



TOWN OF WOODWAY

23920 113th Place W. · Woodway, WA 98020
206.542.4443 · 206.546.9453 fax
<http://www.townofwoodway.com>

BUILDING PLAN REVIEW GUIDE FOR NEW CONSTRUCTION

This guide is provided to expedite the zoning and building code plan review process. A plan review for a new house typically takes three to four weeks. Most delays in the review process are caused by a lack of information on the plans. If plans are incomplete or otherwise do not comply with the Town's code requirements, a comment letter is sent to the applicant detailing what changes or information are required before the plans can be approved. This extends the review period while the applicant revises the plans and again while the Town reviews the plans a second time. To ensure the quickest review time, submit complete plans and provide all information requested on the intake checklist available at the Town Hall. The following is a list of the most common problems found during the plan review process.

Inadequate site plan. All submittals must include a scaled site plan showing all property lines. Please see the site plan handout for specific requirements. The site plan must be prepared and stamped by a licensed engineer or certified surveyor. (The site plan does not need to be stamped by an engineer if a copy of the originally approved subdivision plan is also provided.)

No geotechnical report. This is required for critical areas including sloped lots, wetlands, or sites containing fill material or unstable soils. Provide a stamped, engineered geotechnical report that addresses support for the proposed foundation and slope stability for the site grading. Special inspection is required if any footings are to be placed on fill.

No grading and drainage permit. A separate grading and drainage permit is required for all new homes and large additions.

Lack of sanitary information. Show if the house will be served by a public sewer or septic system. If septic, the plans must be approved by the Snohomish County Health Department. Show the location of the septic tank and drain field.

Setback Projections. No projections, including roof eaves and gutters are allowed in the building setbacks.

No height calculations or plan. The height of the building is measured from the average existing grade to the top of the roof. Provide a site plan and height calculations that show the peak of the roof does not exceed the maximum allowable above the average existing grade. Please see the building height handout for specific requirements.

No building elevations. Provide necessary building elevations showing the grade elevation.

Inadequate lateral bracing. Structural engineering is required if the structure does not meet the prescriptive bracing requirements of the I.R.C. Most houses cannot meet the prescriptive requirement and will require structural engineering calculations.

Inadequate framing plans. The framing portion of the plans must provide all information required to frame the entire house. The following should be included in all submittals:

1. Complete floor framing plans
2. Complete roof framing plans (including roof truss layout)
3. Deck framing
4. All beams and headers

5. Stair framing detail
6. Structural notes including nailing schedule, species and type of lumber
7. Lateral bracing
8. Trace all loads from the roof to the foundation

Appliances not shown on plans. Show the location of all plumbing, kitchen, heating, and any other major appliances. Most furnaces and hot water tanks are gas fired and require combustion air. If they are not located in the garage, this may be difficult to provide. The easiest way to resolve this is to install 'Direct Vent' type of appliances.

Lack of energy code package. An energy code compliance package is available from the WSU Extension website (<http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>) and must be included with the plans. This package must include type of heat, insulation, and a window schedule.

Pole barn structures. Pole barn structures must be designed by a licensed engineer. This requires plans and structural calculations stamped by a licensed engineer.

For additional information, you may contact the Building Official, Tom Phillips, directly at:
360.668.9531 (weekends and evenings)
tom@townofwoodway.com