



250 Madison Street, Suite 3
 Port Townsend WA 98368
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Residential Building Permit Application

Project Address:	Legal Description (or Tax#)	Office Use Only
Zoning: _____	Addition: _____	Permit # BLD10-_____
Parcel# _____	Block: _____	Associated Permits:
	Lot (s): _____	_____
Project Description:		_____

Applications by mail must include a check for initial plan review fee of \$150 for projects valued over \$15,000. See Page 2 for details on plan submittal requirements.

Property Owner/Applicant:
Name: _____
Address: _____
City/St/Zip: _____
Phone: Email: _____
Contact/Representative:
Name: _____
Phone: _____
Email: _____
Contractor: <input type="checkbox"/> Same as Owner
Name: _____
Address: _____
City/St/Zip: _____
Phone: _____
Email: _____
State License #: _____ Exp: _____
City Business License #: _____
Lender Information:
Lender information must be provided for projects over \$5,000 in valuation per RCW 19.27.095.
Name: _____
Project Valuation: \$ _____

Building Information (square feet):
1 st floor _____ Garage: _____
2 nd floor _____ Carport: _____
3 rd floor _____ Other: _____
Basement
Finished: _____ Unfinished: _____
Decks / Porches
Covered: _____ Uncovered: _____
Heat Type: _____
Electric _____ Heat Pump _____ Other _____
Total: #Bedrooms _____ #Bathrooms _____
Size of lot _____ Square feet
Total Lot Coverage (Building Footprint):*
Square feet: _____ % _____
Impervious Surface:*
Square feet: _____ *Total existing & proposed
What year was the structure built? _____
If work includes demolition, see Page 2.
Any known wetlands on the property? Y N
Any steep slopes (>15%)? Y N

I hereby certify that the information provided is correct, that I am either the owner or authorized to act on behalf of the owner and that all activities associated with this permit will be in accordance with State Laws and the Port Townsend Municipal Code.

Print Name: _____

Signature: _____

Date: _____

RESIDENTIAL BUILDING PERMIT APPLICATION CHECKLIST

This checklist is for new dwellings, additions, remodels, and garages.

- Residential permit application.
- Washington State Energy & Ventilation Code forms
- Two (2) sets of plans with North arrow and scaled, no smaller than 1/4" = 1 foot:
 - A site plan showing:
 1. Legal description and parcel number (or tax number),
 2. Property lines and dimensions
 3. Setbacks from all sides of the proposed structure to the property lines in accordance with a pinned boundary line survey
 4. On-site parking and driveway with dimensions
 5. If creating new impervious surfaces, indicate measures utilized to retain stormwater on-site
 6. Street names and any easements or vacations
 7. Location and diameter of existing trees
 8. Utility lines
 9. If applicable, existing or proposed septic system location
 10. Delineated critical areas boundaries and buffers
 - Foundation plan:
 1. Footings and foundation walls
 2. Post and beam sizes and spans
 3. Floor joist size and layout
 4. Holdowns
 5. Foundation venting
 - Floor plan:
 1. Room use and dimensions
 2. Braced wall panel locations
 3. Smoke detector locations
 4. Attic access
 5. Plumbing and mechanical fixtures
 6. Occupancy separation between dwelling and garage (if applicable)
 7. Window, skylight, and door locations, including escape windows and safety glazing
 - Wall section:
 1. Footing size, reinforcement, depth below grade
 2. Foundation wall, height, width, reinforcement, anchor bolts, and washers
 3. Floor joist size and spacing
 4. Wall stud size and spacing
 5. Header size and spans
 6. Wall sheathing, weather resistant barrier, and siding material
 7. Sheet rock and insulation
 8. Rafters, ceiling joists, trusses, with blocking and positive connections
 9. Ceiling height
 10. Roof sheathing, roofing material, roof pitch, attic ventilation
- Exterior elevations (all four) with existing slope of the land in relation to all proposed structures
- If architecturally designed, one set of plans must have an original signature
- If engineered, one set of plans must have one original signature
- For new dwelling construction, Street & Utility or Minor Improvement application

If you are proposing partial or full demolition of a structure that is at least 50 years old, per Ordinance 2969 Historic Preservation Committee (HPC) review is required. If within the National Historic Landmark district: \$58.00 for full committee review. If outside the National Historic Landmark district and not on the Historic Register: no fee for HPC Administrative review. Complete HPC Form. Partial demolition includes exterior demolition for additions and remodels.