

Residential Building Permit Application - Submittal Documents



OCTOBER 14TH, 2021

City of Prosser Building Dept.
601 7th Street, Prosser, WA 99350
Phone: (509) 786-8210



Intro

What We Need Before You Submit

The goal of the plan review process is to ensure that a proposed project meets the requirements of all applicable codes, including the Prosser Municipal Code.

In order to accomplish this goal, the applicant needs to submit all relevant documentation and information related to the proposed project at the time the application is submitted to the Building Department.

Simply put, without the necessary project details the application cannot be adequately reviewed and approved by the City of Prosser Building Department. With that said, we want to make sure we give you the information necessary to help you along in the Process.

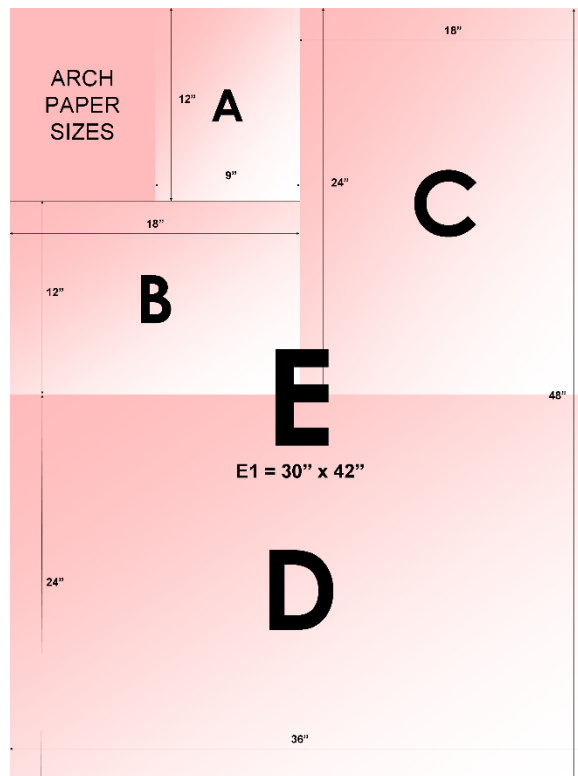
Media Type

Paper Sizing

It is important to note that for most projects, it is important to select quality paper to draft your proposed plan on. Many smaller projects such as decks, patio covers, etc. can be adequately drafted on A4 printer paper which measures 8 ½" x 11" in size.

For larger projects such as new homes, garages, or additions to homes, the applicant will need to provide drawings on Architectural D size paper which measures 24" x 36" in size.

*** When submitting drawings please be sure to include 2 copies of each, one which will be retained by the Building Department and one will be returned to applicant upon plan review completion.*



Architectural Paper Sizing Examples

Drawing Scale

Putting Things into Perspective

Drawings submitted with your application should be drawn at a specific scale (i.e. 1" = 1') This is important because not only will it allow you to detect design issues early in the process, it also provides a method for us to determine dimensions not called out in your drawing when it comes to the plan review of the Building Department.

There are many different scales which can be used and selecting a specific scale depends on the size of the area you are drafting in relation to the size of media that you drawing it on.

When deciding on a scale to use be sure the scale is a nice balance between fitting on your sheet of paper, yet large enough to be legible. Make sure to include the scale you use on the drawing itself so that the Building Department can readily identify it during plan review.

Project Information

Adding Context to Your Drawing

Often, applicants will submit drawings to the Building Department, which do not have an address, owner information, phone number, etc. on them. This information is often overlooked and although it may have an application accompanying it sometimes papers get shuffled and suddenly your drawing has no information on it in regard to who it belongs to or where it goes.

Be sure to include the above information on the drawing itself so that the Building Department has context in reference to your drawing.

Site Plan

High Level Project Overview

This document will not go into much detail regarding what information should be included on a site plan, for in depth information on site plan requirements please read our **“Site Plan Checklist”** informational handout on the Building Department Homepage.

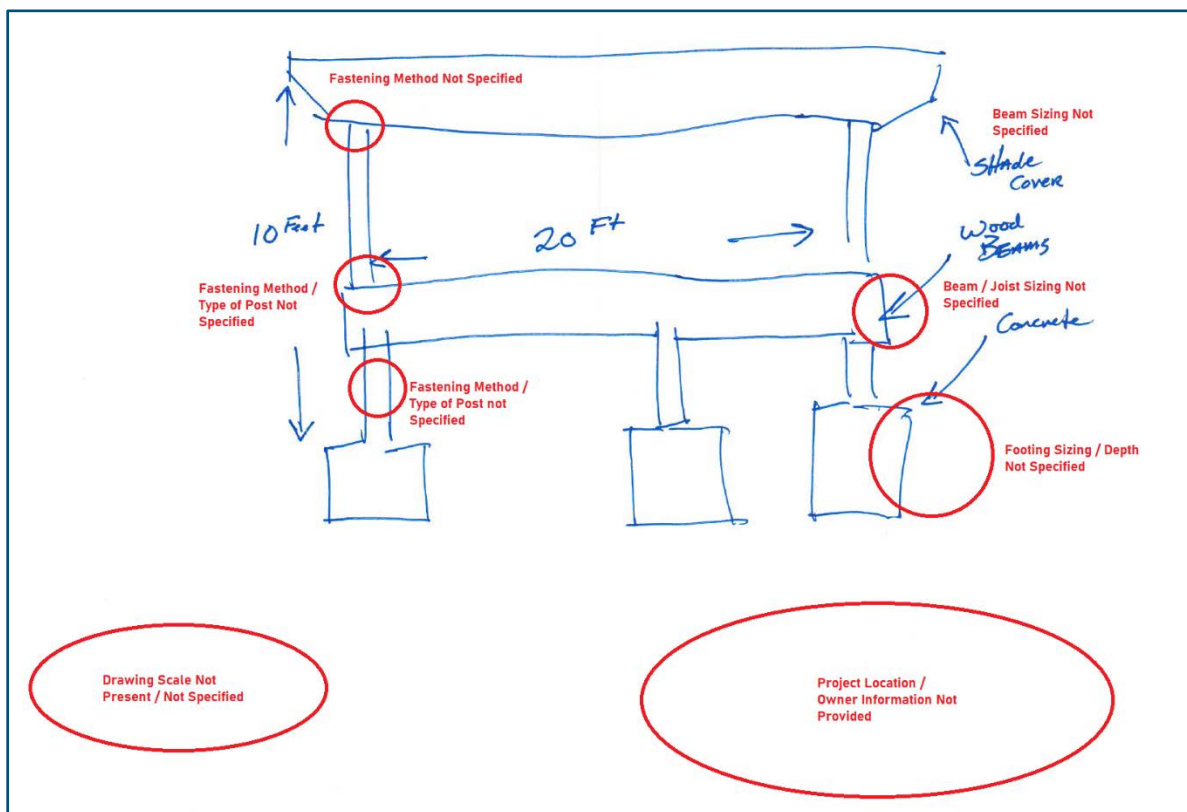
A site plan must be included with the project submission so that the Building Department can review and verify any setback requirements that may be required.

Framing Details

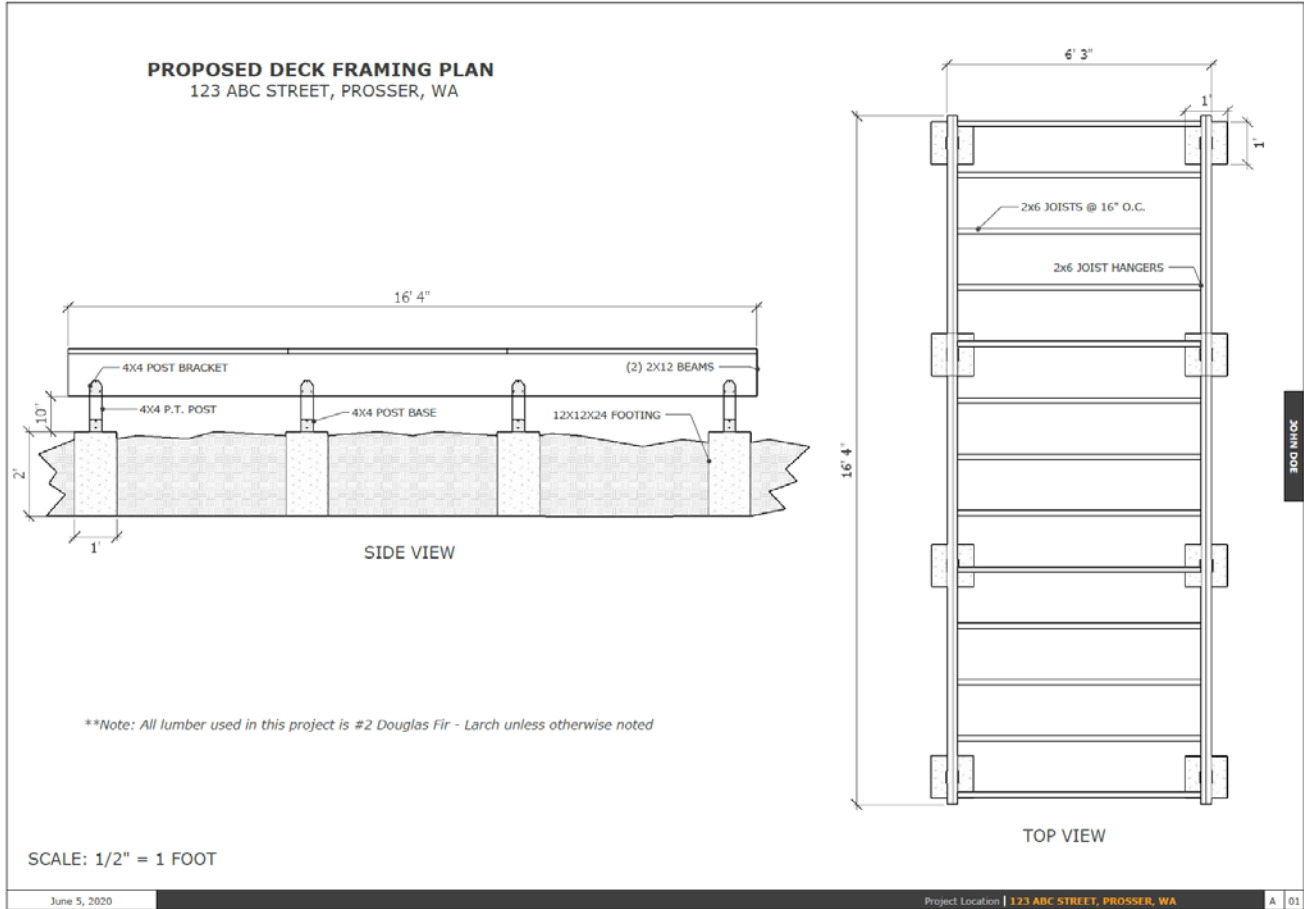
Project Specifics

When drafting your proposed project, it is important to include the specifics on what species of lumber, engineered joists or beams, brackets, hardware, and footing sizes used to build your project.

In addition to the size & type of lumber used, it is equally important to include all spans of the lumber in your project, including the on center spacing when framing rafters or floors. Without all of these details, it is not possible for the Building Department to review the project for code compliance.



Example of a Rejected Plan



Example of an Approved Plan

Supporting Documentation

Engineered Designs & Manufacturer's Instructions

When utilizing designs that do not meet the prescriptive requirements of the International Residential Code (such as engineered floor systems, truss systems, walls exceeding 10' in height, etc.) the applicant must submit a proposed design which has been generated by a Washington State licensed Engineer or Architect.

For projects which include HVAC equipment, fireplaces, and other mechanical equipment, the applicant will also need to submit the manufacturer's installation instructions/documentation so the Building Department can review them to ensure they are installed per the manufacturer's instructions in addition to the applicable adopted codes.

Single Family Dwelling Unit

New Construction - Submittal Documents

- Completed Building Permit Application (which can be found online at www.cityofprosser.com/bldg)
- Two sets of printed plan sets in Arch D size, be sure to include cut view details, top down floor plan, elevation drawings, locations & dimensions of doors, windows, etc.
- Two sets of a printed site plan showing the location and setbacks of the proposed house in relation to property lines, easements, etc.
- Two sets of engineered truss drawings (preliminary set is fine for plan review but the stamped set will need to be on-site during framing inspection)
- Two sets of engineered floor joist drawings, calculations, etc. (if you intend to use an engineered floor system)
- Two sets of Washington State Energy Code Compliance Forms / Energy Credits / HVAC Sizing / etc. (Including Appliance Information, Light Fixture Specs, etc.)