



## RESIDENTIAL SUBMITTAL CHECKLIST (Single Family Residential, Duplex or IRC Townhouses)

All applications must be submitted **electronically** by following the steps listed below:

- First-time users must create an online account at the Citizen Connect, log-in and apply for any permit.
- Log-in and follow the prompts to fill in the required information on the application.
- Submit your application and upload the required items from the checklist depending on project. City staff will check for completeness, this can take up to 3 business days.
- An email response will be sent to you letting you know that:
  - More information is needed, or
  - Your application has been accepted and invoiced for payment. You may use a MasterCard or Visa to process your payment.

### New, Additions, Alterations or Change of Use

1. Completed Residential Permit Application Form
2. Site Plan
3. Plan(s) (a through g below to be one PDF document)
  - a. Foundation Plan
  - b. Floor Plan(s)
  - c. Roof Plan
  - d. Elevation Plan(s)
  - e. Cross sections Plan(s)
  - f. Construction Detail Plan(s)
  - g. Building elevation Plan(s)
4. Energy Code Worksheet Form <http://www.energy.wsu.edu> (may be on plans)
  - a. Prescriptive Worksheet
  - b. Glazing Schedule Worksheet (if applicable)
  - c. Heating System Sizing Worksheet (if applicable)
5. Structural Calculations (if applicable)
6. Geotechnical Report (if applicable-steep slopes and/or not part of a plat)
7. Special Inspections Agreement (if required by Design Professional)
8. Health Approval (if applicable)
9. Sewer availability from Lake Stevens Sewer District (if applicable)
10. Water and electrical availability from PUD (if applicable)
11. Land Use Approval (if applicable)

### Garage, Carport, Deck or Shed

12. Complete Residential Permit Application Form
13. Site Plan
14. Plan(s) (a through e below to be one PDF document)
  - a. Foundation Plan
  - b. Floor Plan(s)
  - c. Roof Plan
  - d. Elevation Plan(s)
  - e. Cross section Plan(s), details
15. Structural Calculations (if applicable)
16. Land Use Approval (if applicable)

Applications are received by the Building Official under the provisions of Lake Stevens Municipal Code and shall expire by limitation and become null and void if permit is not obtained within 180 days of this application.

For questions or assistance please contact a Permit Specialist at [Permits@lakestevenswa.gov](mailto:Permits@lakestevenswa.gov) or 425-622-9400