



CONVERTING GARAGE TO LIVING SPACE SUBMITTAL CHECKLIST

Things to remember

1. The finished space will need to be altered to meet current code requirements for living space:
 - a. Energy code requirements, reference WAC 51-11.
 - b. Whole house ventilation requirements, reference International Residential Code M1508.

Site Plan – Three (3) copies

Site Plan Requirements:

- North arrow
- Minimum scale of 1" = 20' with scale shown
- Property boundary
- Building, driveway, patio, deck and other structures footprint
- Street address, subdivision and lot number (if applicable)
- Name of designer, signature & date
- Location of septic field (if applicable)
- Lowest finished floor elevation
- Utility structures (boxes, transformers, meters, light poles, hydrants, etc.)
- Location and height of rockeries and retaining walls
- Setbacks
- Show the two required parking stalls

Construction Drawings – Two (2) copies

Foundation Plan:

- Scale and North Arrow (preferred scale is 1/4" = 1 foot)
- Outline of perimeter foundation, concrete slabs, patios, etc., **with dimensions**
- Location and size of exterior and interior bearing footings/foundations
- Interior pier locations and sizes, **with dimensions**
- Location and size of required reinforcing steel
- Location, size, embedment, and spacing of anchor bolts, hold-downs (if required), and post-to-footing connections
- Location and sizes of foundation vents and crawl space access
- Construction details of any unusual construction practice
- Stamped engineering calculations are required for foundation/retaining walls over 4 feet

Floor Plan, Showing All Rooms:

- Scale (preferred scale is 1/4" = 1 foot)
- Use and size of each room
- Window and door locations and size
- Header sizes over openings
- Beam locations, materials, spacing, and sizes
- Floor joist sizes, directions of run, spans, and spacing (in lieu of separate framing plans)

- Ceiling joists, floor joists, trusses, and roof rafter sizes, directions of run, spans, and spacing (in lieu of separate framing plans)
- Locations of plumbing and heating fixtures and equipment
- Shear wall location
- Show locations for all switches, outlets, receptacles, and electrical appliances

Framing Plans:

Information requested here is required, whether or not separate framing plans are submitted

- Size, lumber species, grade, spacing, and spans of all framing members; specify panel identification index for sheathing.
- Clearly show bearing/shear walls and specify nailing schedule
- Show materials and method of connection of all posts to beams
- Call out any special connection method in detail and clearly show how the building is held together
- Designs out of the scope of the conventional framing provisions of the International Residential Code shall be designed and stamped by a Washington State Registered Professional Engineer
- Show lateral bracing in compliance with IRC R602.10, or provide details on the plans, designed and stamped by a structural engineer ; the engineer's analysis of seismic and/or wind loads must accompany the design; plans shall detail all building connections for all designed lateral load connections

Elevations:

Elevations are required for all proposed structures with a roof or partial cover

- Show height from finish grade to: 1) finished floor; 2) top plate/ceiling; 3) highest point of structure
- Specify all finished materials to be utilized in construction
- Show all doors and window (distinguish between openable and fixed; single-glazed and dual-glazed)
- Specify roof pitch and material; chimney in relation to roof

Building Cross-Sections:

Sections of structure that clarify in detail the typical conditions and describe otherwise hidden conditions.

- Complete detailed cross-sections of footing/foundations; show backfill to top of interior footings
- Mud sill and anchorage material (cedar or pressure-treated)
- Post-to-beam connections
- Floor construction (size and spacing of joists or pre-manufactured truss spacing) and insulation
- Components of roof covering
- Show compliance with ventilation requirements for attic space
- Full height section through fireplace and chimney, including reinforcing materials
- Full height section through stairways including dimensions of riser and tread Framing materials; riser height and tread width; handrail height above tread nosing; and clearance to ceiling above the stairs measured from a line drawn at and parallel to tread nosings and structural information

Energy/Ventilation

Indicate compliance with energy code

- Specify selected design approach: 1) component performance; 2) systems analysis; or 3) prescriptive
- Provide documentation verifying compliance
- Submittals for energy code compliance must include the model numbers, frame type, and U-values for windows – this information must appear in the compliance form for Prescriptive Compliance or as part of a window schedule included in the plans for Component Performance or Systems Analysis compliance

General

- 110-volt smoke detectors shall be shown in each sleeping room and at a point centrally-located

- in the corridor or area giving access to each separate sleeping area
- The open sides of stairways, landings, balconies, or porches, which are more than 30 inches above grade or floor below, shall be shown to have a 36' guardrail with intermediate rails or an ornamental pattern such that a sphere 4 inches in diameter cannot pass through
- Glazing in doors and enclosures for bathtubs and showers and in any portion of a building wall enclosing these compartments shall be specified as safety glazing where the bottom exposed edge of glazing is less than 60 inches above a standing surface and drain inlet.

One (1) copy of the following:

- Certificate of Water Availability:
Contact Covington Water District (253) 631-0565.
OR
Private Well - King County Health Department approval required (206) 296-4932.
- Certificate of Sewer Availability:
Contact Soos Creek Water & Sewer District (253) 630-9900.
OR
Septic Tank – King County Health Department approval required (206) 296-4932.
- Copy of current Washington State Contractor's Registration is required when a contractor will be performing the work. **(required prior to permit issuance).**
- Building Permit Application completed.

Two (2) copies of the following:

- Construction Drawings
- Engineers Calculations
- Roof Truss Package
- Floor Joist Layout

Plan review fee is due at time of submittal with Technology Surcharge. Remaining fees will be paid at permit issuance.