



CITY OF BLACK DIAMOND

Community Development Dept.

24301 Roberts Drive / PO Box 599
Black Diamond, WA 98010
(360) 851-4500

DETACHED GARAGE SUBMITTAL CHECKLIST

ABOUT THE DETACHED GARAGE CHECKLIST:

This submittal checklist identifies minimum application elements for the City to accept an application. Any applications that are missing one or more of the items listed below may be considered incomplete and may delay the permit review process.

SUBMITTAL REQUIREMENTS

1. ☐ Completed, signed Building Division Master Application form
2. ☐ Parcel number and legal description of the property.
3. ☐ Construction plans. Draw plans to scale of $\frac{1}{4}'' = 1'$ or greater. Minimum plan sheet size 11"x17". Site plan must be included and the same sheet size.
4. ☐ Storm Water Infiltration Design and Location – may be shown on site plan (refer to the City's Storm Water Infiltration System Handout).
5. ☐ An approval from King County Dept. of Health for septic system, if required.
6. ☐ A soils report or coal mine hazard assessment, if required.
7. ☐ Copy of Washington State Contractor's License or Owner Affidavit – by issuance.
8. ☐ Site Plan.
 - a. Indicate scale by bar graph.
 - b. Property lines: Show the location and dimension.
 - c. Easements: Show the location for all existing and proposed utility, open space, drainage, native growth protection and access easements and/or private roads; draw to scale and accurately dimension. Show all Tracts.
 - d. Existing and proposed structures: Show location, dimension and use of all existing and proposed buildings and structures on the site; show distances to property lines from closest point including projections.
 - e. Land use code setbacks: Show front, side, rear and street setbacks (if applicable). Designate which are the front, side, and rear property lines.
 - f. Rockeries, block walls and fences: Indicate location, length and height.
 - g. Streets and alleys: Show location, name or number of all streets and alleys adjacent to the site. Show edge of pavement, curb, gutter, sidewalk, street trees, and any other road appurtenances.

Code References

Black Diamond Municipal Code
2018 IRC
2018 IBC

Resources

Building Division
Permit Center
Permit Status

Questions?

Permit Technician:
360-886-5700

Submittal

Email to:
permits@blackdiamondwa.gov

City of Black Diamond

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www.ci.blackdiamond.wa.us



Detached Garage Checklist

- h. Driveway approach, Driveway and parking: Show location of on-site parking and driveway, type (asphalt, concrete, or gravel), and finished slope of driveways.
 - i. Adjacent R.O.W.
 - j. Spot elevations and topography: Show surface elevation at each corner of the site and at the corner of structure base. Show existing and proposed contours at 5' intervals (contour lines should be light toned).
 - k. Footings on or adjacent to slopes must comply with International Residential Code R403.1.7 Indicate all existing and proposed retaining structures and/or rockeries with top and bottom elevations. Show maximum heights above and below grade.
 - l. Show where all roof, footing, driveway, and other drains will be connected and/or disposed of.
 - m. Footing and roof drains must run separately until the point of connection to the infiltration system. Show design and calculations for size.
 - n. Erosion sedimentation plan may be included on copies of site plan. Show how sediment and erosion shall be kept from leaving the building site.
 - o. Show demolition and additions, if applicable.
 - p. Show existing trees to scale, noting type and size, and trees to be removed, if applicable. Tree removal will require a separate permit.
 - q. Show architectural features that project into the setback, including chimneys, flues, belt courses, sills, pilasters, ornamental features, cornices, eaves, gutters, dormer extensions, greenhouse or bay windows, and similar features. Decks, porches, patios, walkways, and other minor structural elements may intrude into a setback; show the distance to the property line and height of these elements.
 - r. Show dimensions of garages and all other proposed parking areas. Indicate proposed tandem parking.
 - s. Impervious Surface: show the locations and dimensions of all impervious surfaces, including driveways, walkways, decks and sheds. Show total lot size, total impervious surface area (new and existing).
 - t. Show all proposed and existing utilities, including the locations of sewer, water, electricity and gas lines, and any underground storage tanks, drainfields and reserve drainfield areas.
 - u. If present, show all critical areas on site, adjacent to or within 200 feet (such as wetlands, slopes, top and toe of slope, rivers, streams, etc.)
 - v. If present, show any surface waters within 200 feet of property.
9. ☐ Foundation Plan
- a. Plan view of foundations/footings/pads
 - b. Elevation views of foundation steps, with final grade shown
 - c. Cross-section of footing and foundation
 - d. Type and location of hold downs and anchors
10. ☐ Floor Plan
- a. Square footage of each floor
 - b. Use of each room
 - c. Full dimensions of structure
 - d. Location and dimensions of all windows, doors and header sizes
 - e. Dimensions and framing details of joists, beams, posts, ledgers, size/grade/species of lumber, pressure treated
11. ☐ Elevations and Wall Details Plan
- a. Typical wall cross section with details of elements
 - b. Listing of fire resistive wall designs
 - c. Building elevation
12. ☐ Roof Plan

Detached Garage Checklist



- a. Sizes and spacing of all rafters/trusses
- b. Location of chimneys and skylights
- c. Roof covering material
- d. Sheathing material
- e. Roof pitch

*If using engineered trusses, provide truss specifications and layout.

13. ☐ Application fee, determined at submittal