



City of Selah

RESIDENTIAL NEW CONSTRUCTION/REMODELLING SUBMITTAL REQUIREMENTS

A PRESUBMITTAL MEETING MAY BE REQUIRED WITH THE PLANNING DEPARTMENT FOR LARGE PROJECTS. PLEASE CALL 509-698-7365 OR EMAIL: brandy.tucker@selahwa.gov TO MAKE AN APPOINTMENT. (SMC: 21-05-020) THANK YOU.

PLEASE NOTE: This information is a general guide and should not be used as a substitute for current codes and regulations. Contact the permit department at (509) 698-7365 for more information.

Submission of **Three (3)** complete sets of following plans:

- _____ Plans showing property lines, zoning, zoning of abutting parcels, development coverage, parking, dumpster location, landscaping, setbacks (front, side, & rear), building height, easements, location of utility lines, access details, signage, fence, mail box, accessory structure, and any special features. Plans must be drawn to an acceptable scale.
- _____ Complete sets of plans and building specifications including truss drawings and overview, Plumbing, Mechanical and a Complete Energy Code Compliance Packet/Worksheets – 2015 Codes.
- _____ Completed Permit Application, which should include exact street address, Parcel Number, Contractor license number and expiration date
- _____ Plot Plan with Stormwater Erosion Control Plan showing Best Management Practices (BMPs)

1 Site Plan showing lot coverage calculations and NOT larger than 8x14

NO PARTIAL OR DEFERRED SUBMITTALS

Plan review time (Estimated)

New Single Family and other plans	Two - Four Weeks
Multi-Family Units	Two - Four Weeks
Commercial Projects	Six - Eight Weeks

- Building inspections including External property inspections will be conducted by the City prior to issuance of Final Certificate of Occupancy (CO).

Additional information and forms can be found at our City's web site, www.selahwa.gov, following the tab for "Public Services", "Building Permits".