
RESIDENTIAL INTERIOR REMODELS PERMIT CHECKLIST (Interior only)

Use this checklist to help gather all the required information and documents in order to submit a complete building permit application for a project involving remodel of an existing single-family residence and any change within an existing dwelling that does not increase the area or height of an existing building.

Important Note

We process building permits as a combo permit, meaning all mechanical, plumbing, and building permits are combined into one application and permit, with the exception of backflow devices and electrical permits.

Property owners **MUST** use a licensed electrical contractor to perform electrical work on the property they own if the property will be offered for sale, rented or leased within 12 months of completing the work.
(*SB 5267 modifying RCW 19.28.261 through 19.28.271*)

Adult Family Homes: Property owners **MUST** use a licensed electrical contractor to perform electrical work on the property conversion to an Adult Family Home.

Plan review is **REQUIRED**

The Building, Fire, Planning and Development Engineering Departments can inform you of requirements for altering or adding to existing buildings or constructing new buildings.

- Required setbacks, height limitations, floor area ratios, lot coverage, and other zoning information may be obtained from the **Planning Department**. (425-670-5410)
- Structural and life safety requirements can be obtained from the **Building Department**. (425-670-5550)
- Water, sewer, and right-of-way information can be obtained from the **Development Engineering Department**. (425-670-5201)

SUBMITTAL REQUIREMENTS

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

Construction Plan Set

Plans to be reviewed must be legible, complete, and indicate the scope and nature of the installation, and the person(s) or firm(s) responsible for the residential plans.

- Cover sheet** including project name and owner name, site address, code references, plan preparer name, and detailed project information.
- Site plan** (required for Garage Conversions only. **Check with Planning** for eliminating parking to convert a garage into a living space. A Planner will assist you with zoning and land use questions.)
 - Showing the location of the existing house and garage, along with showing where the required off-street new parking stalls are to be located. Streets and alleys location, name or number of all streets, edge of pavement, curb, gutter, sidewalk, street trees, and any other road appurtenances.
- Construction Plan Set** (Architectural & Structural drawings)
 - Floor plan(s)** showing:
 - All rooms and spaces (identify), **door & window locations and sizes, restrooms and plumbing fixtures, electrical panel, electrical and mechanical equipment**, and decks, patios, and trellis.
 - Showing locations of **Smoke, Carbon Monoxide, and Garage Heat Detectors** in bedrooms

Construction Plan Set (con't)

- Floor plan(s)** (con't)
 - All rooms and spaces (identify), **door & window locations and sizes, restrooms and plumbing fixtures, electrical panel, electrical and mechanical equipment**, and decks, patios, and trellis.
 - Showing locations of **Smoke, Carbon Monoxide, and Garage Heat Detectors** in bedrooms
 - Stair handrail and guardrail details, if applicable
- Structural Drawings** (if applicable) Must be stamped and signed by a WA St licensed engineer.
 - Including structural notes, structural design criteria, **foundation plan** with under-floor ventilation access and framing if relevant, **floor and roof framing plans** including columns and **shearwalls, holdowns**, connection details, stair/handrail/guard framing and connections, and beam, floor, and ceiling joists details, etc. To be included in construction plan set.
- Energy Code Forms**
- Any other information** pertinent to the project, or as required by the plans examiner

Additional Permits and Information

- Electrical Permit**
 - A Separate Electrical Permit is required. Please make sure your plans were submitted before the residential permit plan review starts. Contact the Permit Center at (425-670-5400) if you are not sure.
- Irrigation Backflow Device Permit**
 - A backflow device is required for any irrigation system A separate Development Engineering permit for each device must be pulled by the contractor performing the work.
- Fire Sprinkler Permit and/or Alarm Permit**
 - A separate fire permit is required for new or alterations of 5,000 sq ft or greater spaces and/or any Adult Family Homes servicing 7 or 8 patients