



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) |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Permit Submittal Checklist |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Permit application |
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed site plan with drainage plans, driveway layout, building height, temporary erosion/sediment control measures. * |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction drawings with driveway layout and building height clearly shown with average height calculation * |
| <input type="checkbox"/> | <input type="checkbox"/> | Structural calculations |
| <input type="checkbox"/> | <input type="checkbox"/> | Temporary Erosion and Sediment Control (TESC) plan ** |
| <input type="checkbox"/> | <input type="checkbox"/> | Energy Code Compliance worksheet |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of sewer availability |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Apparatus Access & Fire Flow Worksheet |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of water availability |
| <input type="checkbox"/> | <input type="checkbox"/> | WA State Contractors license or affidavit in lieu of contractor license |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of any recorded easements |
| <input type="checkbox"/> | <input type="checkbox"/> | King County Health Department approval for new residence and bedroom additions to buildings with septic systems |

***Construction drawings: include Residential Minimum Drawing Requirements checklist found at:** <http://www.desmoineswa.gov/DocumentCenter/View/129>

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

SINGLE FAMILY RESIDENTIAL 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