

# RESIDENTIAL SITE PLAN CHECKLIST

- ☐ One copy of the site plan is required. Must be drawn to standard engineering scale (1"=10', 1"=20', 1"=30', 1"=40', 1"=50', 1"=60', or 1"=100'), not to exceed 1"=100'. Indicate the scale used. Must include north arrow and may be drawn on grid paper or engineering plan format. For large parcels, the applicant may submit a two-page site plan, the first page depicting the entire lot at a convenient scale and the second page depicting an enlargement of the developed area at a larger scale.
- ☐ Label all property lines/boundaries, dimensions, and area of lot/parcel (square feet or acreage).  
Label the location, size, and use of all existing building(s). Identify the distance between property lines and buildings. Label structures with previous building permit number(s) issued, if applicable.
- ☐ Label the location, size, and use of all proposed structure(s) (temporary or permanent) to include dimensions of all decks, porches, cantilevers, bay windows, roof overhangs, retaining walls, patios, chimneys, landings, and stairs.
- ☐ Identify the location, dimensions, setback from property lines, and volume of all existing and proposed propane tanks, fuel tanks, etc..(both above ground and underground).
- ☐ Identify land features such as top and bottom of slopes, direction of slope and any areas of erosion.  
Identify and label all water features to include: ponds, springs, ravines, streams, creeks, lakes, rivers, irrigation laterals, canals, ditches, wetlands, bogs, areas of saturated ground, flood plain, floodway. Identify the closest distance between the ordinary high-water mark and proposed/existing structures.
- ☐ Label the name and width of roads bordering the property and indicate whether they are public or private.  
Locate the width of existing and proposed driverways/accesses serving each structure. Include stormwater control facilities such as drains, detention ponds, connection lines, catch basins, etc.
- ☐ Label all existing and proposed parking spaces/areas. Parking in residential districts is typically not allowed in the front yard setback area. All parking shall have durable and dustless surfaces suited to all weather use, unless required otherwise. If applicable, show handicapped parking and accessible routes to the structure and within the site to other structures and features.
- ☐ Identify and label all easements and widths, deed restrictions, other encumbrances, and/or issues restricting or affecting the use or condition of the property, including but not limited to access, utilities, railroads, irrigation, and overhead power. Include the Auditor's file number(s).  
**BEFORE ANY DEVELOPMENT OCCURS, PLEASE CALL 811 TO LOCATE ANY UTILITY EASEMENTS!**
- ☐ Show the location of all existing and proposed overhead and underground utilities including, but not limited to water, sewer, gas, and electrical.
- ☐ Identify location of all well(s), septic/pump tank, drain field, reserve area and tight line involving the proposed structure(s). Show the distance from proposed structure(s) to septic tank, drain field, drinking water well source(s), and any water body, wetland area and/or flood plain to ensure they meet the required horizontal setbacks from each other and property lines. Contact the Adams County Environmental Health Dept. for details. If applicable, the approved AC Environmental Health Dept. and County site plan must be identical.
- ☐ If drinking water wells, septic tank/drain field is off site, please show the location of these systems on the adjacent property or properties and provide a copy of the easement agreement(s).
- ☐ Identify existing and proposed landscaping, screening and/or fencing. Must be shown for properties located within 200 feet of a shoreline and/or floodplain. (Show type of landscaping, size, spacing, and provisions for irrigation).

# CUSTOMER USE - STRUCTURAL PLANS CHECKLIST

Applications for building permits will not be accepted unless the following items are supplied with your application for a permit. Complete and submit two sets of building plans drawn to 1/4" scale and printed on 24"x 36" paper.

Buildings must comply with the Adams County and the City of Ritzville design criteria.

APPLICANT SUBMITTAL ITEMS			
	YES	N/A	
1.	<input type="checkbox"/>	<input type="checkbox"/>	<b>FOUNDATION PLAN:</b> <input type="checkbox"/> 8' Max height on foundation walls, otherwise engineering ir required. <input type="checkbox"/> All pads and dimensions (deck, poches, patios) <input type="checkbox"/> Griders, posts, floor joists, slabs <input type="checkbox"/> Access and ventilation <input type="checkbox"/> Slab insulation location <i>(if applicable)</i>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<b>FLOOR PLANS:</b> <input type="checkbox"/> All spaces labeled by use <i>(bedroom, bathroom, etc..)</i> <input type="checkbox"/> New vs. existing <i>(if addition or remodel)</i> <input type="checkbox"/> All door & window sizes including door swings <input type="checkbox"/> Bedroom & basement windows meet egress requirements <input type="checkbox"/> Stairs with direction <i>(up or down)</i> <input type="checkbox"/> Location & fuel source for appliances <input type="checkbox"/> Decks & patios <input type="checkbox"/> Unheated spaces clearly marked <input type="checkbox"/> Guardrail & handrail details <input type="checkbox"/> Attic access <input type="checkbox"/> Smoke detector locations <b>FRAMING PLANS:</b> <input type="checkbox"/> Floor framing plans <i>(each floor)</i> <input type="checkbox"/> Roof framing plans <input type="checkbox"/> Decks & patio framing
3.	<input type="checkbox"/>	<input type="checkbox"/>	<b>ENGINEERING (IF APPLICABLE):</b> <input type="checkbox"/> Engineering shall be stamped and signed by an Engineer or Architect and be transferred to both sets of building plans and calculations. Submit two sets of engineering and calculations. <input type="checkbox"/> Retaining walls over 4' in height require enigneering <i>(measured from the bottom of the footing to the top of the wall)</i> . <input type="checkbox"/> Lateral bracing <i>(if it doesn't comply with IRC prescriptive construction provisions)</i> <input type="checkbox"/> Overhangs or cantilevers beyond conventional construction provisions or beyond those recommended by product manufacturer. <input type="checkbox"/> Beams or columns having unusal loads require claculations. <input type="checkbox"/> Soils/geotechnical reports where applicable. Refer to the report for specific requirements.
4.	<input type="checkbox"/>	<input type="checkbox"/>	<b>PLUMBING:</b> <input type="checkbox"/> List the number of each type of plumbing fixture to be installed. Pressure reducer on water supply is required where pressure exceeds 80 lbs. <input type="checkbox"/> Kitchen sink(s)/Laundry sink(s) <input type="checkbox"/> Lavatory sink <input type="checkbox"/> Shower(s)/Bathtub(s) <input type="checkbox"/> Toilet(s) <input type="checkbox"/> Water Heater <input type="checkbox"/> Washing Machines

# CUSTOMER USE - STRUCTURAL PLANS CHECKLIST

(Continued)

	YES	N/A	
5.	<input type="checkbox"/>	<input type="checkbox"/>	<b>MECHANICAL SYSTEM:</b> <input type="checkbox"/> Check types of mechanical systems being installed. Forced Air Heating systems need to be provided with chases for supply and returns so structural walls are not cut. <input type="checkbox"/> Duct work in garage minimum 26 gauge with no openings in garage. <input type="checkbox"/> Supply and return are provided with adequate chase to upper floors, are shown on plans. <input type="checkbox"/> Heat Pump <input type="checkbox"/> Central Furnace <input type="checkbox"/> Wood stove / Fireplace <i>(cannot be the primary heat source)</i> . <input type="checkbox"/> Other:
6.	<input type="checkbox"/>	<input type="checkbox"/>	<b>CROSS SECTION:</b> <input type="checkbox"/> Foundation Dimensions <input type="checkbox"/> Reinforcement steel shown or noted as specification on plans. <input type="checkbox"/> Insulation <i>(walls, floors, ceiling, slab)</i> <input type="checkbox"/> Framing Details <input type="checkbox"/> Stair and Landings <input type="checkbox"/> Roof Details <i>(include roofing materials)</i> <input type="checkbox"/> Lateral Bracing
7.	<input type="checkbox"/>	<input type="checkbox"/>	<b>ELEVATIONS <i>(four views are required, and must be drawn to scale)</i> :</b> <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West <input type="checkbox"/> Existing grades must be accurately shown and labled on each view if located on a shoreline. <input type="checkbox"/> Final grades must be accurately shown and labeled on each view <input type="checkbox"/> Clearly label the new proposed area vs. the existing portion of the structure.
8.	<input type="checkbox"/>   <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>WASHINGTON STATE ENERGY/VENTILATION CODE COMPLIANCE:</b> Energy code forms must be submitted with building plans. Prescriptive forms are available at this office or on the internet at <a href="http://www.energy.wsu.edu/code">http://www.energy.wsu.edu/code</a> .  <b>Heat Loss Calculations</b> <b>Glazing Schedule</b> <b>Energy Credit(s) Form</b>