



RESIDENTIAL BUILDING PERMIT SUBMITTAL CHECKLIST

Residential (Single-Family) Building Permit Application

This submittal checklist identifies minimum application elements necessary for the City to accept an application. If any of the required items are not provided, the application will not be accepted at the counter. Addresses **MUST** be assigned before intake. If your site does not have an address, contact the Permit Specialist at 425.744.6267 at least ten (10) days before your permit application appointment and have an address assigned.

Two (2) complete construction plan sets (all drawn to scale at 1/4 inch = one foot) and **two (2) site plans** (include all items listed under Site Plan) are required. The application fee (plan check fee) is due at intake. Any additional fees are due at issuance of permit.

Insert the Plan Sheet Number where applicable and check each box under the Applicant heading on this checklist to confirm that items are included in your submittal. A staff person will check off each box under Staff when the item is confirmed as included in the submittal package. **If you think an item is not applicable to your project, you must contact the Building Department prior to your intake appointment to have the items initialed as not required.**

Single-Family detached houses located in the Community Downtown Business (BC/D) District are subject to special regulations which limit the extent of remodels and/or additions. Please contact the Planning Department at 425.744.6279 to discuss the applicable regulations and whether they apply to your proposal.

General Submittal Requirements

Staff	Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	A Completed and Signed Permit Contact Information Form
<input type="checkbox"/>	<input type="checkbox"/>	The Applicable Fee (Plan Check Fee)
<input type="checkbox"/>	<input type="checkbox"/>	Stamp or Seal of Registered Architect or Engineer (any building with more than 4,000 square feet)

Additional Submittal Requirements

Staff	Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	<p>SITE PLAN: Provide two (2) copies. Minimum 8½" X 11" size paper at a scale of 20' equals 1" showing the proposed structure with all the following:</p> <ul style="list-style-type: none"> • Name, address, phone number of applicant and owner, and property (site) address • North arrow & drawing scale • Property lines & dimensions (often on plot plans) • Existing improvements on property (house, garage, shed, deck, etc.) Label and provide dimensions and square feet. • Label retaining wall or rockery location(s) • Label streets • Location of easements • Driveway information for existing and proposed driveways (driveway permit maybe required) • Frontage improvements (sidewalk, curb and gutter) • Existing and proposed on-site sewer, water, and storm drain lines • Location and square footage of addition or new building



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Staff Applicant

- Label distances from the existing and proposed structures to property lines and other buildings on the site

Staff Applicant

CONSTRUCTION PLANS: Provide two (2) complete sets no smaller than 11" x 17" that include the following:

- Frontage improvements, if required. Frontage improvements must be designed by a professional engineer and the plans must bear the stamp of the P.E.
- Building Elevations
- Floor Plan of each floor and basement
- Beam, header, girders, columns, and post sizes
- Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, and appliances
- Direction, size, and spacing of all floor, ceiling and roof framing members
- Floor and wall assemblies
- Building-Section showing details of footings through roof
- Stairways and handrails (if multi-level)
- Guard and rails
- Show the location of any proposed footing drain and roof drain
 1. The footing and roof drains must run separately until the point of connection to the storm disposal system
 2. A cleanout is required at the point of connectionFooting and roofing drains are required for any new single-family structure; any additions to, or alterations of, existing single-family structures that change the building footprint; and any detached accessory buildings (with more than 400 square feet of floor area) associated with a single-family dwelling
- Show the proposed location and method of disposal of the footing and roof drain discharge:
 1. The footing and roof drains may connect to:
 - a. An existing drain system if one exists (to be verified before permit issuance)
 - a. To an available storm catch basin or other city maintained storm facility if one is available or
 - b. To an on-site dispersal system (that may need to be engineered by a licensed professional engineer and bear the stamp of the P.E.)



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Additional items (if required): Contact the Community and Economic Development Department at 425.744.6267 prior to submitting your application if you have a question about these items. Other submittal items may be required in order to ensure that the application is consistent with the Mountlake Terrace Municipal Code.

Staff Applicant

- Two (2)** copies of structural calculations
- Two (2)** copies of WA State Energy Code Compliance form
- Two (2)** copies of soils report from a licensed Geo-technical Engineer if geological hazardareas or steep slopes are present in construction area
- Critical Areas Checklist if critical areas are present on site, adjacent to, or within 200 feet (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.)

BUILDING DATA

Square footage breakdown for this project:

Living Area	_____	Number of Stories	_____
Deck	_____	Lot Square Feet	_____
Garage	_____	% Lot Coverage	_____
Carport	_____	Building Height (average)	_____
Unfinished Basement	_____	Driveway (asphalt/concrete)	_____