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:
   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 ¼” = 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 ¼” = 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.