Planning, Building, and Public Works Division
COMMUNITY DEVELOPMENT
21630 11th Avenue South, Suite D
Des Moines, WA 98198
(206) 870-7576 | www.desmoineswa.gov

BUILDING PERMIT SUBMITTAL CHECKLIST

NEW RESIDENTIAL CONSTRUCTION AND ADDITIONS

In order to process your Building Permit Application with the least amount of delay, and to ensure that it flows through the review process smoothly, the following materials should be submitted **when you apply**.

Applicant	Staff	(Check appropriate boxes)
☐	☐	Building Permit Submittal Checklist **(1 copy)**
☐	☐	Building Permit application **(1 copy)**
☐	☐	Detailed site plan with drainage plans, driveway layout, building height. **(9 copies)**
☐	☐	Construction drawings with driveway layout and building height clearly shown with average height calculation **(2 copies)**
☐	☐	Structural calculations **(2 copies)**
☐	☐	Energy Code Compliance worksheet **(1 copy)**
☐	☐	Certificate of sewer availability **(1 copy)**
☐	☐	Fire Apparatus Access & Fire Flow Worksheet **(1 copy)**
☐	☐	Certificate of water availability **(1 copy)**
☐	☐	WA State Contractors license or affidavit in lieu of contractor license **(1 copy)**
☐	☐	Copy of any recorded easements **(2 copies)**
☐	☐	King County Health Department approval for new residence and bedroom additions to buildings with septic systems **(1 copy)**

THERE IS HELPFUL INFORMATION AVAILABLE AT THE PERMIT COUNTER OR ON THE CITY WEBSITE AT WWW.DESMOINESWA.GOV ON THE BUILDING DEPARTMENT PAGE.

CODES OBSERVED

City of Des Moines Municipal Code
International Building Code
International Residential Code
International Fire Code
International Mechanical Code
International Fuel and Gas Code
Uniform Plumbing Code
Washington Cities Electrical Cod
National Electrical Code
State Environmental Policy Act (SEPA)
Washington State Energy Code

ASSOCIATED AGENCIES

South King Fire and Rescue	(253) 839-6234	31617 1st Ave. S.	Federal Way
King County Water District 54	(206) 878-7210	922 S. 219th St.	Des Moines
Highline Water District	(206) 824-0375	2828 30th Ave. S.	Kent
Lakehaven Utility District	(253) 941-1516	3123 1st Ave. S.	Federal Way
Midway Sewer District	(206) 824-4960	3030 S. 240th St.	Kent
SW Suburban Sewer District	(206) 244-9575	431 SW Ambaum	Burien

SINGLE FAMILY RESIDENTAL PERMIT PROCESS

PLANNING: Plans are reviewed for appropriate land configurations.

Building Placement	DMMC 18.55.130
Environmentally Critical Areas	DMMC 16.10
Shoreline Jurisdiction	Shoreline Master Program
Land Clearing and Grading	DMMC 14.20
Permitted Land Use	DMMC 18.52.010A
Lot Area	DMMC 18.55.060
Lot Coverage	DMMC 18.55.120
Setbacks	DMMC 18.55.080 – 18.55.100
Height Elevations	DMMC 18.55.110

ENGINEERING: Plans are reviewed for how access will be achieved and to make sure pedestrian and vehicular access is maintained and, where possible, enhanced. Surface water management is also addressed.

Underground Utilities	DMMC 12.25
Rights of Way	DMMC 12.15, 12.20, 12.40
Sidewalks	DMMC 12.15, 12.20, 12.40
Surface Water Management	DMMC 11.08, 11.12, 11.28, 12.20

ADDITIONAL PERMITS THAT MAY BE REQUIRED:

Residential electrical, mechanical, and plumbing permits can be obtained online at www.desmoineswa.gov/mypermits.

Electrical Permit
- Electrical permits are obtained through the Building Division

Mechanical Permit
Plumbing Permit
Land Clearing / Grading Permit
Right of Way Permit
Demolition Permit

When your Building Plans are approved, construction may begin.

Hours of construction are: Monday – Friday: 7:00 am to 7:00 pm
Saturday, Sunday, and Legal Holidays: 8:00 am – 5:00 pm