



CITY OF BLACK DIAMOND

Community Development Dept.

24301 Roberts Drive / PO Box 599
Black Diamond, WA 98010
(360) 851- 4447

SINGLE-FAMILY RESIDENTIAL SUBMITTAL CHECKLIST

ABOUT THE SINGLE-FAMILY PERMIT CHECKLIST:

This checklist below has been designed to provide a brief overview of the City's submittal requirements. For a comprehensive list of requirements, please review the document in its entirety. Any applications that are missing one or more of the items listed below may be considered incomplete and may delay the permit review process.

Please refer to the currently adopted edition of the International Residential Code (IRC), City of Black Diamond ordinances, and information brochures for code requirements.

ADDITIONAL PERMITS MAY BE REQUIRED FROM OTHER AGENCIES/DEPARTMENTS:

- Electrical Permits: Labor and Industries, (206) 835-1000
- Septic Systems: King County Health Dept., (206) 296-4932
- Covington Water Permits: Covington Water Dist., (253) 631-0565
- Soos Creek Sewer Permits: Soos Creek Sewer Dist., (253) 630-9900
- Fire Permit Questions: Mountain View Fire, (253) 735-0284
- HPA Permits: Fish & Wildlife, (425) 313-5683
- Tree Permits/Shoreline Exemption: City of Black Diamond

SUBMITTAL REQUIREMENTS

- ☐ Completed, signed Master Application Form
- ☐ Parcel number and legal description of the property.
- ☐ Water and Sewer Availability Certificates
- ☐ King County-approved septic system, if applicable
- ☐ City of Black Diamond Water Connection Form, if applicable
- ☐ City of Black Diamond Sewer Connection Form, if applicable
- ☐ Plan set (including site plan)
 - See plan specifications on the next page
- ☐ Structural Calculations – Stamped
- ☐ Stamped, Engineered Roof Truss and Floor Truss Specs and Layout
- ☐ Geotechnical Design Report and/or Mine Hazard Report, if required
- ☐ Energy code – prescriptive worksheet (online)
- ☐ Contractor's License, UBI number and expiration, or Owner Affidavit in Lieu of Contractor Registration
- ☐ Plumbers Contractor License and UBI
- ☐ Covenant Not to Sue, if required
- ☐ HOA Approval Letter if applicable
- ☐ Department of Ecology-Construction Stormwater General Permit – if construction disturbs more than one acre.

Code References

Black Diamond Municipal Code
2018 IBC
2018 IRC

Resources

Building Division
Permit Center
Permit Status

To Submit

Email completed
Master Application to:
permits@blackdiamondwa.gov.
Once the application has been processed you will be emailed an invoice with payment instructions, and a permit number with a link to upload the remaining submittal documents to our portal, Citizen's Connect.

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www.blackdiamondwa.gov



Single-Family Residential Submittal Checklist

PLANS AND DRAWINGS SPECIFICATIONS

1. ☐ Formatted as follows:
 - a. Title Block – Locate on right hand margin and provide:
 - i. Project/Owner name
 - ii. Drawing title and drawing number
 - iii. Revision Block
 - iv. Project Address
 - v. Parcel Number
 - vi. Name, address, and phone number of contact responsible for drawing.
 - b. Scale – Unless site size dictates a different scale, site (civil) drawings shall be 1" = 10' and architectural plans shall be 1/4" = 1' unless impractical, (1/8" & 3/16" = 1')
 - c. North arrow – all site plans shall include a north arrow.
2. ☐ Floor Plan (must match orientation of the site plan)
 - a. Give square footage for each floor, including decks and garages.
 - i. Ex. Building Data: (Square footage breakdown for this project)

Living Area	_____	% Lot Coverage	_____
No. of Stories	_____	Carport	_____
Deck	_____	Building Height	_____
Lot Size	_____	Unfinished Basement	_____
Garage	_____		
 - b. Floor layout: Show arrangement of walls, note proposed use and dimensions of all rooms; show stairs, hallways, restrooms, and decks.
 - c. Windows and doors: Show location and dimensions of all windows, doors and skylights and indicate opening direction and size. Indicate header sizes over openings. Provide whether windows are safety glazed, egress. Also provide thermal values.
 - d. Beam locations, materials, spacing and sizes.
 - e. Fixture location: Show location of hot water heater, heating unit, fans, smoke detectors, bathroom fixtures, mechanical equipment, heat detectors, carbon monoxide detectors, etc.
 - f. Provide energy and manuals with installation specs for all equipment, including gas fireplace.
 - g. Floor joist sizes, directions of run, spans and spacing (in lieu of separate framing plans).
 - h. Ceiling joists, floor joists, trusses, and roof rafter sizes, directions of run, spans and spacing (in lieu of separate framing plans).
 - i. Location of plumbing/heating fixtures and equipment.
 - j. Shear wall location. Provide shear wall/braced wall panel types.
 - k. Show locations for all switches, outlets, receptacles, and electrical appliances.
3. ☐ Elevations
 - a. Show elevations from north, south, east, and west; provide finished floor level for each floor; show existing and proposed grades; show maximum building height; show maximum site slope.
 - b. Roof: Show roof overhangs and chimney clearances from roof. Indicate pitch of roof.
 - c. Siding: Note exterior siding and roof covering being installed.
 - d. Openings: Show doors, windows, skylights, sliders, or other types of openable vents in windows.
 - e. Decks and porches: Indicate height of guardrails and spacing of intermediate railing. Show rise/run of stairs with handrail grasp dimension and height above nosing of stair tread.



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4. ☐ Door and Window
 - a. Show door size and type for doors between the garage and dwelling.
 - b. Show window size, opening and direction and size
 - c. Show bedroom egress window location, clear open size, sill height, and type of opening, i.e., slider, casement, etc.
 - d. Show location of safety glazing on windows and doors.
5. ☐ Foundation
 - a. Foundation Wall: Show Foundation Plan, shape, all dimensions; include maximum wall height(s) and all connections. Provide typical foundation sections at various points around the foundation system.
 - b. Show typical foundation and floor section with all materials labeled; show size and spacing of all members; all dimensions, wall thickness, reinforcing bar size and spacing, reinforcing bar.
 - c. Posts and footings: show location and size of beams, posts, interior footings and their dimensions and connections.
 - d. Crawl spaces: If crawl space is included, show location and size of all vents, access size and location.
 - e. Floor Joists: Show floor joist size, spacing, direction, support, connections, blocking, etc.
 - f. Other Spaces: Show and label space within foundation (i.e. basement, garage, recreation room)
 - g. Retaining Walls: Retaining structures in excess of 4' in height (measured from bottom of footing to top of wall) require engineered design with calculations. Design must be stamped by a Washington State Engineer. Show retaining walls on site plan.
 - h. Clearance, footing depth below grade, clearance between grade and sill plate, maximum wall height, connections, anchor bolt size and spacing, connection between floor diaphragm and foundation, slab thickness, slab or floor insulation, drainage for foundation retaining wall.
 - i. Engineered Foundation: Stamped engineered plans with calculations are required for non-conventional foundation systems and/or sites with special soils conditions.
6. ☐ Roof, Deck, and Floor Framing Plans
 - a. Roof, Floor and Deck Joists: Show joist size, spacing, direction, support, connections, blocking, etc.
 - b. Show all connection details, including post-beam, post-footing, collar tie, etc. Note: Roof collar tie details require engineered calculations to be submitted.
 - i. Size, lumber species, grade, spacing and spans of all framing members. Specify panel identification index for sheathing. Provide I joist layout specs, Roof Truss Specs, truss layout, stamped by designer.
 - c. Clearly show bearing/shear walls and specify nailing schedule.
 - d. Show materials and method of connection of all posts to beams.
 - e. Call out any special connection method in detail.
 - f. Designs out of the scope of the conventional framing provisions of the International Residential Code shall be designed and stamped by a Washington State Registered Professional Engineer or Architect.
 - g. Show lateral bracing in compliance with IRC R602.10, or provide details on the plans, designed, and stamped by a structural engineer. The engineer's analysis of seismic and/or wind loads must accompany the design. Plans shall detail all building connections for all designed lateral load connections.
 - h. Provide roof venting specifications and calculations. Include venting manufacture installation specs, if available.
7. ☐ Architectural Cross Sections and Details
 - a. Provide framing section: show floor, wall, roof framing members size and spacing; show insulation and all materials used on interior.



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- b. Show typical roof section with all materials labeled; indicate size and spacing of all members; include all dimensions, venting, insulation, and connections.
 - c. Complete detailed cross sections of footing/foundations. Show backfill to top of interior footings.
 - d. Mud sill and anchorage material (cedar or pressure treated).
 - e. Post to beam connections.
 - f. Floor construction--show required clearances of earth to wood or specify treated lumber.
 - g. Wall construction including exterior and interior wall covering and insulation.
 - h. Ceiling construction (size and spacing of joists or pre-manufactured truss spacing) and insulation.
 - i. Components of roof covering.
 - j. Show compliance with ventilation requirements for attic space.
 - k. Full height section through fireplace and chimney, including reinforcing materials.
 - l. Full height section through stairways including dimensions of riser and tread framing materials; riser height, tread width; handrail height above tread nosing; and clearance to ceiling above the stairs, include framing anchor connection of stringer to floor framing, and grasp dimensions, distance between any intermediate rails, fire blocking, minimum head room and landing size. Also, specify a minimum one-hour fire protection for usable space under stairs.
8. ☐ Structural Notes
- a. Specify all design load values, including dead, live, snow, wind, lateral retaining wall pressures and soil bearing values.
 - b. Specify minimum design concrete strength, concrete sack mix, and reinforcing bar grade.
 - c. Specify the grade and species of all framing lumber.
 - d. Specify the combination symbol (strength) of all engineered beams.
 - e. Specify metal connectors, including joist hangers, clips, post caps, post bases, etc.
9. ☐ Lateral (Seismic) Design
- a. Provide lateral Wind and Seismic calculation comparison.
 - b. Provide complete lateral calculation analysis for controlling wind or seismic load.
 - c. Provide details showing complete load path transfer at roof perimeter, interior shear walls, cantilevered floors, off set shear walls, and ceiling diaphragm to shear walls (if used).
 - d. Engineer's stamp required on drawing and calculations.
 - e. Provide shear wall schedule noting nail spacing, blocking, bolts, top and bottom plate nailing and shear wall capacities on the plans.
 - f. Locate hold down straps on plan.
 - g. Provide hold down details for various conditions.
10. ☐ Energy Code Compliance.
- a. Show insulation R values in appropriate places on architectural sections and u-value of windows and skylights.
 - b. Submittals to include energy specs meeting design criteria in WSEC.