide Stormwater management report (depending on square footage of property).	
	3	Architectural Plans and Specifications (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)	
	2	Engineered Truss Specifications – 2 sets (include layout sheet & individual truss details)	
	1	Electronic copy – full set of plans (Flash drive) and submitted documents	
	1	Pierce County Sewer – Letter of Sewer Availability (or Pre-treatment) from Pierce County Sewer is acceptable at submittal but the Building permit cannot be issued until the City receives a receipt that all Pierce County Sewer fees have been paid (or if applicable, Lakehaven Utilities)	
	1	Certificate of Water Availability & Fire Flow (New Service or at Building Official/ Fire Marshall discretion) – from City of Milton	
	1	Certificate of Power Availability – from City of Milton. Electrical permits need to be applied for with Tacoma Power	
	1	Contractor’s registration card issued by the Department of Labor and Industries (LNI) – provide UBI number	
	1	Proof Contractor has a City of Milton Business License (go to www.bls.dor.wa.gov/file.aspx to add City of Milton to your State of Washington Master License) please provide confirmation email from DOR (stating that it was applied and paid) with the Building Permit application	
	2 sets of each form	2018 Washington State Energy Code Compliance Worksheets to be submitted: <ul style="list-style-type: none"> • Window Glazing Schedule • Heat Load Calculations • Energy Credits <p>*If utilizing Total UA Approach, provide documentation *Energy Code Worksheets are available at: www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx</p>	

Residential Plan Submittal Checklist

	1	<p>Street Work Permit (if applicable, check with City Engineer), required documents for submittal:</p> <ul style="list-style-type: none"> • Signed Street Work Permit form • Certificate of Insurance (with City of Milton as an Additional Insured) • Performance Bond – \$5000 or 1.25 x cost of job, whichever is greater (Bond must include Original Signatures, Original Stamp/Embossment and MUST be good for two years) • Traffic Control Plan 	
	1	Street Frontage Improvements Estimate (or In Lieu) – Contact City Engineer	
		School Impact Fee – contact Aimee Cazalet (acazalet@fifeschools.com) at Fife School District (5802 20 th St E, Fife) – (253) 517-1000 ext. 25112) **Copy of receipt due before permit issued	
		Traffic Impact Fee (see City website for current fee) payable prior to issuance of Permit, if applicable.	
		Parks Impact Fee (see City website for current fee) payable prior to issuance of Permit, if applicable.	