



# RESIDENTIAL PERMIT SUBMITTAL INSTRUCTIONS

*Department of Community & Economic Development*  
City of Arlington • 18204 59th Ave NE • Arlington, WA 98223 • Phone (360) 403-3551

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The submittal instructions contain the information applicable for residential construction, which codes are in effect, what the design criteria is, the number of plans to be submitted, etc. Please be aware that the Plot Plan submittal is part of the Zoning Verification process and does not have to be duplicated. Refer to the Flow Chart document, choose which permit you need, hit Ctrl – click on the link and the appropriate permits will be uploaded for you.

- \_\_\_\_\_ One (1) completed application
- \_\_\_\_\_ Two (2) accurate fully dimensioned plot plans (Zoning Verification)
- \_\_\_\_\_ Two (2) sets of construction drawings
- \_\_\_\_\_ Two (2) sets of engineered drawings and calculations  
(If required)
- \_\_\_\_\_ Health Department approval of septic system, if applicable
- \_\_\_\_\_ Verification of Water and Sewer Availability from City of Marysville, if applicable

**APPLICATIONS ARE ONLY CONSIDERED COMPLETE IF ALL INFORMATION REQUESTED ON FORMS IS SUBMITTED WITH THE PERMIT APPLICATION. THE REVIEW TIME IS DICTATED BY THE COMPLETENESS OF THE SUBMITTAL AND COMPLEXITY OF THE PROJECT.**

The Zoning Verification can be submitted as part of your submittal or prior. We always recommend that you submit the Zoning Verify first to ensure that your proposed project meets all Land Use requirements. The review process for Zoning Verification is guaranteed within 72-hours.



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## A. FEES ARE DUE AT TIME OF PERMIT ISSUANCE

Building Permit, Plan Review, Plumbing & Mechanical (if applicable)

## B. CODES IN USE

The City of Arlington currently enforces the following:

### International Codes

2015 International Building Code (IBC)  
2015 International Residential Code (IRC)  
2015 International Mechanical Code (IMC)  
2015 International Fuel Gas Code (IFGC)  
2015 International Fire Code (IFC)  
2015 International Plumbing Code (IPC)  
2015 International Property Maintenance Code (IPMC)  
2015 Washington State Energy Code (WSEC)  
2009 Accessible & Usable Buildings and Facilities (ICC/ANSI 1417.1)

### Washington State Amendments

WAC 51-50 Washington State Building Code  
WAC 51-51 Washington State Residential Code  
WAC 51-52 Washington State Mechanical Code  
WAC 51-54 Washington State Fire Code  
WAC 51-56 & 51-57 Washington State Plumbing Code and Standards  
WAC 51-11 Washington State Energy Code  
WAC 51-13 Washington State Ventilation and Indoor Air Quality Code  
WAC 296-46B Electrical Safety Standards, Administration, and Installation

## C. CITY OF ARLINGTON DESIGN REQUIREMENTS

Design Wind Speed:	85 miles per hour (Exposure C)
Ground Snow Load:	25 pounds per square foot
Seismic Zone:	D2
Rainfall:	2 inches per hour for roof drainage design.
Frost Line Depth:	12 inches
Soil Bearing Capacity:	1,500 psf. unless a Geo-Technical Report is provided.

## D. PLANS AND DRAWINGS

Submit two (2) complete sets of drawings and plans. Drawings and plans must be submitted on minimum 18" X 24", or maximum 30" X 42" paper. All sheets are to be the same size and sequentially labeled. Plans are required to be clearly legible, with scaled dimensions, in indelible ink, blue line, or other professional media. Plans will not be accepted that are marked preliminary or not for construction.

**Please Note:** A separate submittal of plans is required for each building or structure.



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## DETAILED SUBMITTAL REQUIREMENTS

Please make sure your submittal contains all of the items within this checklist, if applicable.

### A. **SITE PLAN – REQUIRED WITH ALL SUBMITTALS (please refer to the Zoning Verification packet)**

1. Two (2) complete sets of plans on 8.5" X 11" paper which reflect all of the information noted in the Site Improvement and Drainage Plan Requirements for Residential Construction.

### B. **FOUNDATION PLAN (Minimum 1/4" Scale)**

1. Show north direction
2. Indicate front street (and side street if corner lot).
3. Show the location and dimension to all property lines.
4. Show the location for existing and/or proposed easements
5. Provide the scale for the drawing.
6. Show outline of foundation with section cuts and dimensions; include maximum wall heights and all connections.
7. Provide the location and size of all beams, posts, interior footings and thickened footings within slabs with their dimensions and connections.
8. Provide detail of step down foundation and footings with required reinforcing steel.
9. Show spacing of anchor bolts, location, and type of hold down fasteners to the foundation.
10. Retaining walls.
11. Show the location and size of all crawl space vents and the crawl space access with size and location.
12. Show footing depth below grade and show the clearance between grade and sill plate.
13. Show the floor joist size, spacing, direction, support, connections and blocking.
14. Show all floor insulation.
15. Label any space within the foundation (i.e. basement, garage, storage room, etc.)

#### **Note!**

Arlington is in seismic design category D2 which requires that foundations with stem walls have a minimum #4 rebar at top and minimum #4 rebar at bottom of footing.

### C. **FLOOR PLAN (Minimum 1/4" Scale)**

1. Indicate the dimensions of all areas and the use of each room. Include fixed cabinet, counter or island facilities.
2. Show all roof, floor or deck joist size, spacing, direction, support, connections. Blocking, etc.
3. Show the location of exhaust fans, smoke detectors, hot water heater, heating units, plumbing fixtures and any other mechanical equipment.
4. Show the location of the attic and/or crawl space access.
5. Include all exterior decks on your floor plan, with necessary structural details and attachment to the house.

### D. **ARCHITECTURAL CROSS SECTIONS & DETAILS (Minimum 1/4" Scale)**

1. Show a typical roof section with all materials labeled; indicate size and spacing of all members; include all dimensions, venting, insulation and connections



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2. Show a typical foundation and floor section with all material labeled; indicate size and spacing of all members; include all dimensions, venting, insulation and connections.
3. Show a typical wall section with all materials labeled; indicate size and spacing of all members and insulation values.
4. Show all connection details, including post-beam, post-footing, collar tie, etc.
5. Provide the dimensions for all stairs, with details showing rise, run, headroom and handrails per Section R311 of 2015 International Residential Code. Guards require intermediate rails to be less than 4" apart; handrails are to be 34" to 38" from nose of the tread and to be returned. Show any fire blocking, landing sizes. Specify one-hour fire resistive construction for any usable space under the stairs.
6. Show a section detail for any fireplace, including the hearth and hearth extension. Include dimensions, materials, clearance from combustibles, height above roof, reinforcing, seismic anchorage and foundation details.

## **E. STRUCTURAL NOTES**

1. Specify all design load values, including dead, live snow, wind, lateral retaining wall pressures and soil bearing values.
2. Specify minimum design concrete strength, concrete sack mix and reinforcing bar grade.
3. Specify the grade and species of all framing lumber.
4. Specify the combination symbol (strength) of all GLU-LAM beams.
5. Specify all metal connectors, including joist hangers, clips, post caps, post bases, etc.
6. Provide details showing the complete load path transfer at roof perimeter, interior shear walls, cantilevered floors, off-set shear walls and ceiling diaphragm to shear walls (if used).
7. Provide a shear wall schedule noting nail spacing, blocking, bolts, top and bottom plat nailing.
8. Locate all hold down straps on the drawings.

## **F. STRUCTURAL CALCULATIONS**

1. Provide two (2) sets of structural calculations if prepared by an engineer or architect registered with the State of Washington. (Not required if using Prescriptive Design Approach from the IRC/IBC.)

## **G. ELEVATIONS**

1. Show elevations views of each side of the structure; provide finished floor level for each floor.
2. Show existing and proposed grades.
3. Show the maximum building height.
4. Show the maximum site slope.
5. Show all roof overhangs and any chimney clearances from the roof.
6. Show roof pitch

## **H. DOORS & WINDOWS**

1. Show size and type of all doors.
2. Show the door size, type and closure device for doors between the garage and dwelling.
3. Show all window sizes and openable areas.
4. Show all sleeping room egress window locations, sill heights, methods of opening, dimension of openable area and clear open space.



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5. Show size and type of all skylights.

## I. WASHINGTON STATE ENERGY CODE

1. Show the insulation R values on the floor plan drawings and glazing class of all windows and skylights per Table 6-1
2. New structures must obtain Energy Credits based on the following:
  - Dwelling units less than 1500 sf = 1.5 credits
  - Dwelling units > 1500 sf and < 5000 sf = 3.5 credits
  - Dwelling units exceeding 5000 sf = 4.5 credits
  - Additions exceeding 500 sf = 0.5 credits
  - **Note:** R-2 occupancies require 2.5 credit
  - All one and two family dwelling units, including townhouses require an inverter driven ductless mini-split heat pump in the largest zone
3. Completed structures require a Blower Door Test and Duct Test (with exceptions).
  - Note: The Washington State Energy Code can be viewed within this web-site