

PLUMBING PERMIT CHECKLIST

Use this checklist to help gather all the required information and documents in order to submit a complete Plumbing Permit Application.

Important Note

All plumbing work associated with a building permit (including tenant improvements) is permitted as a component of the building permit. A separate permit will not be issued. If you are a subcontractor, please contact the general contractor or project manager to verify the proper plans were reviewed and approved for your portion of the work.

Over-the-counter (Non plan review)

You must apply online at [Lynnwood Permit Online](#) to have a permit issued in less than 24 hours.

Over-the-counter issuance is available for single-family residential fixture installations, including electrical water heaters, and the like-in-kind replacement of interior equipment.

Please note that gas water heater installation requires a [mechanical permit](#) and is also available online.

(The repair of building exterior service water or side sewer lines requires a Development Engineering permit.)

Plan review is **REQUIRED** for the following projects

- Plumbing plan review is required for all other new or altered electrical projects in multifamily, commercial, mixed-use, and tenant improvements, and educational, institutional, or healthcare occupancies. *(New or altered Boiler installations, an additional Washington State Labor & Industries permit is required.)*
- Oil/water separator & Grease removal devices
- Sumps (residential sump pumps & backup power need prior approval)

SUBMITTAL REQUIREMENTS

Please refer to the [Electronic Submittals Requirements](#) for naming conventions and other requirements

Plumbing Plans

(Plumbing Plans not required for one and two-family residential)

Plans to be reviewed must be legible, identify the project name and classification of the facility, and clearly indicate the scope and nature of the installation, and the person or firm responsible for the plumbing plans.

- Cover sheet** including business park name, project name and business name, site address, suite number, code references, plan preparer name, and detailed project information.
- Plumbing plans** showing all proposed plumbing work
 - **North arrow** indicating the direction north.
 - Location and type of proposed **fixtures**
 - **Line drawings** showing all piping (water, gas, waste, and vent) materials, sizes, and lengths. Also, show water source and entry, shut-off isolating valves, grease interceptor, and backflow prevention device(s)
 - **Riser diagram** with potable water, gas, waste and vent piping locations and sizes.
(Isometric drawings are required for projects that include a commercial kitchen, a grocery store, 3+ stories, or complex buildings.)

- Plumbing plans (con't)**
 - **Pipe size and fixture units** for sanitary and potable water systems
 - **Calculations** for water meter sizing and DWV fixture units for building drain & **Fixture Schedule** showing the number, types, and locations
 - Finished floor and sanitary sewer **elevations** (required for sumps)
 - **Grease interceptors** are required to be sized per UPC requirements and must include the location of the grease interceptor, its capacity (in GPM or gallons), the connecting pipes, the capacities of the fixtures draining to the interceptor, and any other information deemed necessary.
 - **Detail of drains / cleanouts** (required for under slab footing drains or where recommended by geotechnical engineer)
 - **Pipe size, details and square footage of roof area** (required for roof drains/overflow.)
 - **Other pertinent details** showing construction of interceptors, piping support, firestop penetration systems, etc.
- Add a **statement on the plan set** noting (if applicable), *"The installation of a **backflow prevention device** (including those installed with a residential lawn sprinkler system) requires that a test report specified in Washington Administrative Code (WAC) 603.3.3 be provided at the job site at the time of final inspection."*
- Medical gas piping plans**
 - **Site plan** showing the location of existing or new cylinder storage areas, property lines and buildings
 - **Piping layout** showing the proposed piping system or alteration, including locations of alarms, valves, origin of gases, and user inlets/outlets
 - **Calculated demand and loading** of any piping, existing, proposed or future, shall also be indicated
 - Indicate all **alarms and backup power supply** for the alarms
 - **Medical gas Materials specifications**
- Plumbing specifications or equipment cut sheets**
- Any other information** pertinent to the project, or as required by the plans examiner
- Engineer's stamp and signature** on the plumbing plans in the following cases:
 - The unit is 400 lbs. or larger, engineered structural lateral force calculations & attachment details are required
 - **Anchorage details for floor supported and ceiling mounted plumbing equipment.** Details shall show how plumbing fixtures are anchored to the structure in order to resist displacement vertically and on both horizontal axes due to seismic motion.
 - New or alterations of 4,000 sq ft or greater spaces
 - As required by the Building Official for installations which by their nature are complex, hazardous, or pose unique design problems

Outdoor Equipment (as applicable)

- Site plan** showing location of outdoor grease interceptor, equipment, or medical gas cylinder, in relation to property lines
- Roof plan** showing location of outdoor roof-mounted plumbing equipment and roof access point
- Building elevations** showing size and height of roof-mounted or building-mounted plumbing equipment. Gravity Calculations including attachment details are required for all equipment located on the roof.
 - In addition, if the unit is 400 lbs. or larger, engineered structural lateral force calculations are also required