

## SUBMITTAL REQUIREMENTS-NEW SINGLE FAMILY

### SINGLE FAMILY RESIDENTIAL, ACCESSORY DWELLING UNITS, AND DUPLEXES NEW CONSTRUCTION, ADDITIONS, AND ACCESSORY BUILDINGS

*Be sure to check zoning regulations before you submit plans to ensure you will be able to build.*

**THE APPLICANT SHALL SUBMIT AN ELECTRONIC COPY OF THE COMPLETE SET OF PLANS ON A USB FLASHDRIVE ACCORDING TO [RENTON FILE STANDARDS](#) FOR ANY STRUCTURE OR ADDITION.**

**A. Completed Building Permit Application.** Use the Residential Application for new single family residences. The sub-contractor listing page must be completed as well. On the application provide the contractor's name, address, phone #, contractor license #, and City of Renton Business License number.

**B. Site Plan** – *We strongly recommend that you have this drawing reviewed by City staff prior to preparing your construction drawings.*

**8 ½" x 11" FORMAT WITH ALL OF THE FOLLOWING:**

1. Drawn to scale 1"=20'.
2. Legal description, address, north arrow and parcel number.
3. Plat name and lot number, if applicable.
4. Include project description, such as, "Jones construction of new single-family residence".
5. Label and/or highlight existing and proposed construction.
6. Identify and dimension all property lines (bold line), streets, alleys, and/or easements.
7. Indicate distance in feet from structures to lot lines **on all sides** at the narrowest point.
8. Lot size in square feet.
9. Footprint size in square feet of all existing and proposed structures on property including decks, carports, storage sheds and garages. List total square footage of impervious surfacing.
10. Show approaches, driveways, and public sidewalks. Note maximum % of driveway grade.
11. Show topography lines at 2' intervals, retaining walls, rockeries, etc.
12. Show location of fire hydrant located within 300 feet of structure.
13. Impervious surface area (percentage of lot area), existing and new.

**C. Cover Sheet of Plans.**

1. Note all square footage, Occupancy and Type of Construction.
2. Show all energy credit options being proposed. Call out all mechanical fixtures and efficiency.
3. Complete description of work being proposed.

**D. Construction Plans. Minimum lettering size of 1/8")**

1. **Floor plan** drawn to 1/4"=1' scale to include:
  - a) general building layout
  - b) room use (every room called out on plan)
  - c) window and door size, ventilation and opening headers
  - d) plumbing and electrical layout
  
2. **Elevation drawings** drawn to 1/4"=1' scale to include:
  - a) each compass direction labeled (e.g. use "north elevation" rather than "left" or "front")
  - b) show stories – above and below grade, and grade changes
  - c) for accessory dwelling units only, also provide elevations for the main home as well.
  
3. **Cross section** drawn to 1/2"=1' scale to show:
  - a) typical foundation, floor, wall, ceiling, and roof construction
  - b) structural members labeled as to size and spacing, as well as bracing, blocking, bridging, special connectors, and anchor bolts
  - c) insulation of walls, slab, floors, and roof/ceiling
  
4. **Special details drawn to scale:**
  - a) details of stairs, fireplaces, and special construction
  - b) engineer stamped truss design details.

**E. Landscape Plan, Detailed (required for new single family residences only)**

**General Landscaping Standards:** Ten feet of on-site landscaping is required along all public street frontages, with the exception of areas for required walkways and driveways. One street tree per address is to be planted within the Public Right-of-Way. Where there is insufficient right-of-way space or no public street frontage, a minimum of two street trees are required in the front yard, subject to approval of the Administrator. See Renton Municipal Code Section 4-4-070.F for further details.

A copy drawn to the same scale as the site plan WITH ALL OF THE FOLLOWING:

1. Date, graphic scale, address, parcel number and north arrow
2. Location of proposed buildings, property lines, walks, arbors, parking areas, rockeries, fencing, and access in relation to proposed and existing utilities.
3. Names and locations of abutting streets and public improvements, including easements.
4. Existing and proposed contours at five-foot (5') intervals or less.
5. Location and dimensions of berms and planting areas.
6. Location, size, spacing and names of existing (to remain) and proposed trees and other plants, ground covers. (See above for landscaping standards.)
7. Planting details (soil mix, planting depth and width, and bark mulch depth)
8. Tree density calculation for infill lots or new plats. (If your plat is vested to Land Use entitlements prior to 01/21/15 the tree density calculation is not required.)

**Minumum Number of Trees = (Lot area ÷ 5,000) x 2**

**Note:** Properties located within newer plats may already have adopted/approved landscape plans which you must comply with. Please renew this plan before turning it in with your application. These are available in the City Clerk’s Office and are filed by plat name or land use file number.

Prior to cutting trees you must contact the Development Services Division at (425) 430-7200 x1 regarding the City's tree cutting regulations.

**F. Energy Code Checklist** – A copy of completed checklist – spec out all items called for on the checklist.

**G. Residential Drainage Review Checklist**

1. Storm Drainage Application
2. Erosion Control Site Plan – 8½” x 11” format required for all submittals. Similar to a site plan, but showing the erosion control measures.
3. Associated forms and documents that are applicable based on your specific lot.
4. Additional Storm review fees may apply. *(Per Resolution 4232 – City of Renton Fee Schedule)*

**H. Water and Sewer Availability Form (required for new single family residences only)**

Please provide an electronic copy of water and sewer availability letters obtained from Soos Creek or Water District 90 if you are not currently connected to City of Renton water and sewer.

**ATTENTION: If your plat recorded prior to January 1, 2010, please provide written confirmation from City of Renton Public Works Plan Review Section indicating the amount of right of way dedication and/or improvements required, if any. Please verify requirements before designing.**

**I. Additional Information to Consider**

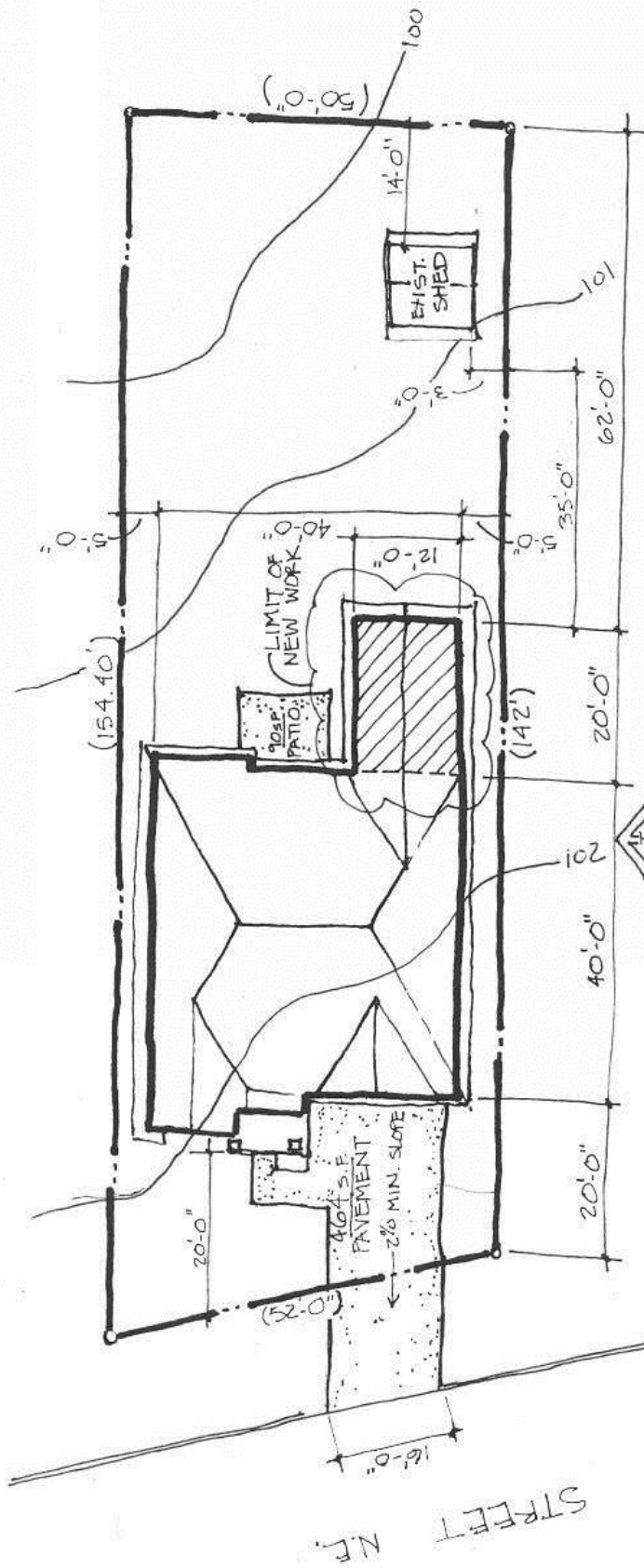
**Geotechnical report and/or other applicable critical areas study.** For properties located in or near critical areas (wetlands, steep slopes, coal mine hazards, creeks) contact the Planning Division at (425) 430-7294 for information about additional studies required.

Waterfront properties or other lands covered by water must also submit an environmental checklist package and may have to apply for a shoreline exemption. Contact the Development Services Division at (425) 430-7200 for more information.

The person signing the permit shall be either the owner or the person responsible for the work.

The plan checkers will review the plans and make inspections, but will do no design work. Sizing of structural members and spacing of supports is the responsibility of the owner or builder and must conform to Code requirements.

Separate permits are required for Electrical, Plumbing, and Mechanical work except for new single family residences.



**SITE PLAN**  
SCALE 1"=20'-0"

LOT COVERAGE	
HOUSE	1,759 <sup>sf</sup>
ADDITION	240 <sup>sf</sup>
PAVED SURFACE	554 <sup>sf</sup>
SHED	80 <sup>sf</sup>
TOTAL IMPERVIOUS AREA	2,633 <sup>sf</sup>
LOT AREA	7,460 <sup>sf</sup>
COVERAGE	35%

**LEGAL DESCRIPTION**  
 LOT 4 BLOCK 9, C.D. HILLMAN'S GARDEN ADDITION TO CITY OF SEATTLE DIVISION NO. 1 ACCORDING TO PLAT THEREOF RECORDED IN VOL. 17 OF PLATS, PAGE 74, RECORDS OF SAID COUNTY ± LESS E. 150 FEET THEREOF  
**ADDRESS:** 2417 MAIN ST. N.E.

# SAMPLE SITE PLAN

DRAWN BY: MARK SUJKA

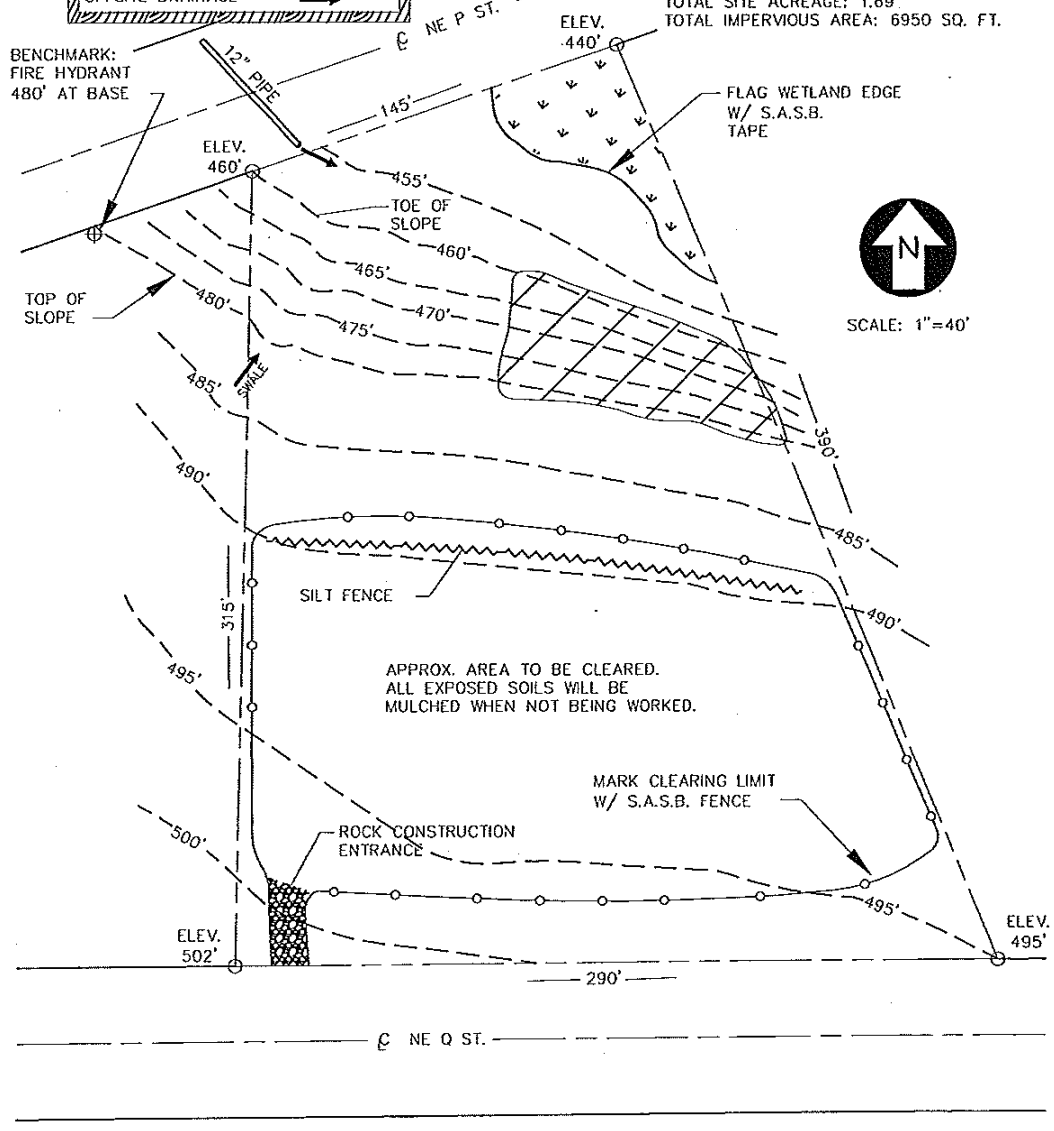
**LEGEND:**

- PROPERTY LINE
- ST. CENTERLINE
- CONTOUR
- WETLAND
- STEEP SLOPE (40%+)
- OFFSITE DRAINAGE

APPLICANT: Molene McResident  
 600 NE Z Street  
 Sometown, WA. 98111  
 (206) 555-1212

PROJECT PARCEL NO.= 322708  
 PROJECT ADDRESS= 7519 NE Q Street  
 (proposed) Sometown, WA. 98111  
 SECTION/TOWNSHIP/RANGE: 32-27-08

TOTAL SITE ACREAGE: 1.69  
 TOTAL IMPERVIOUS AREA: 6950 SQ. FT.



 PUBLIC WORKS DEPARTMENT	<b>SAMPLE SMALL SITE          EROSION CONTROL PLAN</b>	<b>STD. PLAN - 218.00</b>
		MARCH 2008