



Project Submittal Checklist

City of Prosser Building Department

Single Family Dwelling Units, Townhouse Units, Etc.

- 1. Completed Building Permit Application (which can be found online at www.cityofprosser.com/bldg)
- 2. Completed Water & Sewer Connection Permit Application (which can be found online at www.cityofprosser.com/bldg)
- 3. Completed Encroachment Permit Application if any sidewalk, driveway approach, water or sewer connection work is being performed within the Right of Way (which can be found online at www.cityofprosser.com/bldg)
- 4. Two sets of printed plan sets, be sure to include cut view details, top down floor plan, elevation drawings, locations & dimensions of doors, windows, etc. (**24" x 36" Arch D**)
- 5. Two sets of a printed site plan showing the location and setbacks of the proposed house in relation to property lines, easements, etc. (**8 ½" x 11"**)
- 6. 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) (**8 ½ x 11"**)
- 7. Two sets of engineered floor joist drawings, calculations, etc. (if you intend to use an engineered floor system) (**8 ½" x 11"**)
- 8. Two sets of Washington State Energy Code Compliance Forms / Energy Credits / HVAC Sizing / etc. (Including Appliance Information, Light Fixture Specs, etc.) (**8 ½" x 11"**, or included on floor plan set)

** Please note that the items listed above are the typical items required for a complete plan review for the project, however, the Building Department may request additional information if necessary.*