

Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

Applicant Responsibilities and Plan Requirements for Single Family and Two-Unit Dwellings

Updated January 9, 2015

This Tip summarizes our requirements for the plans and supporting documents that you submit with your permit for a single family or two-unit (R-3, U-1 occupancies) residence.

You are encouraged to read this Tip and other information listed below before you file an application. To obtain copies of your documents, visit our website at www.seattle.gov/dpd/toolsresources/ or stop by our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 5th Ave.

HELPFUL PUBLICATIONS

- Single Family Zoning Chart
- **Tip 101**, *Getting a Single Family Building Permit from Seattle DCI*
- **Tip 103**, *Site Plan Requirements*
- **Tip 103A**, *Site Plan Guidelines*
- **Tip 106**, *General Standards for Plans and Drawings*
- **Tip 220**, *Lot Coverage and Yard Standards in Single Family Zones*
- **Tip 303A**, *Common Single Family and Duplex Building Code Requirements*
- **Tip 316**, *Subject-to-Field-Inspection (STFI) Permits*
- **Tip 336**, *Sustainable Building and Reuse of Building Materials*
- **Tip 403**, *NFRC Fenestration U-factors, SHGC, and Visible Transmittance*

PREPARING FOR AN APPOINTMENT

Except for subject-to-field-inspection permits (STFIs), we accept building permit applications by appointment only. We require the following steps before you schedule an application intake appointment:

- Fill out a Preliminary Application and a Preapplication Site Visit Request Form, available online at www.seattle.gov/dpd/permits/forms/ or from our Applicant Services Center, located on the 20th floor of Seattle Municipal Tower, 700 5th Ave., (206) 684-8850.
- Submit the required forms and documents to us. You must pay the fee for a preapplication site visit at this time. Submittal instructions are included on the forms.
- After we mail or fax you a project number, visit the Applicant Services Center to have your plans screened in preparation for an application intake appointment. In some instances, you can request screening through our Project Portal: <http://web6.seattle.gov/dpd/eplan/>

If you have any questions about these steps, please visit the Applicant Services Center or call us at (206) 684-8850.

PROVIDING PLANS AND COVERSHEETS

In order to apply for a building permit, you will need at least three sets of detailed plans meeting the standards of Tip 106 (similar to drawings shown in this Tip) and completed coversheets. Coversheet samples are available from the Applicant Services Center receptionist as well as online at www.seattle.gov/dpd/permits/forms/

You need to fill out all applicable information listed on the coversheet before having your plans screened. The coversheet is a tool that summarizes and organizes required information so that our intake personnel and plans reviewers can find it quickly and easily. Your application will not be accepted without completed coversheets.



REQUIRED INFORMATION

The following types of information are required in order for us to consider permit applications for single-family and two-unit dwellings. If any required information is not included at your intake appointment, we will not accept your application.

NEW HOUSE(S)

- **THREE COMPLETE SETS OF PLANS** including:
 - **Site plan**, per Tip 103 (include 1 additional copy for sewer review)
 - **Floor plans**
 - **Glazing and opaque door schedule**
 - **Foundation plan** stamped by a structural engineer if in slide area
 - **Elevations** showing the existing and finished grade)
 - **Framing plan(s)**
 - **Typical section**
 - **Construction details**
 - **Plan cover sheets**
 - **Drainage control plan** if site has more than 2,000 square feet of impervious surface or if it's located in an environmentally sensitive area
 - **Building grade sheets** (Seattle Department of Transportation requirement)
 - **Garage floor elevation** to City of Seattle datum that you can find listed at www.seattle.gov/GIS/docs/highpts.htm
 - **Masonry chimney section/detail** (if applicable)
 - **Grading plan** if your site is in an environmentally sensitive area or if you are grading over 100 cubic yards elsewhere
- **ONE ADDITIONAL SET OF PLANS** if any appealable land use component is part of your application
- **SOILS REPORT** if available or required as indicated by your site visit report (3 copies)
- **ENERGY CALCULATIONS** if you are not using prescriptive compliance methods (1 copy)
- **HEATING EQUIPMENT SIZING CALCULATION FORM** (1 copy)
- **STRUCTURAL CALCULATIONS** for "skinny" houses, and available for others (1 copy)
- **TRUSS DESIGN** for manufactured trusses (3 copies)
- **WASTE DIVERSION PLAN** for projects with a work area greater than 750 square feet

- **DECONSTRUCTION AND SALVAGE ASSESSMENT** for projects involving demolition with a work area greater than 750 square feet
- **WATER AVAILABILITY APPLICATION** (1 copy)
- **HEALTH DEPARTMENT APPROVAL** Your residence is on a septic system (1 copy)
- **TOPOGRAPHIC SURVEY** with corner stakes and all property lines when (1 copy):
 - Your building is within 2 feet of the maximum allowed height
 - You are using a land use height bonus or exception per the land use code;
 - You are required to provide grading plans
 - Your site is located in a known slide area
- **MASTER USE PERMITS** that are associated with this project.
 - If issued, a copy of your approved plans and decision must be available when you submit your building permit application.
 - If pending, you should reference your project number and make sure that the application being filed matches the application currently in process
- **A COMPLETE LEGAL DESCRIPTION OF THE PROPERTY**, including easements, side yard agreements, etc., on the site plan of your application
- **A RECORDED COPY OF SHORT PLAT, BOUNDARY LINE ADJUSTMENT, SUBDIVISION OR OTHER PLATTING APPROVAL** and our written approval report will facilitate the zoning/land use review, if the property boundary has been created or altered since 1974
- **BONDS** in an amount to be determined by the Chief Building Inspector if this project involves a moved building
- **ZONING CALCULATIONS** for lot coverage
- **BLOCK FRONT PLAN** for front yard averaging, if applicable (see Figure 6)

ADDITIONS

- **THREE COMPLETE SETS OF PLANS** including:
 - **Site plan** (see Tip 103)
 - **Floor plans**
 - **Glazing and opaque door schedule**
 - **Foundation plan** with information showing the load tracing to the foundation
 - **Framing plan(s)**

- **Elevations** showing the existing and finished grade
- **Typical section**
- **Details** showing how the addition integrates into the existing structure
- **Plan cover sheets**
- **Drainage control plan** if you are adding more than 2,000 square feet of impervious surface
- **Building grade sheets** if adding or changing a driveway (available from Seattle Department of Transportation)
- **Garage floor elevation** to City of Seattle datum if you are proposing a new garage
- **Masonry chimney section/detail** (if applicable)
- **Grading plan** if your site is in an environmentally sensitive area or if you are grading over 100 cubic yards elsewhere
- **ONE ADDITIONAL SET OF PLANS** if any appealable land use component is part of your application
- **SOILS REPORT** if available or required as indicated by your site visit report (3 copies)
- **ENERGY CALCULATIONS** show existing, proposed, total (1 copy)
- **HEATING EQUIPMENT SIZING CALCULATION FORM** (1 copy)
- **STRUCTURAL CALCULATIONS** if available (1 copy)
- **TRUSS DESIGN** for new manufactured trusses (3 copies)
- **WASTE DIVERSION PLAN** for projects with an area of work greater than 750 square feet
- **DECONSTRUCTION AND SALVAGE ASSESSMENT** for projects involving demolition with an area of work greater than 750 square feet
- **HEALTH DEPARTMENT APPROVAL** if your residence is on a septic system (1 copy)
- **TOPOGRAPHIC SURVEY** with corner stakes and all property lines when your addition (3 copies):
 - Is within 2 feet of maximum allowed height
 - Is using a land use height bonus or exception per the land use code
 - Requires grading plans
 - Is located in a known slide area and you are enlarging the footprint
- **MASTER USE PERMITS** that are associated with this project.
 - If issued, a copy of your approved plans and decision must be available when you

submit your building permit at the time of application.

- If pending, you should reference your project number and make sure that the application being filed matches the application currently in process
- **A COMPLETE LEGAL DESCRIPTION OF THE PROPERTY** on the site plan of your application
- **A RECORDED COPY OF SHORT PLAT, BOUNDARY LINE ADJUSTMENT, SUBDIVISION OR OTHER PLATTING APPROVAL** and our written approval report will facilitate your zoning/land use review, if the property boundary has been created or altered since 1974
- **LOT COVERAGE CALCULATIONS** if your project increases the structure's footprint

ALTERATIONS

- **THREE COMPLETE SETS OF PLANS** including:
 - **Site plan** (see Tip 103)
 - **Floor plans**
 - **Glazing and opaque door schedule**
 - **Foundation plan** with information showing the load tracing to the foundation if you are making structural changes
 - **Framing plan** if you are proposing new framing or a change in the structural system
 - **Elevations** if you are proposing changes to the building envelope or window location or sizing
 - **Typical section** based upon the scope of the work to be performed
 - **Details** showing how changes integrate into the existing structure
 - **Plan cover sheets**
 - **Masonry chimney section/detail** (if applicable)
 - **Grading plan** if your site is on an environmentally sensitive area or if you are grading over 100 cubic yards elsewhere
- **ENERGY CALCULATIONS** to demonstrate the alterations improve the energy efficiency of the existing structure (1 copy)
- **HEATING EQUIPMENT SIZING CALCULATION FORM**
- **STRUCTURAL CALCULATIONS** if available and you are proposing structural changes (1 copy)
- **SOILS REPORT** (3 copies)
- **TRUSS DESIGN FOR NEW MANUFACTURED TRUSSES** (3 copies)

- **WASTE DIVERSION PLAN** for projects with an area of work greater than 750 square feet
- **DECONSTRUCTION AND SALVAGE ASSESSMENT** for projects involving demolition with an area of work greater than 750 square feet
- **HEALTH DEPARTMENT APPROVAL** if your residence is on a septic system (1 copy)
- **TOPOGRAPHIC SURVEY** with corner stakes and all property lines when (3 copies):
 - Your addition is within 2 feet of maximum allowed height
 - You are using a land use height bonus or exception per the Land Use Code
 - You must submit grading plans
 - Your site is located in an identified slide area
- **MASTER USE PERMITS ASSOCIATED WITH THIS PROJECT:**
 - If issued, a copy of your approved plans and decision must be available when you submit your application.
 - If pending, reference your project number and make sure that the application being filed matches the applications currently in process.
- **A COMPLETE LEGAL DESCRIPTION OF THE PROPERTY** on the site plan of your application
- **A RECORDED COPY OF SHORT PLAT, BOUNDARY LINE ADJUSTMENT, SUBDIVISION OR OTHER PLATTING APPROVAL** and our written approval report will facilitate the zoning/land use review, if the property boundary has been created or altered since 1974
- **LOT COVERAGE CALCULATIONS** if your project increases the structure's footprint

INFORMATION REQUIRED FOR SPECIFIC TYPES OF PLANS

ALL PLANS:

- Must be to scale and fully dimensioned
- Must have matching scale and be consistent with other drawings
- Must have minimum 1/8" lettering
- Must show structural notes including design loads
- Must illustrate compliance with the ventilation requirements of Section 406, of the Seattle Mechanical Code

FOUNDATION OF THE PLAN (Figures 2 and 3):

- For all new foundations
- For existing foundations where you are adding

additional floor space or roof area over or adjacent to the existing foundations

- Including dimensions of all foundation walls, footings, and under-floor vents or access openings
- Including location and size of all posts and beams; and the intended use of the space above or within foundation walls (e.g., basement, crawl space, garage, recreation room)
- For a remodel of an existing building, show all changes to existing structural elements (e.g., joists, bearing walls)
- Indicate concrete mix by number of sacks and allowed design stress

FLOOR PLAN (Figures 2 and 3):

- Identify all walls (existing, new, and to be removed) steps, doorways, windows, and sky lights
- Specify how each room will be used
- Show the width and height of all window and doorway openings
- Indicate exhaust fan locations and cubic feet per minute (cfm)
- Indicate the location of all furnaces, heaters and heat pumps
- Identify the proposed change of use for any area within the structure
- Fully dimension, to scale, all rooms and areas shown on your plan

FRAMING PLAN (Figures 2 and 3):

- Identify the size, grade, lumber species, spacing, and direction of floor and ceiling joists and rafters
- Show all supporting walls, beams, and columns
- Show how the existing framing will be connected to new proposed framing

STRUCTURAL WALL SECTION (Figure 4):

- Must show an entire cross-section through a typical wall from foundation to the roof
- Identify by section and delete any wall section in the building that is different than the typical section
- Identify the location of the cross-section on the floor plan
- **MATERIALS** must be specified as to size, spacing and type. You need to specify:
 - **Insulation** — type, location and "R" value of all wall, floor, slab and ceiling insulation
 - **Foundation** — size and type of materials to be used, including foundation dimensions, sill plate material and size, size and spacing of anchor bolts, size and location of reinforcing bars,

height of backfill against foundation walls, height of foundation wall above grade, and footing depth below grade

- **Wall section** — size and spacing of metal/wood studs, thickness and type of sheathing, weatherproofing and siding material
- **Flooring** — size and type of sub-floor underlayment and flooring material and the size, species, spacing, and direction of floor joists and beams
- **Ceiling** — ceiling height and ceiling material and the size, species, spacing, and direction of all ceiling supporting elements
- **Roofing** — roof sheathing, weatherproofing, roofing materials to be used and the size, species, spacing, and direction of the roof's structural elements; also show dimensioned roof overhangs, including gutters; specify roof pitch

BUILDING ELEVATIONS (Figure 5):

- Elevations showing all exterior faces of the building
- All doors, windows, and exterior materials must be shown, including the size of all doors and windows and the type of windows (e.g., slider, casement, fixed)
- Each elevation labeled to show which face of the building it represents (north, south, etc.)
- The elevation of all floors, top plate, top of the roof, existing grade and finished grade must be shown
- If using a land use height bonus to increase the structure height, or if the structure is within 2 feet of the maximum allowed height per the Land Use Code, the elevations must include a detailed survey for existing and finished grade at all corners of the building

PARTIAL BLOCK FRONT PLAN (Figure 6)

GLAZING AND OPAQUE DOOR SCHEDULE (Figure 7):

- The glazing and opaque door schedule must include vertical and overhead glazing (windows, sliding, and swinging glass doors, and glazed roll-up doors, plastic panels, clerestories, glass block, skylights, etc.) as well as all opaque doors
- The glazing and opaque door schedules must include the product type, size, number of each type, the U-factor, and whether the U-factor is NFRC-certified or default. (If the product is claimed to be NFRC-certified, provide the NFRC Certified Products Directory. If you use a default, the schedule must include a description of the key energy-efficiency features that are necessary to

achieve that default U-factor indicating whether the glazing product is fixed or operable, frame material type, thermal break description, number of glazing layers, emissivity of low-e coatings, gap width, gas fill, spacer type, etc.)

- The glazing schedule must include the manufacturer and model number for all products regardless of U-factor

WASTE DIVERSION PLAN (Figure 8)

- In Seattle, you must salvage or reuse asphalt paving, brick, concrete, cardboard, metal and new gypsum scrap must be salvaged instead of putting it in a disposal container at either your job site or receiving a facility. We require the waste diversion plan for all projects where the area of work is greater than 750 square feet. The waste diversion plan helps to identify which facilities are following Seattle's material ban requirements. The plan should identify:
 - Potential waste materials on your site
 - Where they waste material will be hauled to
 - Who the hauler might be
- More information on the waste diversion plan can be found at www.seattle.gov/dpd/codesrules/changestocode/constructiondemolitionwaste/
- For a list of facilities complying with Seattle's facility certification program go to www.seattle.gov/util/forbusinesses/construction/cdwastemanagement/recyclingrequirements/certifiedfacilities/
- For more information on the city's material bans visit: www.seattle.gov/util/ForBusinesses/Construction/CDWasteManagement/RecyclingRequirements/

DECONSTRUCTION & SALVAGE ASSESSMENT (Figure 9)

- In addition to a waste diversion plan, we require a deconstruction and salvage assessment (DSA) for projects with an area of work greater than 750 square feet and that involves at least some demolition. The DSA helps identify which of the materials specified in your waste diversion plan could possibly be salvageable. If you are taking materials from one project to be used on another project site, or if your project involves partial building removal or alterations, then the DSA can be filled out by the building owner or agent. Whole building removal

is more complex so a DSA needs to be submitted by a salvage verifier meeting one of the following requirements:

- An established salvage and reuse retail company
 - A licensed contractor specializing in deconstruction
 - A demolition company with knowledge of local and current salvage retail markets
- More information on our waste diversion plan can be found at www.seattle.gov/dpd/codesrules/changestocode/constructiondemolitionwaste/
 - Our waste diversion plan, deconstruction and salvage assessment, and waste diversion report forms can be found here at www.seattle.gov/dpd/permits/forms/

You can also use self-made forms as long as they have all of the required information. You can also submit similar forms used to achieve waste points or credits for programs such as Built Green or LEED.

SUBMITTAL OF THE WASTE DIVERSION REPORT

If your project is greater than 750 square feet, then you should submit a waste diversion report to Seattle Public Utilities (SPU) within 60 days of our final inspection approval. Your waste diversion plan and report do not have to match. Your report should identify the actual materials produced from your project, their quantity, who the hauler was, and where the materials were taken for reuse, recycling, and disposal. A copy of your waste diversion report form and directions for how you submit it to SPU are posted at www.seattle.gov/util/ForBusinesses/Construction/CDWasteManagement/RecyclingRequirements/WasteDiversionReport/

For technical questions on how to fill out the waste diversion plan or report, please contact Seattle Public Utilities at: **WasteDiversionReport@seattle.gov**.

QUESTIONS

If you have specific questions about plan requirements and/or your responsibilities as an applicant, please contact a permit specialist in our Applicant Services Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave., (206) 684-8850.

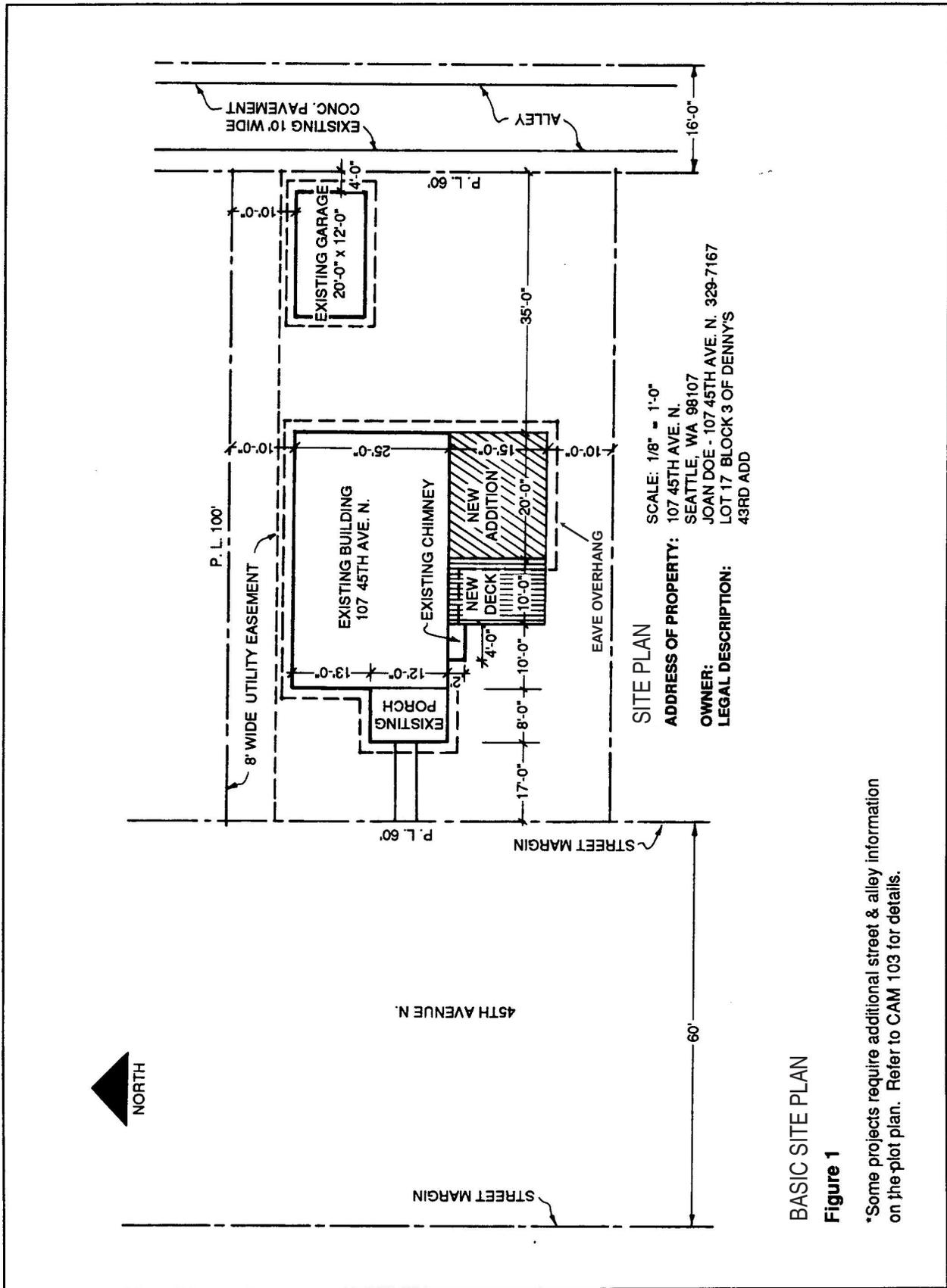
Please note that the drawings included in this Tip are for illustrative purposes only.

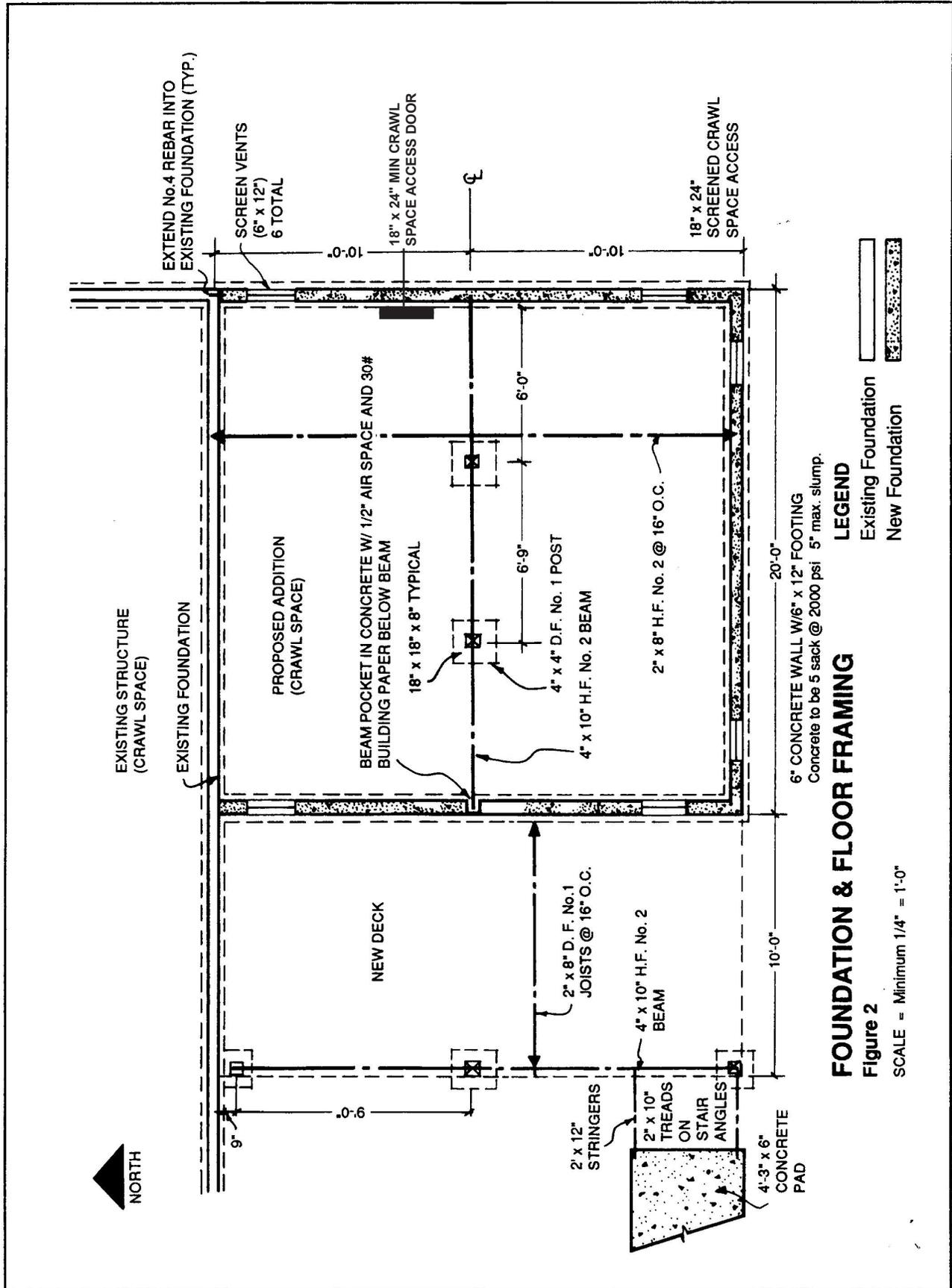
Specific design details and measurements will, of course, vary among projects.

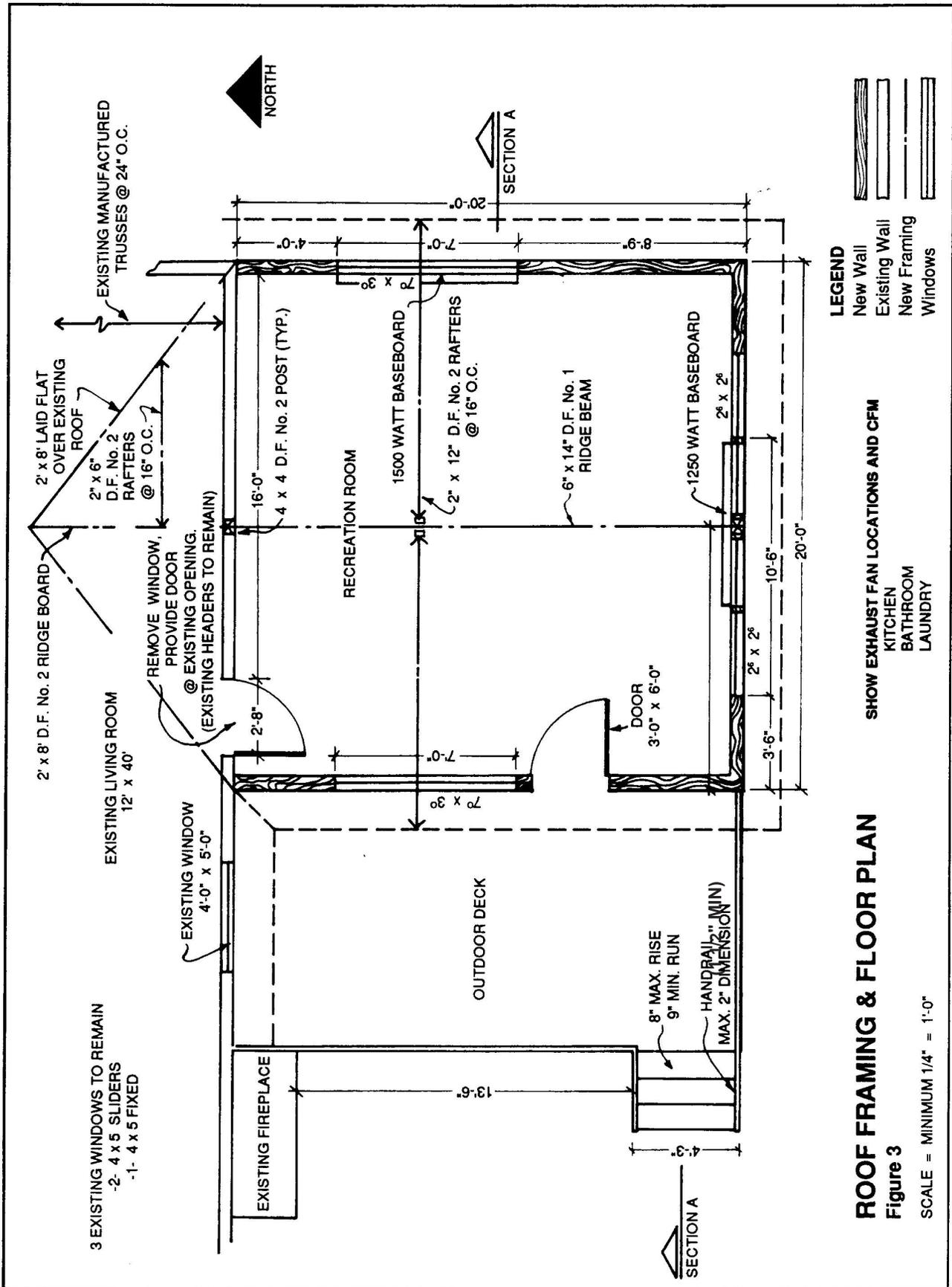
On all plans include a legend to differentiate new elements from existing elements.

Access to Information

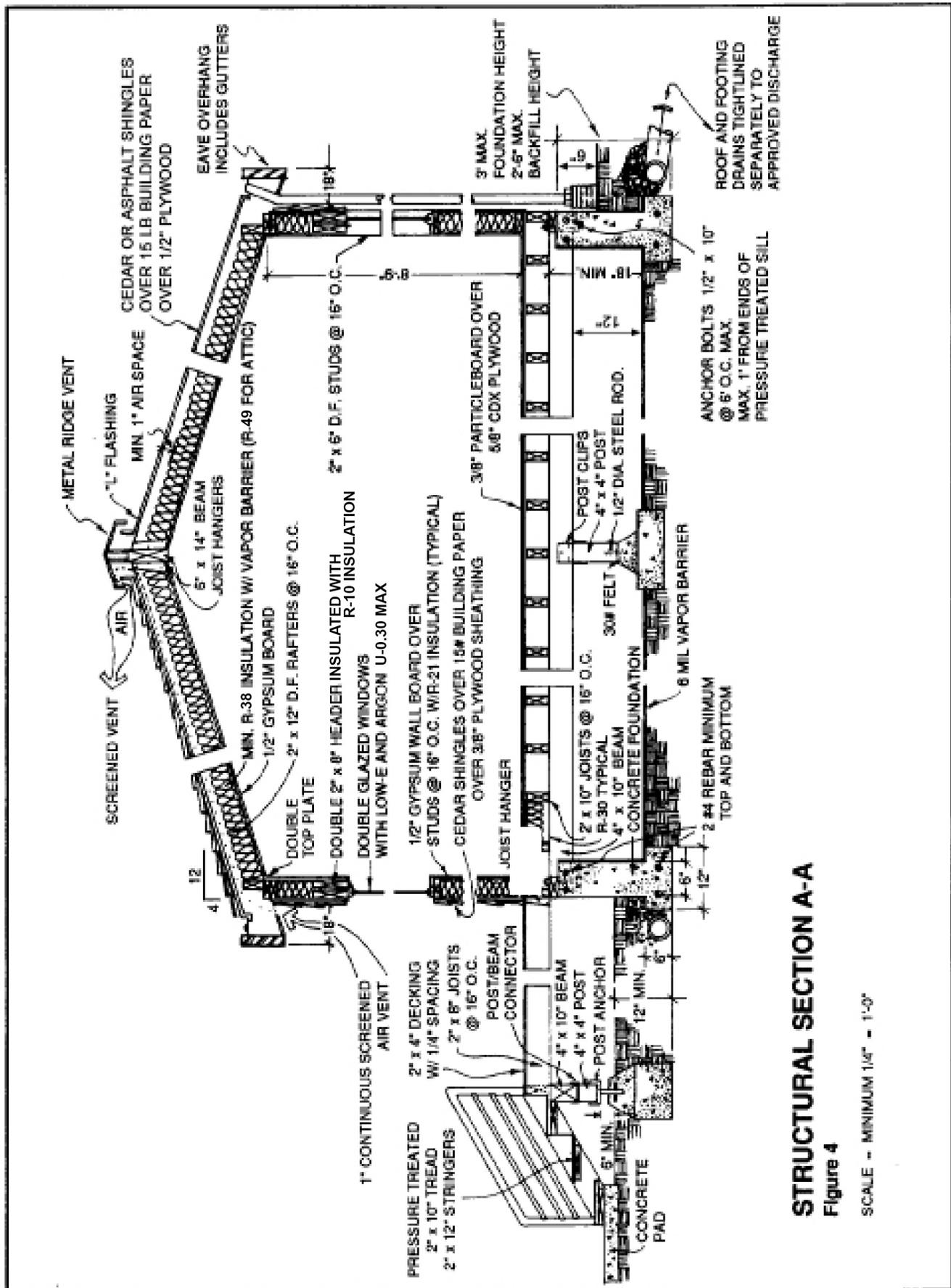
Links to electronic versions of many of our documents mentioned in this Tip are available on the "Tools & Resources" page of our website at www.seattle.gov/dpd/toolsresources/. Paper copies are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.



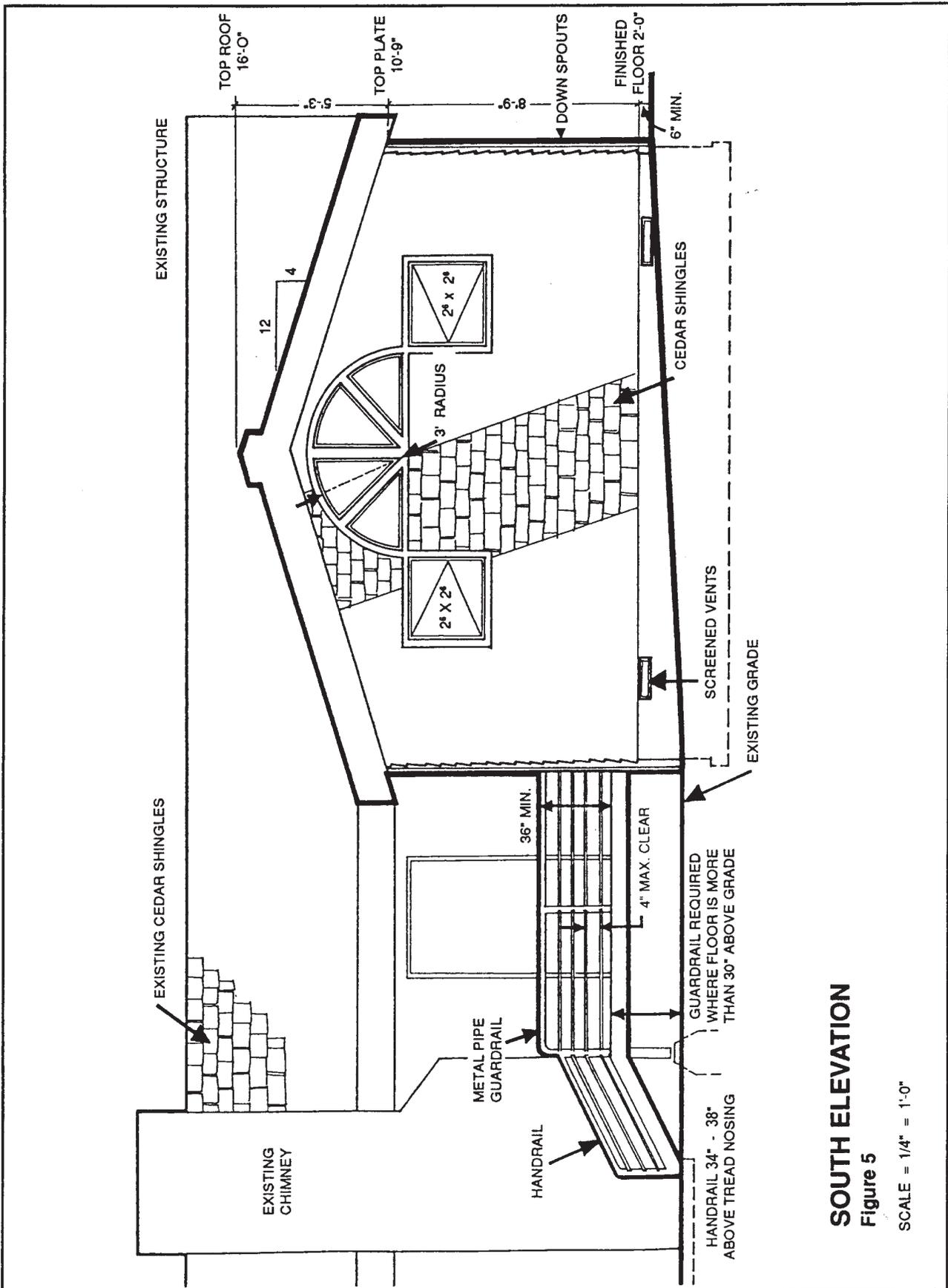


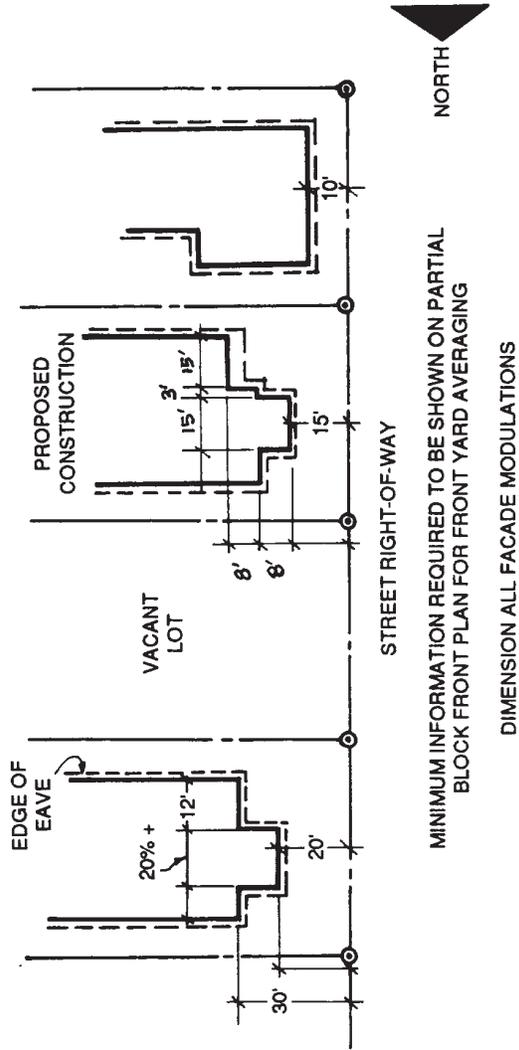


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PARTIAL BLOCK FRONT PLAN
Figure 6

Figure 7
(Sample)
GLAZING AND OPAQUE DOOR SCHEDULE:
SINGLE-FAMILY RESIDENTIAL SPACES

GLAZING (VERTICAL)										
Glazing Number	Plan Page	Manufacturer/Model No. and Special Features	Product Type	Size (W x H)	Area (sq.ft.)	No.	Total VGA	U-factor	NFRC-CPD No. or Default (Table No.)	VGA x U =
SLW-1	A-3.4	Best Energy/123: triple w/low-E & argon	slid.win.	3'0" x 5'0"	15.0	x 4	= 60.0	0.23	BEN-L-6-00037-00007	13.8
SLW-2	A-3.4	Best Energy/123: triple w/low-E & argon	slid.win.	4'0" x 6'0"	24.0	x 2	= 48.0	0.23	BEN-L-6-00037-00007	11.0
PIC-1	A-3	Best Energy/253: triple w/low-E & argon	fixed.win.	5'0" x 6'0"	30.0	x 2	= 60.0	0.21	BEN-L-4-00054-00011	12.6
GAR-1	A-3	Greenhouse: vinyl, dbl w/low-E, argon, 0.5" gap	garden.win.	3'0" x 4'0"	12.0	x 1	= 12.0	1.47	Default (Table 10-6A)	17.6
SLD-1	A-3.4	Best Energy/433: triple w/low-E & argon	slid.door	6'0" x 6'8"	40.0	x 1	= 40.0	0.25	BEN-L-9-00012-00004	10.0
Total VGA =							220.0	Total VGA x U =		65.1
Area-Weighted Average Vertical Glazing U-factor = (Total VGA x U) / (Total VGA) =										
0.296										
GLAZING (OVERHEAD)										
Glazing Number	Plan Page	Manufacturer/Model No. and Special Features	Product Type	Size (W x H)	Area (sq.ft.)	No.	Total OGA	U-factor	NFRC-CPD No. or Default (Table No.)	OGA x U =
SKY-1	A-5	Sky Systems/57: triple w/low-E	skylight	2'0" x 4'0"	8.0	x 2	= 16.0	0.44	SKY-D-2-00004-00005	7.0
SKY-2	A-5	Dome/101: alum.clad wood, triple	skylight	2'0" x 2'0"	4.0	x 1	= 4.0	0.67	Default (Table 10-6E)	2.7
Total OGA =							20.0	Total OGA x U =		9.7
Area-Weighted Average Overhead Glazing U-factor = (Total OGA x U) / (Total OGA) =										
0.486										
OPAQUE DOOR										
Number	Plan Page	Manufacturer/Model No. and Special Features	Product Type	Size (W x H)	Area (sq.ft.)	No.	Total ODA	U-factor	NFRC-CPD No. or Default (Table No.)	ODA x U =
INS-1	A-3	Insuldoor/VIZ: insul. fiberglass w/wood frame	swing.door	3'0" x 6'8"	20.0	x 2	= 40.0	0.15	IND-F-5-00002-00003	6.0
WD-2	A-3	Utilidoor/26: insul. steel w/wood edge & frame	swing.door	2'8" x 6'8"	17.8	x 1	= 17.8	0.16	Default (Table 10-6C)	2.8
Total ODA =							57.8	Total ODA x U =		8.8
Area-Weighted Average Opaque Door U-factor = (Total ODA x U) / (Total ODA) =										
0.153										

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Figure 8: Waste Diversion Plan

Material	Diversion Method	Hauler	Receiving Facility
Individual Materials			
Asphalt Paving *	Choose Selection	Choose Selection	Choose Selection
Asphalt Shingles			
Brick (whole)*	Reuse	None	Reuse On Project Site
Carpet/padding	Recycle Source S	The Carpet Recyclers	The Carpet Recyclers
Concrete *	Salvage Off Site	SELF	Reuse On Alternate Site
Cardboard *			
Glass			
Gypsum/Drywall *			
Land Clearing			
Metals *	Recycle Source S	SELF	Metals R Us
Plastics			
Plastic Film Wrap			
Rock/Gravel	Salvage Off Site	SELF	Reuse On Alternate Site
Soil/Sand			
Wood	Recycle Source S	Quick Haul Co.	Fir Recycling
Other: brick	Recycle Source S	SELF	Brick Industries
Other: appliances	Salvage Off Site	SELF	Seattle Appliance Reuse
Hazardous Waste	Landfill	Abatement 4 You	Seattle South Transfer Stat
Recyclable Comingled Material	Recycle Comingle	New Seattle Recycle	New Seattle Recycle
List materials to be recycled:	wood, drywall, asphalt shingles		
Mixed Non-recyclable Debris			

* These materials should not be disposed in construction site disposal containers and at transfer station disposal areas. For gypsum scrap this landfill disposal ban applies to new gypsum scrap only

I will submit the Waste Diversion Report as required by SPU

Keep a copy of this Waste Diversion Plan to help complete the Waste Diversion Report which should be submitted directly to SPU within 60 days of final inspection approval from DPD. A copy of the Waste Diversion Report & directions for how to submit it to SPU are found here:

<http://www.seattle.gov/util/ForBusinesses/Construction/CDWasteManagement/RecyclingRequirements/WasteDiversionReport/index.htm>

For technical questions on how to fill out the Waste Diversion Plan, Deconstruction Salvage Assessment, or Report, please contact Seattle Public Utilities at: WasteDiversionReport@seattle.gov

Figure 9: Deconstruction and Salvage Assessment

- The salvage verifier may check off the box below if there is nothing of value to salvage

Salvage Verifier (If required) Jane Doe Seattle Salvage 206-555-1212
Contact Name Company Phone

It has been determined that there is nothing of value to salvage from this structure or project site

Building Component	Specific Material (Use drop-down list)	Notes
Wall Covering	Choose Selection	
Wall Covering		
Insulation		
Plumbing		
Plumbing		
Lighting Fixtures		
Wood	Clean Dimensional Lumber	45 2'x4' - 8' in length
Wood		
Wood		
Wall Sheathing	Plywood	2,200 square feet
Wall Sheathing		
Doors	Interior	9 solid core
Doors		
Flooring		
Flooring		
Carpet		
Cabinets		
Windows	Wood	three 3'x4', two 6'x4' windows
Roofing		
Siding		
Siding		
Miscellaneous	Appliance	washer & dryer