All charges are subject to change at any time hook-up and permit fees MUST be paid prior to construction

New Residential Building Permit Checklist

- ☐ Email one set of site plans to saulakh@cityofsumas.com
- ☐ One Set of Building Plans
  - ✧ Show crawlspace final grade and adjacent outside grade on plans
- ☐ Base flood elevation determination. Usually a pre-construction survey is needed.
- ☐ Minimum of two openings having a total net of, not less than, one square inch for every square foot of enclosed area (including garage)
- ☐ Required setbacks - See Sumas Municipal Code (access online www.cityofsumas.com)
- ☐ Building, Mechanical, Plumbing and Grade & Fill Permits- Fees Vary
- ☐ Application for permit to develop in a floodplain area (if applicable) - $300
- ☐ Hook-up Fees:
  - ✧ Water Connection Charge:
    Single Occupancy Buildings- $2,900(or actual cost, whichever is greater)
    Multiple-Occupancy Buildings- $2,900
    (or actual cost, whichever is greater) plus $1,260.00 (or actual cost, whichever is greater) per each additional unit
  - ✧ Sewer Connection Charge:
    Single Occupancy Buildings- $3,125.00(or actual cost, whichever is greater)
    Multiple Occupancy Buildings- $3,125.00
    (or actual cost, whichever is greater) Plus $1,250.00 (or actual cost, whichever is greater) per each additional unit
  - ✧ Storm Connection Charge:
    Parcels of property with an existing storm sewer line- $555.00
    All other parcels of of property- $750.00
    (Or actual cost, whichever is greater)
  - ✧ Temporary Electric Hook-up: $110.00
  - ✧ Electric Connection Charge: Overhead/Underground (actual cost plus materials)
- ☐ Service Request (Electric, Water, Sewer)
- ☐ Elevation certificate is REQUIRED

Completed applications can be emailed to saulakh@cityofsumas.com

CITY OF SUMAS

Permit # _____

Building Permit Application

All applicable information must be included. Your application may not be accepted if this form is incomplete.

Site Information			
Job Site Address:			Tax Parcel #
Subdivision Name:	Division #	Block #	Lot #

Contact Information			
Legal Property Owner	Name:	Address:	Phone #
Project Contractor	Name:	Address:	Phone #
	Contractor's License #	Expiration Date:	Sumas Business License #
Plumbing Contractor	Name:	Address:	Phone #
	Contractor's License #	Expiration Date:	Sumas Business License #

Project Description

Proposed Use – described work: _____

_____

_____

Valuation of Project: $ _____

Square Footage:	Living area _____ (1st floor _____ 2nd floor _____) Garage _____ Porch/ Patio/ Deck _____/_____/_____ Bonus Room _____ Basement _____	# Bathrooms: _____ # Bedrooms: _____
Zoning:	**Heat Source:** Natural Gas Propane Oil Electric	

Plumbing Permit			**Mechanical Permit**		
No.	Type of Fixture or Item	Fee	No.	Type of Equipment	Fee
	Bathtub			Air Handling Unit <10,000 LFM	
	Clothes Washer			Boiler/ Compressor 15 HP	
	Dishwasher			Boiler Compressor 35 HP	
	Drinking Fountain			Clothes Dryer	
	Floor Drains			Fireplace Insert	
	Hose Bibbs (faucets)			Fuel Tank <1100 GAL	
	Hot Tub/ Pool/ Misc.			Furnace <100 BTU	
	Hot Water Heater (all)			Furnace > 100 BTU	
	Kitchen Sink & Disp.			Gas Fireplace	
	Laundry Tray			Gas Hot Water Heater	
	Lavatory (wash basin)			Gas Piping	
	Water Piping			Heat Pump	
	Roof Drains – Rainleaders			Kitchen Range/ hood System- Res.	
	Service Sink/ Bar			Other Units	
	Shower			Propane Tank	
	Urinal			Unit Heater	
	Water Closet (toilet)			Vent Fans	
	Building Sewer			Woodstove	
	SUBTOTAL	$		SUBTOTAL	$
	PERMIT FEE	$		PERMIT FEE	$
	TOTAL FEE	$		TOTAL FEE	$

Applicant attests that all information provided on this application and accompanying material is true and accurate. Applicant is responsible for fees for reviews completed by the City in preparing this permit for issuance, regardless whether the permit is issued or cancelled.

APPLICANT SIGNATURE: _____ DATE: _____

Permit # _____

OFFICE USE ONLY

Project Name:	Class:	Lot Area:
Max HT:	BLD Use:	Dwell Unit:

Setback Requirements	
Front:	Rear:
Side:	
Shoreline:	Top of Bank Setback
Required Parking Spaces:	

Flood Information		
Base Flood Elevation:	Special Flood Risk	# Flood Vents Yes / No
Finish Floor Elevation:	Flood Corridor:	Breakaway Walls Yes / No

Building Information			
Occupancy Group:	Type of Construction:	Occupant Load:	Building Area
Stories:	Basement: Yes / No	Fire Sprinklers: Yes / No	

Permit Review	**Fees**	**Square Footage & Valuation**	
Total Plan Check Fee			
Building			
State Surcharge			
Plumbing			
Mechanical			
Fill Permit			
Flood Plain Permit			
Conditional Use			
Variance		**Conditions – To be input by originator**	
Temp. Power			
Sewer Hookup			
Water Hookup			
Storm Hookup			
Modular Home			
		Application Accepted:	**Permit Issued:**
		Initials: _____	**Initials: _____**
Total		**Date: _____**	**Date: _____**

List of Inspections

All Inspections need to be called in @ 360.988.5711 a minimum of 24 hours before

#1-Property Line setbacks and footing inspection

#2-Stemwall Inspection

#3-Floor deck Inspection

#4-Shear Wall Inspection

#5-Combination Framing, Plumbing and Mechanical

#6-Insulation Inspection

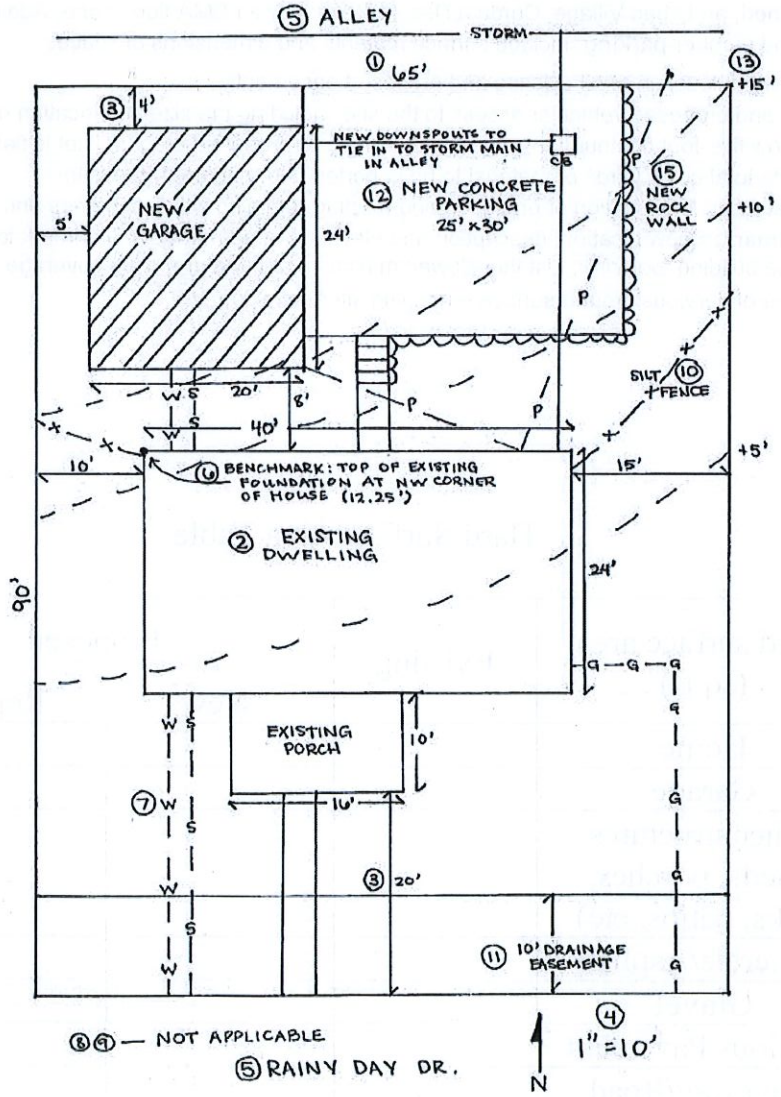
#7-Sheetrock nail/screw inspection

#8- Final Inspection

Site Plan Requirements

Site Plan (ex.)

(see next page for checklist)



Land Use Information:
Address: 1010 Rainy Day Dr
Parcel Number: 123369040400
Legal Description: Mill Pond, Block 10 Lot 6

Lot Size: 65' X 90" = 5850 ft²
Lot Coverage: 2446 / 5850 = 42%
Open Space: 58%

Cut and Fill Estimates:
Approximately 200 cubic yards required for garage and driveway—use excavation spoils, import balance.

Stormwater Details:
Excavator must stay on site during construction. Dirt that enters public right of ways will be swept/removed immediately. Catch basin insert will be provided during construction. Provide stormwater details.

Site Plan Checklist

(see previous page for example)

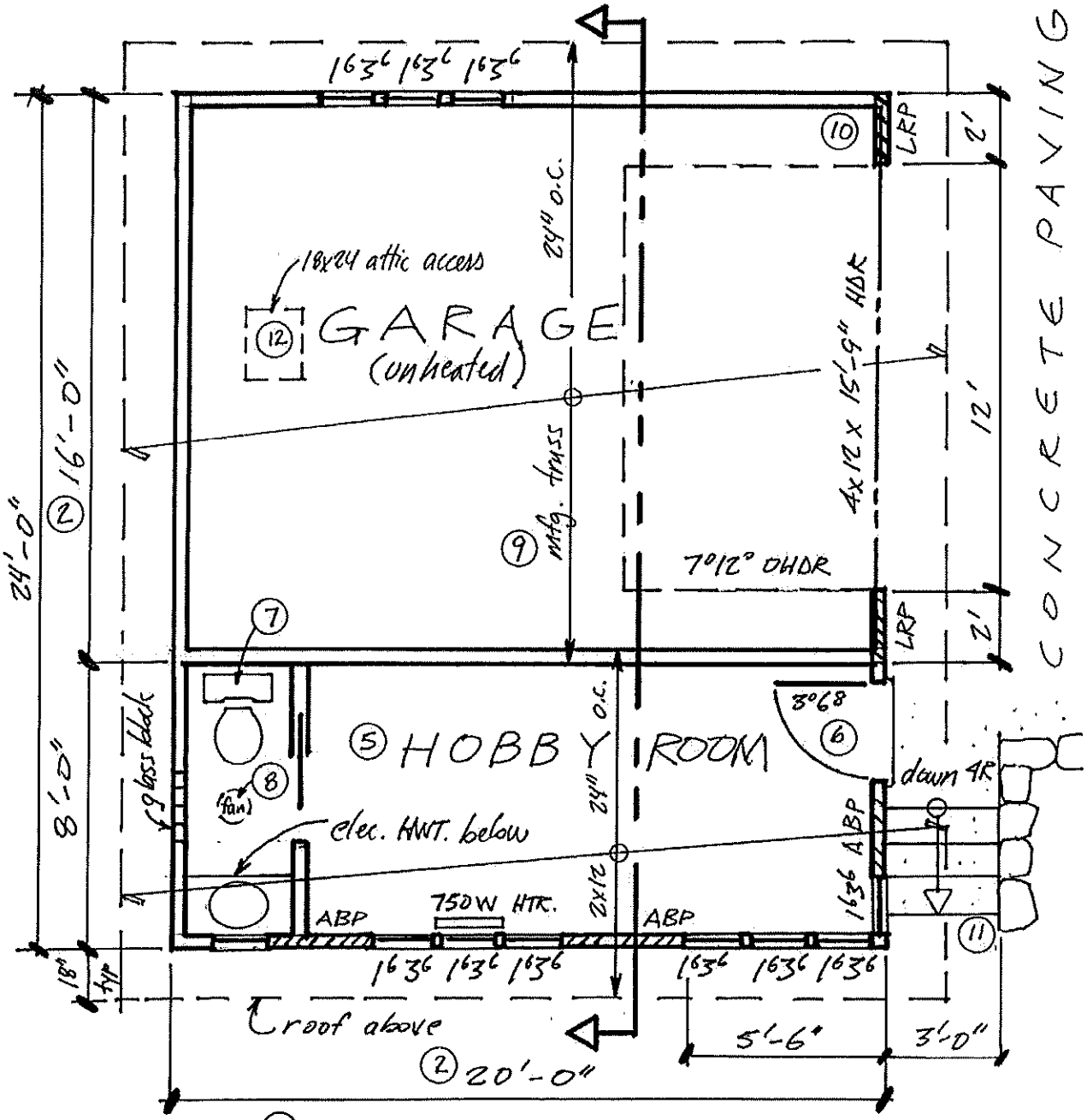
Whenever a site plan is required, the following items shall always be provided:

- ☐ **Property Information:** Include the address(es), parcel size & parcel number or legal description
- ☐ **Scale:** Label the drawing scale (minimum 1"=20')
- ☐ **A North Arrow**
- ☐ **Property Lines:** Including dimensions of the project site.
- ☐ **Structures:** Identify new vs. existing structures, and/or show area of work. Include the location of and distances between all existing and proposed structures.
- ☐ **Setbacks:** Show distances from all property lines to all proposed and existing buildings.
- ☐ **Streets/Right-of-ways:** Label the right-of-way and street names and locations for all streets from which the lot is accessed and adjacent.
- ☐ **Utilities:** Show the location of all existing and proposed public and on-site utility structures and lines, such as water, sewer and stormwater lines or on-site stormwater facilities or septic systems.
- ☐ **Special Locations:** Please note if property is within special land-use areas such as, but not limited to, the Lake Whatcom Watershed, an Urban Village, Cordata Design Review or a FEMA flood zone. Additional info may be required
- ☐ Show on plans and number **parking**, include surface material and dimensions of spaces
- ☐ **Easements:** Show the location of all existing and proposed easements.
- ☐ **Access:** Existing and proposed vehicular access to the site, including the size and location of driveways and curb cuts.
- ☐ **Topography:** Show five-foot contour lines showing existing and proposed grades. If lot is flat, label lot as "flat lot".
- ☐ **Cut & Fill:** Indicate total cubic yards of material to be imported to or exported from site.
- ☐ **Other Structures:** Show the location of proposed and existing retaining walls, rockeries and fences.
- ☐ **Elevation Benchmark:** Show location, description and elevation of permanent benchmark for measuring height of building.
- ☐ **Lot Coverage** (the building footprint): List the allowed maximum and the proposed coverage.
- ☐ **Open Space** (area of pervious ground surface remaining after development)
- ☐ **Usable Space**

Hard Surface Area Table

Hard surface area (sq ft)	Existing	Proposed	
		New	Replaced
Home			
Garage			
Other structures (sheds, porches, decks, patios, etc)			
Concrete/Asphalt			
Gravel			
Pervious Pavement			
Driveway/Road			
Other			
Total(s)			

Floor Plan (ex.)



Floor area: (3)

Garage 16'x20' = 320 ft²
Room 8x20 = 160
480 ft²

(13) not shown - see key plan
(14) not shown - all new construction

(1) **FLOOR PLAN** (4)

1/4" = 1'-0"

(1)

Floor Plan Checklist

For additions and remodels, you may submit a key plan for the entire house and then include apartial floor plan of the proposed work area only.

- ☐ Differentiate new from existing construction:
- ☐ Show walls to be removed with dashed lines and new walls with shading; or
- ☐ Provide separate "existing" and "proposed" drawings.

On **every** floor plan, please provide:

- ☐ A north arrow and the drawing scale (1/4" = 1'-0").
- ☐ Sufficient dimensions to permit the calculation of floor area(s).
- ☐ A summary of the floor area(s). For additions, list the floor area of the addition, the existing floor area and the new total area.
- ☐ Title(s) identifying the floor (i.e. "First Floor", "Basement", etc).
- ☐ Labels should be shown to identify the room according to use (i.e. "Bedroom").
- ☐ The location, size and type of all windows, doors and skylights. Identify safety glazing. Provide U-value of windows.
- ☐ All plumbing fixtures.
- ☐ All mechanical equipment (furnaces, cook stoves, exhaust fans, etc.)
- ☐ Unless a separate structural plan is provided, the size, direction, spacing and span of framing members, including (as appropriate) floor joists, ceiling joists, trusses, rafters, beams and headers. For solid-sawn members, include species and grade.
- ☐ Unless a separate structural plan addressing lateral analysis is provided, adequate information and details to address lateral bracing requirements. Identify braced wall lines, show location of all braced wall panels, and identify bracing methods and lengths. Provide details for any alternate braced wall panels.
- ☐ If a stairway is indicated, show width and direction of travel and handrails and guards, as applicable.
- ☐ Show the location and size of attic access.
- ☐ Show the location of smoke alarms and carbon monoxide detectors.
- ☐ Show fire resistive construction (required between dwelling units in duplexes)
- ☐ For new construction: Identify, locate and size method of whole-house ventilation
- ☐ Identify exhaust fans and label ventilation rates.
- ☐ Identify energy code credit options selected, as applicable.

Foundation Plan Checklist

For slab-on grade construction and basements, the foundation and first floor plan can often be combined.

On **every** foundation plan, please provide:

- ☐ A north arrow and the drawing scale (1/4" = 1'-0").
- ☐ Sufficient dimensions to permit the calculations of foundation area.
- ☐ The position of all foundation anchors other than standard anchor bolts.
- ☐ Typical cross-section details showing dimensions and reinforcement of footings and foundations.

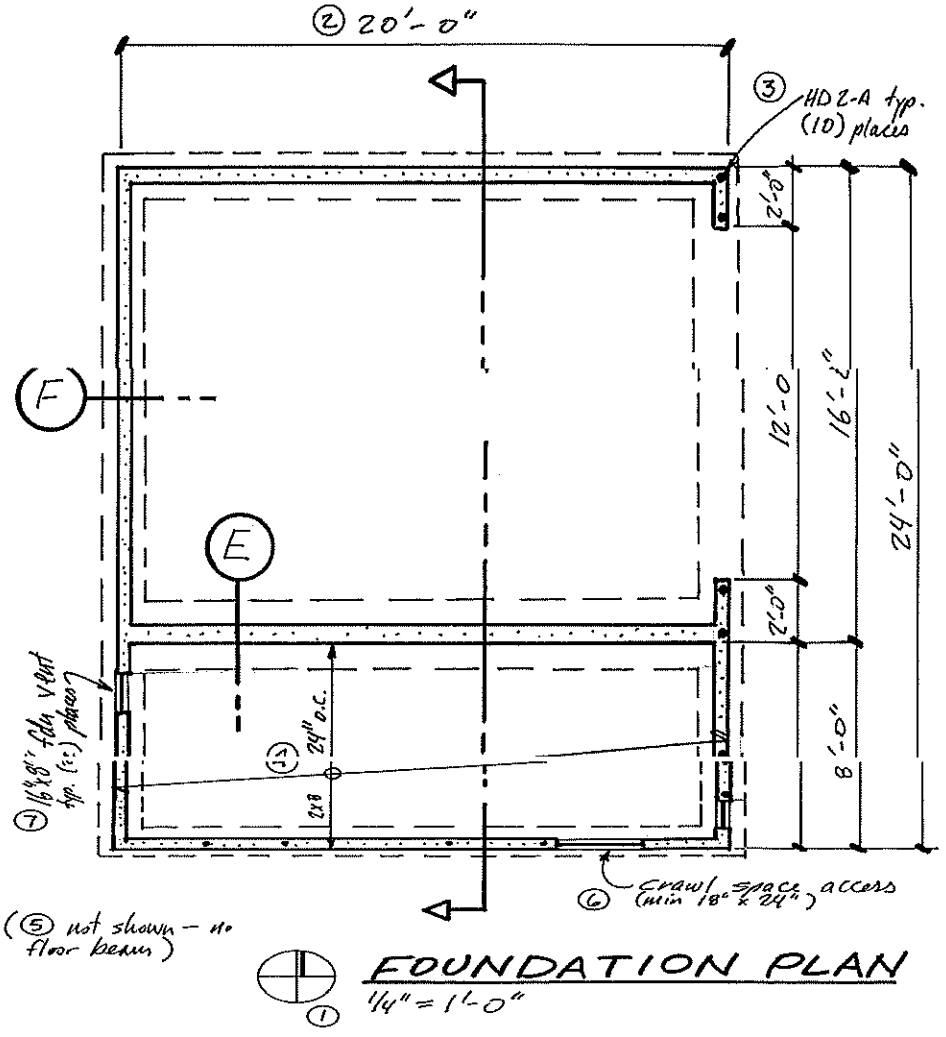
For **basements**, please provide:

- ☐ The size, direction, spacing and span of beams and joists.
- ☐ The location and size of footings and posts.

In addition, for **crawl space foundations**, please provide:

- ☐ The size and location of crawl space access.
- ☐ The size, number and location of foundation vents.

Foundation Plan (ex.)



Key Plan Checklist

(See below for example)

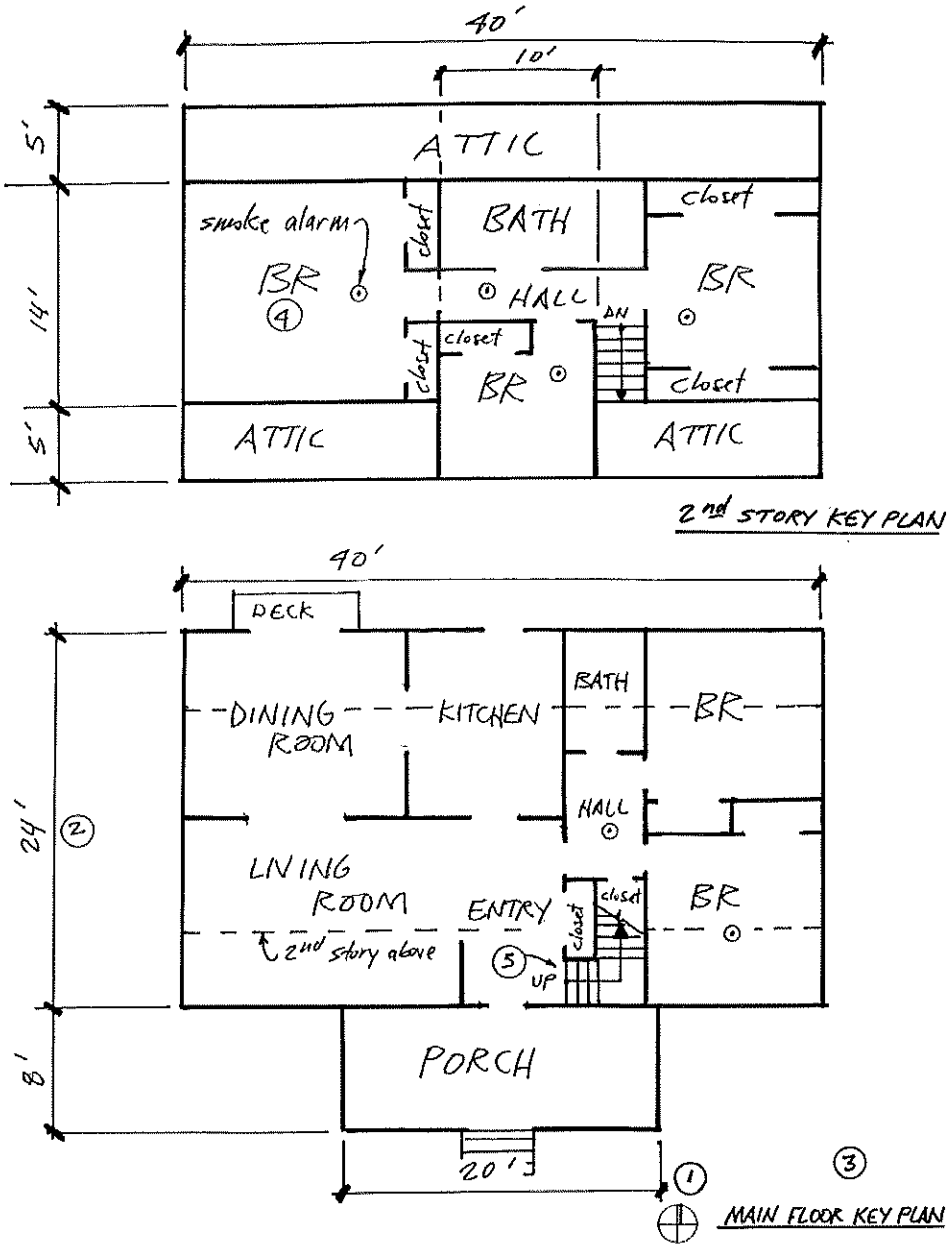
A key plan is a simplified floor plan for showing location of work within a larger building. Key plans may be used when the scope of work is limited to a portion of a dwelling.

Key plans must provide:

- ☐ A north arrow.
- ☐ Overall dimensions.
- ☐ Titles identifying the floor.
- ☐ Labels for all rooms identifying the rooms according to use.
- ☐ Identify the work area within the building.

Key Plan (ex.)

(See above for checklist)



Building Elevation Checklist

(See below for example)

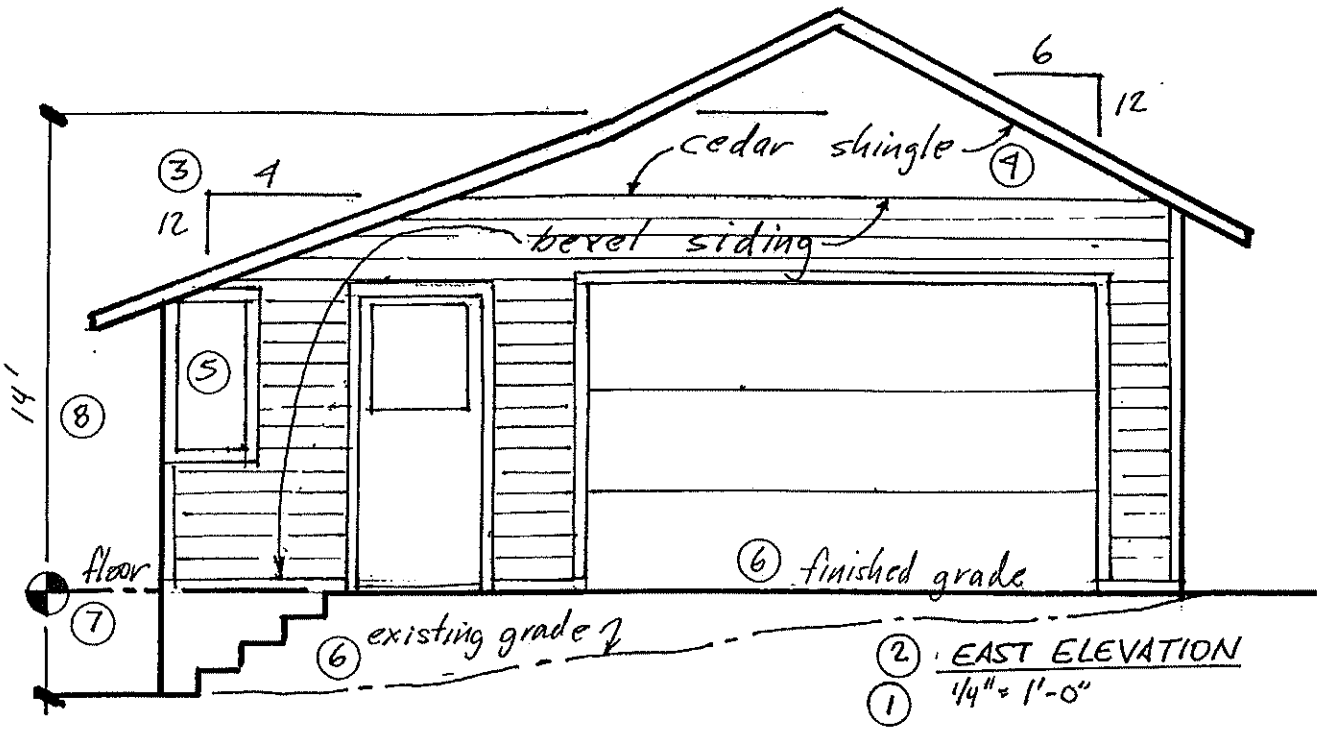
Elevations of all sides are required for new buildings and additions or when the height of the building is altered (i.e. new foundation).

On **every** elevation, please include:

- ☐ The drawing scale (1/4' = 1'-0").
- ☐ Title(s) identifying the elevation(s) by geographic orientation (i.e. north, south, etc).
- ☐ An indication of the roof pitch.
- ☐ Description(s) of exterior finishes.
- ☐ Windows and doors shown in their proper scale and location.
- ☐ Grades, both existing and finished.
- ☐ Position(s) of floor line(s).
- ☐ Labels grades and shows building height

Building Elevation (ex.)

(See above for checklist)



Cross Section Checklist

(See below for example)

Section drawings are required for all new construction. Section drawings are intended to show the type and arrangement of construction materials. A typical wall section may be sufficient for a garage or other simple structures. Dwellings with elaborate roofs or complex plans require sections through the entire building.

Cross sections are required for the following:

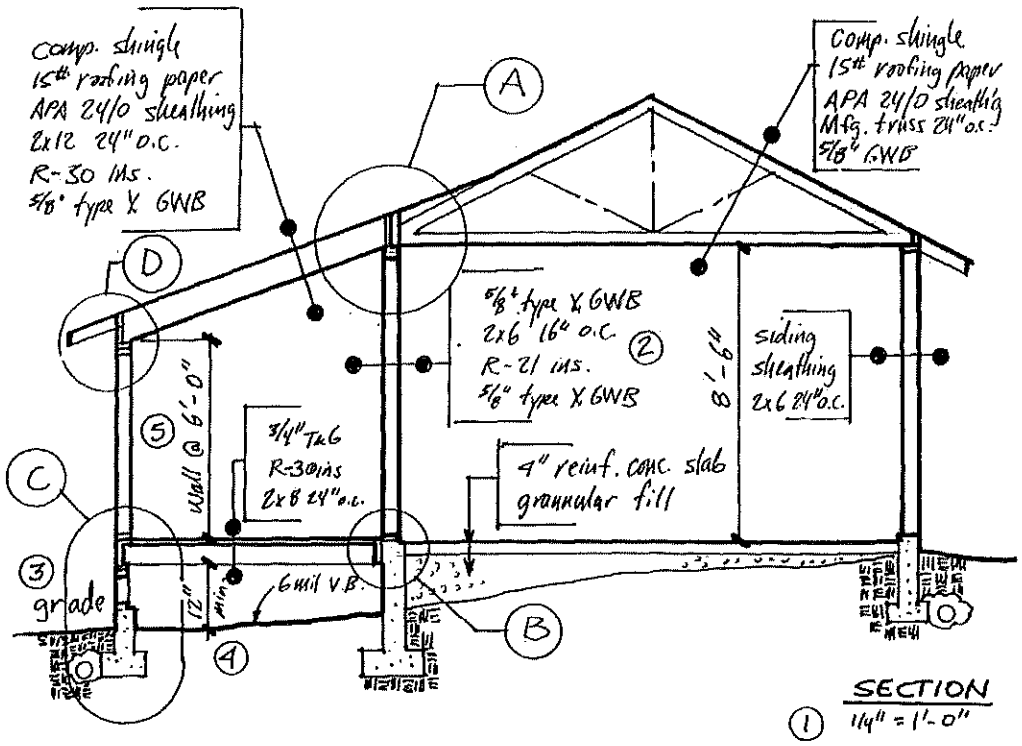
- ☐ Whole building (all floors)
- ☐ Porch roof attachments
- ☐ Wall construction
- ☐ Basement walls
- ☐ Foundations/ Footings in Sumas 20" minimum
- ☐ Retaining walls
- ☐ Show fire resistive construction (required between dwelling units in duplexes)

Cross section drawings must include:

- ☐ The drawing scale. The smallest acceptable scale is 1/4" = 1'-0".
- ☐ Notes describing the materials depicted: member sizes, finishes, insulation, sheathing, and reinforcement, among others.
- ☐ The location of finished grade.
- ☐ Dimensions of required clearances.
- ☐ Wall heights

Cross Section (ex.)

(See above for checklist)



Detail Drawings Checklist

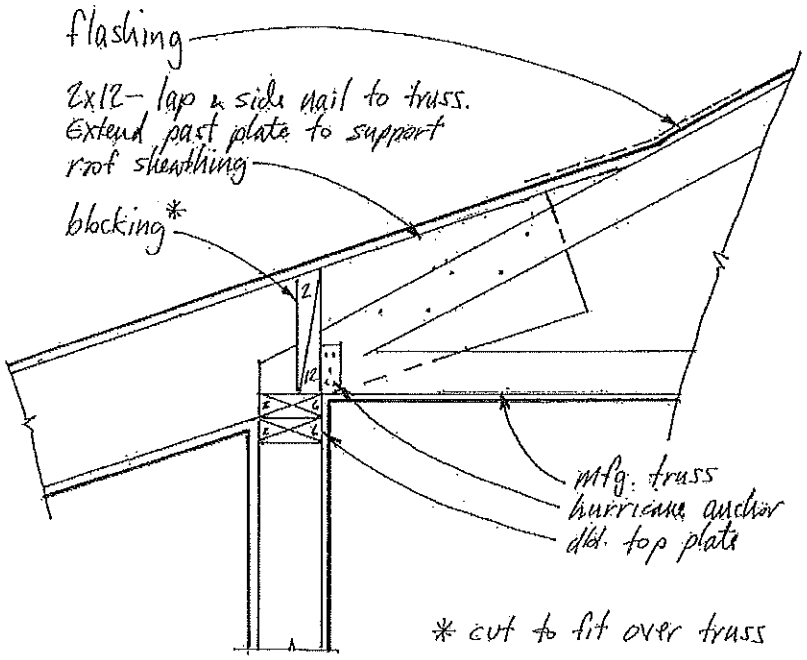
(See below for example)

Details are large-scale drawings intended to provide more precise information about critical building elements. Detail requirements will vary depending on the complexity of the project.

Details are required for the following:

- ☐ Portal frames
- ☐ Alternate braced panels
- ☐ Window wells
- ☐ Ledger attachment for decks
- ☐ Provide details for any fire resistive construction

Detail Drawing (ex.)



Ⓐ ROOF INTERSECTION

1" = 1'-0"

The following sections of the International Residential Code as adopted in Section 14.04.010 are amended to read as follows:

Table R301.2(a), Climatic and Geographic Design Criteria, to be filled in as follows:

Snow Load:	30 psf
Wind Speed (mph):	80 mph
Seismic Design Category:	D2
Subject to Damage From	
Frost Line Depth:	18 inches
Termite:	None
Decay:	Slight to Moderate
Winter Design Temp.:	18° F
Mean Annual Temperature:	49.7° F

(Ord. 1413 § 6, 2005)