

# SINGLE FAMILY & DUPLEX

## New Construction

PO Box 1995 \* Vancouver, WA 98668-1995 \* www.cityofvancouver.us \* Phone: (360) 487-7802 Fax: (360) 487-7808



*Please review the submittal requirements. Incomplete applications will not be accepted.*

**Applicant:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

\* \* \* \* \*  
Please provide the following information on all projects with a valuation of \$5000 and greater per RCW19.27.095 (1) d:

N/A  Financing Lender  Bonding Firm **Company:** \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Bond amt. is not less than 50% of total amt. of project  Yes  No

**Contractor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ ext. \_\_\_\_\_ Fax: \_\_\_\_\_

**Contact Person Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Contact E-mail Address:** \_\_\_\_\_

**Property Address:** *(tax assessor serial number or nearest intersection if no address)*

**Subdivision:** \_\_\_\_\_ **Phase #:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_

**Floor Area:** Dwelling \_\_\_\_\_ SF Garage \_\_\_\_\_ SF

Patio/Deck \_\_\_\_\_ SF Other (specify) \_\_\_\_\_ SF

**Type of heat:**  Electric Furnace  Electric Wall Heater  Gas Furnace  Other

**Source of water:**  public or  private **Is there an existing well on site?**  yes  no

**Note if residence is on:**  septic system or  public sewer

*I/we understand that per VMC 20.210.090 (Review for Counter Complete Status), if it is determined that the application is not complete, the City shall immediately reject and return the application and identify in writing what is needed to make the application counter complete. It is the responsibility of the applicant/owner to comply with all private conditions, covenants and restrictions (CC&R's) associated with this property. I/we agree that City of Vancouver staff may enter upon the subject property at any reasonable time to consider the merits of the application, to take photographs and to post public notices.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_



SUBMIT TO:

Development Review Services  
4400 NE 77th Av  
Vancouver, WA 98662

# SINGLE FAMILY & DUPLEX

## Submittal Requirements

The following information is required to be submitted with Single Family & Duplex applications. Plans must be a blue-line print or drawn in ink. Plans are to be drawn to scale as appropriate (i.e. 1"=10', 1"=20', 1/4"=1', etc.) Applications without the required information will not be accepted.

- Any fees associated with the application
- SUBMITTAL REQUIREMENTS**
- Completed and signed application.
- Two (2) complete sets of legible construction plans drawn to scale**, showing conformance to the applicable local and state building codes. Plan sets needs to include:
- Foundation Plan** - Show dimensions, anchor bolt sizes and spacing, any hold-downs, expanded footings, connection details, vent size/locations and location of crawl space access
- Floor Plans** - Show all dimensions, room identification, window size and type
- Cross section details** - Show size and spacing for all framing members
- Elevation views** - Provide elevations for all sides. Exterior elevations must reflect the actual grade
- Wall bracing (prescriptive path) and/or engineered lateral analysis**
- Floor/framing plans** - Required for all floor and roof assemblies. Plans shall indicate member sizing, spacing and bearing locations
- Basement and retaining wall** - Cross sections and details showing placement of rebar, footing sizes, etc.
- Beam calculations** - For all beams spanning 10 feet or more, or beams supporting/creating a point load
- Manufactured/engineered floor/roof truss design details** - All engineered framing systems shall be required at intake. Floor systems shall include two copies of the manufacturers layout and installation guide. Beams designed with over a 3" dimension shall have beam calculations provided. Roof trusses shall include the layout, truss details, and jack truss details
- Energy code compliance** - Identify all proposed insulation values or provide calculations
- Engineering calculations** - When engineering is submitted, two complete sets shall be provided for review. All engineering shall be site specific and one copy shall bear the engineers wet stamp. All engineering details, schedules and layouts shall be copied to the full size plan sets.
- Two (2) complete site plans**, 8.5 x 11", drawn to scale and including the following:
- Accurate representation of the size and shape of the subject parcel(s) including easements of any kind, all lot dimensions and parcel orientation, including north arrow
  - Locations, dimensions and height of all existing and proposed buildings and structures, including garages, carports, fences, decks, patio covers and other accessory structures. Include dimensions from each other and from all property lines. Show dimensions of eaves projecting beyond a wall or supporting post. Indicate usage of all structures
  - Existing and proposed curbs, sidewalks, streets and curb cuts. Indicate placement and species of required street trees. Indicate center line of street(s) and label streets as public or private
  - Location and detailed layout of off-street parking
  - Location and height of walls and fences. Indicate construction material(s)
  - Storm water infiltration system or connection to existing system
  - Tree protection / tree replacement plan (if applicable) as per VMC 20.770
  - Proposed erosion control measures during construction
- Provide location of 100-year flood plain boundary or Ordinary High Water Mark (if applicable)
- Duplex dwellings require a landscape plan in compliance with VMC20.925 (Landscaping)
- \*\*\*For additional information regarding submittal requirements please see Minimum Submittal Checklist hand-out available at the permit counter\*\*\***