



BUILDING PERMIT SUBMITTAL CHECKLIST
COMMERCIAL CONSTRUCTION

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**.

ELECTRICAL NOTE: The City of Des Moines maintains its own electrical program and all electrical permits are issued through the City of Des Moines Building Division and not Washington State Labor and Industry.

Applicant Staff

- Building Permit Submittal Checklist
- Building Permit application
- Detailed site plan to include drainage plans, driveway layout, building height *
- Construction drawings with driveway layout and building height clearly shown with average height calculations *
- Landscape plans *
- Temporary Erosion & Sediment Control plan - TESC ***
- Certificate of sewer availability - required for new construction only **
- Certificate of water availability
- Fire Apparatus Access & Fire Flow Worksheet
- Current WSEC Commercial Compliance Form
- Washington State Contractors license or affidavit in lieu of contractors registration
- Copy of any recorded easements
- Bond Quantity Worksheet
- Street Opening and Right-of-Way Permit application
- Right-of-Way Plans
- Copy of title report
- Provide profile of driveway elevation, showing that slope is less than 14%

* **Construction drawings: include Commercial Minimum Drawing Requirements checklist found at:**
<http://www.desmoineswa.gov/DocumentCenter/View/168>

** **Additions to buildings with septic systems will require King County Health Department approval**

*** **All sites must comply with the *Post-Construction Soil Standard Handout* found at:**
<http://www.desmoineswa.gov/DocumentCenter/View/3936>

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 | Uniform Plumbing Code |
| International Building Code | Washington Cities Electrical Code |
| International Residential Code | National Electrical Code |
| International Fire Code | State Environmental Policy Act (SEPA) |
| International Mechanical Code | Washington State Energy Code |
| International Fuel and Gas Code | |

ASSOCIATED AGENCIES

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

COMMERCIAL PERMIT PROCESS BY DEPARTMENT

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 |

FIRE DEPT: Plans are reviewed for fire and life safety issues.

ADDITIONAL PERMITS THAT MAY BE REQUIRED:

- Electrical Permit
 - Electrical permits are obtained through the Building Division at the permit counter
- 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