

## RESIDENTIAL PERMIT CHECKLIST (New Construction & Additions)

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 the construction of detached one- or two-family dwellings, or their accessory structures.

### 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)
- Fire sprinkler information can be obtained from the South County **Fire Department**. (425-551-1264)

### 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** (to be included in plan set)
- Construction Plan Set** (Architectural & Structural drawings)
- If **Structural Plans and Calculations** are provided (Stamped and signed by WA State licensed engineers)
- Energy Code Forms** (to be included in plan set)
- If **Engineering Reports** are provided (Geotechnical Design, Drainage Report, Structural, etc.)  
Must be Stamped and signed by WA State licensed engineers.

**Construction Plan Set****1. Cover Sheet**

- **Vicinity Map** showing the location of the entire building and where the work is to occur.
- **Parcel Number**
- Project name
- Owner's contact information & Preparer's contact information
- **Sheet index**
- **Building Code Compliance Information** including the construction codes used for design.

**2. Site Plan** ([HERE](#))

Including **Property lines** location and dimensions; **easements** locations for all existing and proposed **utility**, open space, drainage, native growth protection, and access easement and/or private roads; **land use code setbacks** location and dimensions front, side, rear, and street setbacks; existing and proposed **structures location, dimension and distances** to property lines from closest point including roof overhang or other projections; **walls and fences** location, length and height; **streets and alleys** location, name or number of all streets, edge of pavement, curb, gutter, sidewalk, street trees, and any other road appurtenances; **driveways and parking** location of on-site parking and driveways and finished slope of driveway; **spot elevation and topography** showing surface elevation at each corner of the site and at the corners of structure base, building finish floor elevation, **contours at 2' intervals**, and the building maximum heights above and below grade; show where all **roof, footing, driveway, and other drains** will be **connected and/or discharged** (if infiltration system is proposed or required, show design and calculations for size; **tree plans** showing existing, removal, and new trees, noting type and size; **fire hydrant** location or distance to the nearest; **water meters** location; **impervious surface** dimensions and locations of all impervious surfaces, calculations of total lot size and total impervious surface area; and architectural features

**3. If Boundary and/or Topographic Survey** is provided (Must be stamped and signed by the WA State licensed surveyor.)**4. Architectural 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.
- **Bedroom windows** showing a minimum 5.7 sq ft egress opening size, a maximum 44-inch window sill height from the finish floor, and label the egress window
- All **Bedrooms Smoke, Carbon Monoxide, and Garage Heat Detectors** locations
- **Stair Section** showing a section of the stairs, including framing anchor connection of stringer to floor framing, rise, run, handrail height, and grasp dimensions, distance between any intermediate rails, fire blocking, minimum head room, and landing size. Also, specify a minimum protection of ½" gypsum board for usable space under stairs. For exterior stairs, show separate details.
- **Roof plan**, including hips, valleys, gables, and ridges showing all roof slopes, roof ventilation area and calculations, roof jacks and gable-end vents, roof ridge and eave venting details, and roof drainage locations.
- **Elevations and sections**, including every side of the building, finished floor level for each floor, proposed grades, maximum building height and maximum site slope, **grade plane elevation** based on IBC requirements and note actual building height based off grade plane elevation, roof information, doors, windows, decks, ramps, signs, exterior color renderings, etc. if applicable, also show s
- **Construction and structural connection details**

**5. Structural plan(s) showing:**

- 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, manufacturer and truss layout if trusses are used, building cross-sections, stair/handrail/guard framing and connections, cantilevered beam, floor, and ceiling joists details, etc. To be included in construction plan set.
- Energy Code Forms** ([HERE](#))  
Shall be included on plans in the construction plan set. (Required for new construction and projects with changes to the thermal envelope or heated space.)
  - Building Thermal Envelope** Compliance Method
  - Energy Credits** (required credits and selected option(s))
  - Heating Equipment** Type and Sizing Window and Door Schedule (including fenestration U-factor(s))
  - Energy Code Notes** (such as high-efficacy lighting)
  - Supporting Calculations** and Worksheets used to demonstrate energy code compliance shall be provided. Worksheets from WSU Energy Extension Program may be used.
- Whole House Ventilation Compliance Information** shall be included on plans in the construction plan set. (Required for new construction and additions greater than 500 square feet of heated space.)
  - Specify the proposed method of whole house ventilation
  - Specify whether operation is to be intermittent or continuous
  - If operation is to be intermittent, specify the run-time percentage in each 4 hour segment Specify proposed cubic feet per minute flow rate
- Any other information** pertinent to the project, or as required by the plans examiner
- Architect's and Engineer's stamp and signature** on the plans in the following cases:
  - 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

**Additional Permits and Information**

- Engineering Reports** (Geotechnical Design, Drainage Report, Structural, etc.)
  - Geotechnical Report** (*Required if construction will occur in an area containing soft compressible soils, or where there are landslide or seismic hazards, or when the foundation design calls for unique or deep foundations.*)
- 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)
- 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
- Single Family Plumbing Worksheet** is required for 36 DFU or more. To be included in the plan set.
- SPCC** (Spill prevention, control, and countermeasure plan) is required when a project uses equipment with any hazardous materials (e.g., hydraulic fluid, diesel fuel, gasoline, oils, etc.)
- 13-Element Checklist** is required for less than 2,000 square feet land disturbing activity
- SWPPP** (Stormwater pollution prevention plan) is required for 2,000 square feet or more of land disturbing activity