

**Department of Permitting and Environmental Review (Permitting)**

35030 SE Douglas Street, Suite 210 • Snoqualmie, Washington 98065-9266 • 206-296-6600 • TTY Relay: 711

# Commercial and Multi-Family Building Permits

## • FREQUENTLY ASKED QUESTIONS •

**Visit the Permitting Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits) for more information**

Permitting Customer Information Bulletin #

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King County Permitting has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult King County staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.

For alternate formats, call 206-296-6600.

The purpose of this bulletin is to help individuals comply with the building permit requirements for a commercial or multi-family project. Design and development are complex processes involving drawings and calculations that must reflect compliance with current laws, codes, and ordinances. Staff at the King County Department of Permitting and Environmental Review (Permitting) will check a proposed project to see if it meets the requirements of the following codes:

1. International Building Code or International Residential Code for One- and Two-Family Dwellings, as applicable;
2. International Mechanical Code;
3. International Fire Code;
4. King County Code;
5. Critical Areas Code and Administrative Rules;
6. Drainage Ordinance;
7. Other Ordinances and Policies adopted by King County;
8. Shoreline Management Act;
9. Washington State Energy Code; and
10. Other Ordinances and Policies adopted by Washington State.

To begin the process of obtaining a commercial or multi-family building permit, first review the codes referenced above and the requirements listed throughout this bulletin. Customers can get additional information, application forms, and/or current fee schedules by coming to the Permitting Customer Services Center at the Department of Permitting and Environmental Review (Permitting) offices in Snoqualmie, Washington. You may also visit the Permitting Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits), or calling 206-296-6600.

A pre-application meeting is required for some commercial and multi-family building permits. If you need to schedule a pre-application meeting, call the Permitting Customer Services Center at 206-296-6600. If customers have questions on zoning requirements, call 206-296-6600. For additional information, see Bulletin 9, *Obtaining a Residential Building Permit*, and Bulletins 17A through 22 which pertain to zoning information.

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## Complete Applications

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**Note: Title 20 of the King County Code (KCC) specifies that review of an application will not begin until the applicant has submitted all materials and fees specified for a complete application.**

To have an application reviewed and approved in a timely manner, it is critical to have all forms completed and submitted along with other necessary materials at the time of submitting an application for review.

Upon completion of an application package, please call Permitting at 206-296-6700 to make an appointment to submit the proposed application. Please note that applications are accepted by appointment only. A few appointments may be available and scheduled in person on a first-come-first-served basis, each morning for same-day appointments. However, Permitting recommends scheduling appointments at least two to four weeks in advance.

To prepare an application for a commercial or multi-family building permit, applicants will have to fill out all the forms listed below. Again, forms are available via the Permitting Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits), the Permitting Customer Information Line at 206-296-6600 and in the Permitting Customer Services Center in Snoqualmie, WA. All forms, as well as items A-T (except B) are due at permit intake:

- A. Affidavit for Application. Customers will need the name, address, and telephone number of the property owner(s). Customers will need this information for the applicant, if different from the property owner;
- B. Contractor's Registration Number (not needed until permit issuance);
- C. Property Tax Account Number;
- D. Complete legal description of property (three copies, in addition to the copies required with the site plans);
- E. Proof of legal lot (three copies);
- F. Certificate of Transportation Concurrency (when applicable to project);
- G. Complete sets of building plans (three copies of working drawings, including architectural, landscaping, structural, and civil engineering plans; if health review is required, submit four copies);
- H. Site development package (five copies of architectural, landscaping, and civil engineering plans; required in addition to the complete sets of building plans);
- I. All calculations applicable to the project (see following sections.);
- J. Valuation of project;
- K. Identification (on-site plan) of all easements, deed restrictions, or other encumbrances restricting the use of the property;
- L. Environmental (SEPA) Checklist (12 copies; one copy must be a signed original) and related documents. A copy of the site plan, no larger than 8-1/2 by 14" in size, must be attached to each checklist;
- M. Completed Washington State Energy Code Compliance form and related documents;
- N. Fire District receipt;
- O. Certificate of Sewer Availability or Approved On-Site Sewage Design and related documents, if applicable (See Section 4.);
- P. Certificate of Water Availability or Recorded Well Covenant and related documents, if applicable (See Section 4.);
- Q. Copies of other approved permits, if applicable (conditional use, variances, etc.);
- R. Payment of review fees is due at the time of application. Other fees such as mitigation and inspection fees are due at the time of permit issuance;
- S. Other requirements, as applicable to project (See Section 4.); and

T. Reduced architectural site plan on an 8-1/2 by 14-inch sheet.

Section 1, Preliminary Information, provides details regarding the purpose of items A through F and how the materials are used throughout the permit process. All other items (G through T) are discussed in Sections 2 through 4; however, they are not necessarily discussed in the order in which they were originally listed.

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## Section 1. Preliminary Information

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### A. Affidavit for Application

This is used to establish the scope of work, identify the property owner and/or agent and note any critical areas compliance. The name, address, and telephone number of the owner and the applicant (if different from the owner) are required on the form to record accurate information so the parties may be contacted if questions arise and to notify the applicant when the permit is ready for pickup.

### B. Contractor's Registration Number

Washington State Law requires that contractors be licensed with the State. For additional information in choosing a contractor, refer to Bulletin 6, *Working with Contractors*.

### C. Property Tax Account Number

The Property Tax Account Number is an identifying number (commonly known as the "Parcel Number") that is assigned by the Assessor's Office. Permitting uses the number to access information about the site. The County code requiring proof that taxes are current before a permit can be issued was rescinded in 2015.

### D. Complete Legal Description of Property

The legal description describes the parcel of land identified by the Property Tax Account Number or Parcel Number. It should describe what is known as a "Legal Lot" and should be identical to the parcel as found on assessor's maps and the required plot plans. (For additional information, see Bulletin 2, *Legal Lot*.) It is acceptable to submit a legal description of the parcel as it appears on deeds, real estate contracts, and statutory warranty deeds, or on information at the Assessor's Office.

The legal description is used to check the dimensions of a parcel, the uses allowed by the current zoning requirements, and any underlying restrictions (such as setbacks from property lines or from easements, lot coverage, or building heights). The legal description is also used to check for critical areas and other planning controls. (See Section 2.)

**Note:** For projects that have multiple parcels, list each parcel number with its corresponding legal description.

### E. Proof of Legal Lot

Before property owners can build on a lot or subdivide it, the proposed lot must meet the requirements of a Legal Lot, as defined in Title 19 of KCC. For additional detail, see Bulletin 2, *Legal Lot*.

### F. Certificate of Transportation Concurrency

In some cases, a Certificate of Concurrency must be submitted (such as when SEPA review is required). See the Transportation Concurrency Application, available at Permitting for additional information. The applicant must apply to the Transportation System Planning Section of the Department of Transportation for review of project, meet all requirements, and submit the certificate of concurrency to Permitting at the time of application.

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## Section 2. Building Plans (Working Drawings and Additional Documents; Three Copies)

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A complete set of building plans includes the following: cover sheet; architectural drawings; lighting, structural, landscaping, and civil drawings and details; and plumbing information; and when applicable, mechanical information (including heating, ventilation, air conditioning, exhaust systems, kitchen hoods, and other conveying systems). Plumbing plans need only reflect fixture layout. More detail about what is required in the various sections of building plans is listed below.

### Cover Sheet

- **Identification:** List the names, addresses, and telephone numbers of the property owner, agent, parties of record, architects, and/or engineers of record. Identify who the applicant/contact is for questions, status information, and final issuance requirements.
- **Scope of Work:** Describe the scope of work, which should include a project summary, and all information about the building uses and site.

### 1. Project Summary

Write an overview of the project. Indicate how many new and existing structures are involved, the number of buildings per construction type, the building code used (IBC or IRC) and applicable occupancy groups. Indicate the general scope of work for existing buildings.

### 2. Building Uses

- a. State the existing zoning of the project site. Refer to Title 21A of the KCC, for current zoning information.
- b. List the proposed uses of the building(s) (e.g. the building(s) will be used for retail, wholesale, office, multi-family housing, etc.).
- c. State if there are any existing buildings on the site, indicate their current use, size (square footage), IBC occupancy group, and type of construction.
- d. For any proposed or altered buildings, provide a detailed breakdown of the use and square footage by floor level for each individual building on site. Indicate whether the use will be for multi-family housing, retail, wholesale, etc. Also include the occupant load and/or the number of employees.
- e. List the IBC occupancy group and type of construction for the proposed buildings. Indicate which edition was used for each of the International Codes (Building, Fire, and Mechanical). Contact Permitting for information on the current edition in use. Note: Some residential projects may comply with the IRC.
- f. Identify which option will be used to comply with the Washington State Energy Code for thermal building envelope requirements (Prescriptive or Component Performance).

**Note:** The Washington State Energy Code contains separate requirements for residential projects (multi-family housing) and non-residential or commercial projects.

- g. Indicate whether the building(s) will have fire sprinklers and/or fire alarms.

### 3. Site

- a. Provide the area, in square feet or acres, of the project site.
- b. List any designated critical areas that affect the property. (For more details, see Chapter 21A.24 of the KCC and Bulletin 21, *Critical Area Review*.)
- c. Indicate the number of required and proposed parking stalls located on the property. Include calculations for how the required number was determined and for compact vehicles, bicycles, carpools, vanpools, and buses, as well as calculations for barrier-free accessible parking. [See Chapter 21A.18 of the KCC]

**Note:** The current Zoning Code has requirements for bicycle and pedestrian access, which include pedestrian walkways and bicycle, carpool, vanpool, and transit parking, depending on the land use. Review Chapter 21A.18 of the KCC when planning parking space.

- d. For multi-family residential applications, include calculations for required on-site recreation areas and a calculation of any areas to be provided. [See Chapter 21A.14.180 of the KCC.
- e. Give the rate of storage space (the area where each space is located) for recyclables, as well as the location and dimensions of collection points for recyclables. (See Chapter 21A.14.210 of the KCC or refer to Bulletin 45A, *Zoning Code: Recyclables*, for additional information.)
- f. Give the wind design exposure (Exposure B or C). If Exposure B is being used, provide a letter of certification from the Engineer/Architect of Record documenting that the site meets the IBC criteria.
- g. Give the soil bearing capacity in pounds per square foot, as shown in the soils report, when applicable to a project.
- h. Include the lot size, the percent of lot coverage, and the percent of area able to be developed.
- i. Provide a breakdown of the total impervious surface area of the site in square feet and list the amount of new impervious area being developed. Include any area on the right-of-way being developed or improved as well as any other traffic improvements.

**Note:** Since definitions of *impervious surface* vary, please provide calculations consistent with the definition of *impervious surface* in the current King County *Surface Water Design Manual* and in accordance with the definition of *impervious surface* in the current KCC.

- j. Show all barrier-free accessible routes of travel, identifying significant elevators, ramps, etc.

### 4. Legal Description

Submit three copies of the complete legal description of the property, including the Parcel Number (Property Tax Account Number) on 8-1/2 by 11-inch sheets of paper. These three copies are in addition to the copies of the legal description included with the site plans.

### 5. Proof of Legal Lot

If applicants have other than an entire lot or lots in a subdivision or shoreline subdivision, proof must be provided indicating there is a legal building site (Legal Lot). (Refer to Bulletin 2, *Legal Lot*, for further details.)

## 6. Recorded Easements/Copies of Documents

Provide recorded copies of existing easements used for ingress and egress, as well as utilities and drainage easements that may affect the property. If any easements that affect the property have been or are to be established or vacated, provide documentation that this has occurred or will occur. Include a copy of the recorded short subdivision, subdivision, or lot-line adjustment, if applicable.

## Drawings

Drawings must show compliance with currently adopted state and county codes and ordinances, including but not limited to the following:

1. International Building Code, Fire Code, and Mechanical Codes. Those portions of the proposed construction pertaining to a detached single-family dwelling or a detached duplex may comply with the International Residential Code for One- and Two Family Dwellings.  
Washington State Energy Code (Washington State Residential Energy Code, Washington State Nonresidential Energy Code, or both, depending on the proposed project);
2. Regulations for barrier-free facilities, as required by the State of Washington Building Code, RCW 19.27 and WAC 51.50. Show access and egress routes for persons with disabilities;
3. Zoning, Parking, Landscaping, and Drainage Codes;
4. Noise Attenuation Specifications (if within the Sea-Tac Noise Area Boundary);
5. Drawings must adequately describe the proposed construction, including, but not limited to the following:
  - a) Architectural site plans (See 3a.);
  - b) Architectural foundation plans;
  - c) Structural foundation plans, including sections, reinforcing schedule, and details;
  - d) Architectural floor plans:
    - Provide dimensions of each area and identify scale;
    - List uses for each room or area;
    - Show equipment and layout for all areas of the building;
    - Provide stock storage height and the type of materials stored;
    - Show barrier-free access throughout, barrier-free facilities, and accommodations; and
    - Identify exits and means of egress, including corridors.
6. Architectural floor and roof framing plans showing draft stop locations, venting, and materials;
7. Structural floor framing plans showing all structural elements and indicating locations of all shear walls;
8. Building and wall sections, including fire-resistive assemblies;
9. Elevations, including building height;

**Note:** Chapter 21A.14. of the KCC has requirements for roofline variation and building modulation for multi-family developments.

10. Structural framing plans, including floor/ceiling and roof framing layout (may be included on floor plans or provided as separate framing plans). Show all imposed loads such as HVAC and other equipment;



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King County complies with the Americans with Disabilities Act (ADA). If you require an accommodation to attend a meeting (two weeks' notice) or require this information in Braille, audiocassette, or large print, please call 206-296-6600 or TTY 206-296-7217.

11. Architectural details, including fire-resistive assemblies, doors, windows and finishing material schedules;
12. Structural details, including connections, lateral load resisting designs, hold-downs, diaphragms, etc.;
13. Mechanical plans, if not applying for a separate mechanical permit, showing all air handling equipment (heating, ventilation, air conditioning, and exhaust systems), including duct system layout. Indicate ducts, registers, diffusers, grill sizes, and air quantities. Show all fire dampers as required by code and provide the equipment list. Show how plans comply with Energy Code requirements, including equipment sizing, controls and operating weight;
14. List quantities of hazardous materials that will be stored/used in the building;
15. Landscaping and civil engineering plans;
16. For buildings using fire-rated construction or fire-rated separations (occupancy or area), provide the following:
  - Details and listing of fire-rated assemblies
  - Details of fire-rated penetrations
  - Building sections through fire-rated construction;
17. Energy Plan;
  - Provide lighting and switching plans, including all details of the on-site lighting plan for areas of illumination [See Chapter 21A.18.110G of KCC]; and
  - Include wall sections through the envelope and include window, door and mechanical equipment schedules. Provide information on ventilation and indoor air quality provisions.

**Note:** Lighting and switching plans need not be provided for shell buildings.

18. Calculations: Structural, Energy;  
Specifications: As required to give a clear picture of the complete project; and
19. Plans and specifications for buildings classified by Permitting as belonging to Group A (having an occupant load in excess of 300), Group E (other than day care facilities), Group H and Group I as well as buildings exceeding two stories or an average height of 25 feet. These plans and specifications must be prepared by a structural engineer or architect currently licensed to practice in the State of Washington. All drawings of buildings within these categories must display the signed stamp of the responsible architect or engineer.

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### Section 3. Site Development Package

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Submit two copies of the soils report or geotechnical evaluations prepared for the site. Submit five copies of all site development plans in addition to those contained in the complete plans package.

**Note:** If a proposed site will have or need multiple addresses, please submit one extra site plan for the Addressing Section.

The site development plans package consists of a copy of the cover sheet required for the building plans (See Section 2.), an architectural site plan, an on-site lighting plan, landscape and irrigation plans, civil engineering plans, and grading plans, when grading review is required. The sets of plans must be consistent with each other and drawn to scale. All sets must include the following:

### Architectural Site Plan

1. Provide a legal description of the property;
2. Include a marker showing the direction of North;
3. Include a vicinity map (drawn to approximately one inch equals 2,000 feet scale) showing sufficient detail to clearly locate the project in relation to arterial streets, natural features/landmarks, and municipal boundaries;
4. Provide location, identification, and dimension of all buildings, property lines, streets, alleys, and easements. Indicate the condition of all public rights-of-way and submit verification of right to utilize properties;
5. Provide locations and dimensions of all structures on the property, including rockeries and retaining walls;
6. Show the locations and dimensions of all parking and pedestrian/bicycle walkways. Identify the barrier-free parking and barrier-free accessible routes;
7. Identify zoning on all abutting properties;
8. Provide an on-site lighting plan. Include details for intensity and area of illumination. [See Chapter 21A.18.110G of the KCC];
9. Show all existing and proposed buildings with projections and roof overhangs, as well as covered breezeways and covered pedestrian walkways. Show buildings scheduled for demolition or removal. (Also refer to Bulletin 3, *Demolition Permits.*);
10. Include the location of all new and existing water mains, valves, and fire hydrants. [See Chapter 17.08 of the KCC for regulations pertaining to fire flow and distribution.];
11. Show the location of the required bicycle parking and recyclable storage. Include design and construction details on the plans or on a separate detail sheet. [See Chapters 21A.18.030 and 21A.14.210 of the KCC and Bulletin 45A, *Zoning Code: Recyclables.*];
12. Identify the location for any proposed signs, if signs are to be included in the application. Provide all information that is required for sign permit applications. (See Bulletin 20A, *Zoning Codes: Sign Requirements.*); and
13. For residential (multi-family) applications, show the location and dimensions of the on-site recreation area. If more than one area is proposed, each area must be outlined and the individual sizes of the area(s) calculated and shown. Give each area a label for reference. Provide information identifying what aspects of these areas define them as recreation areas (such as outside play areas, play apparatus, sport courts, picnic tables, tennis courts, benches, etc.). List the types of recreational uses that would be expected to occur in these areas. Show barrier-free access to these site facilities. (See Bulletin 24, *On-Site Recreation.*)

### Landscaping and Irrigation Plans

An irrigation system is optional, but if a property owner chooses to use one, they must comply with current KCC requirements for irrigation system design and water budgeting. Landscaping requirements vary, depending on the use for which a parcel is intended and on adjacent properties. (See Bulletin 19A, *Zoning Code: Irrigation System Requirements*, and Bulletin 22, *Zoning Code: Landscaping Requirements.*)

1. List the existing vegetation (evergreen trees, deciduous trees, shrubs, ground cover, etc.). Identify all evergreen trees eight inches or more in diameter and all deciduous trees 12 inches or more in diameter. Take these measurements four feet above the ground, and show the location and spacing of trees. Note whether these trees are to remain or to be removed, and indicate whether there is any other vegetation that will be left in its natural state;
2. Show the location and spacing of all proposed plantings, the planting medium, and the methods of watering;
3. Include the total landscape area and separate hydrozones;
4. Provide a plant schedule that includes the plants' common and botanical names and the size and quantity to be planted;
5. Show property lines and adjacent zoning;

6. Show impervious surfaces [as per the *King County Surface Water Design Manual*, including calculations according to Chapter 9.08 of the KCC];
7. Show any natural or man-made water features or bodies;
8. Show the existing or proposed structures, fences, and retaining walls;
9. Designate recreational open space areas;
10. Ensure that the landscape plan is consistent with the site development engineering plans and architectural site plan and that it is certified;
11. If applicants are using an irrigation system (manual or automatic), make sure the irrigation system design plan is professionally certified and that the system meets the requirements of Chapters 21A.16.310-360 of KCC;
12. If an irrigation system is to be used, indicate the irrigation schedule on the irrigation plan. Also, provide a calculation of the water budget and estimated water use; and
13. Submit a Bond Quantity Worksheet (BQW) for a landscape bond (financial guarantee) in accordance with the KCC. (Refer to Bulletin 40, *Financial Guarantees*, for more information.)

### Civil Engineering Site Plans

Each sheet of the civil engineering plans and the accompanying calculations must be stamped, signed, and dated by a Civil Engineer registered in the State of Washington and must meet the following requirements:

1. Commercial permit applications must comply with the current *King County Surface Water Design Manual*, including any revisions in effect at the time of application;
2. The existing edge and width of the pavement, as well as the type, must be shown for any adjacent roadways, as well as all existing and proposed off-street parking facilities, aisles, driveway approaches, curbing, sidewalks, street channelization;
3. The Ordinary High-Water Mark must be given, if the property is situated in a designated shoreline environment specified in the King County Shoreline Master Program. Also give the applicable shoreline designation. [Refer to Title 25 of the KCC and Bulletin 16, *Shoreline Erosion Control*.]
4. Detention may not be required for sites with less than 5,000 square feet of new development; however, the plans will be reviewed for a Right-of-Way Use Permit. An oil-water separator that meets King County Road Standards is required before discharging stormwater onto a public right-of-way. Provide adequate calculations for the size of all storm conveyance facilities in the development. The parking area must comply with requirements in Title 16 and Chapter 21A.18 of the KCC;
5. Consult Chapter 9.04 of the KCC and the current *King County Surface Water Design Manual* Chapter 9.04 for specific design criteria of drainage requirements;
6. Provide an erosion-sedimentation control plan in accordance with *the King County Surface Water Design Manual*;
7. Show all existing and proposed contours (maximum five-foot interval) on the plan view. Indicate any preservation measures for fills and cut slopes. Show the location of all proposed rockeries and retaining walls, and indicate the height of such structures at intervals of no more than 25 feet. Provide engineering design calculations and construction details for all retaining walls more than four feet in height. Provide typical cross-sections for all rockeries more than four feet in height. Note that rockeries may be used only for erosion control and landscaping purposes; they may not be used as soil retaining structures or to support structural traffic loads. Rockeries must comply with King County Permitting Rockery Standards;
8. Show the size, elevation, and location of all existing and new drainage facilities, including footing drains; and
9. Provide separate mylars for all work requiring improvements to existing or proposed public rights-of-way involving the following:
  - Construction or widening of the roadway by more than eight feet;
  - More than 100 feet of curb and gutter and/or storm sewer; and

- Retention/detention facilities constructed within the right-of-way.
10. Show all first-floor elevations and elevations at the bottom of footings for all structures.

### Clearing or Grading Review and Plans (When Applicable)

If a proposed project involves any clearing or grading, applicants may need a clearing/grading permit and review. See Bulletin 28, *Clearing and Grading Permits*, for more details. When a grading review is required, submit an additional set of plans.

On the cover sheet, give an overview of the project, including the following:

1. The total quantity of excavation and embankment in cubic yards;
2. The total quantity of surplus or unsuitable excavation to be exported from the site;
3. The proposed disposal site with anticipated haul routes;
4. The total quantity of material to be imported to the site; and
5. The total area to be cleared or graded, in square feet.

If the clearing exceeds 5,000 board feet of merchantable timber, property owners will have to get a Forest Practice Permit from the Washington State Department of Natural Resources.

After the location of whether property is plotted by Permitting, indicate whether the property is located within an area subject to wildlife habitat corridors or within a critical drainage area established by administrative rule, or is affected by P-Suffix conditions in an adopted community plan.

If the earthwork quantities are greater than 3,000-cubic-yards or the disturbed area is greater than one acre, submit earthwork calculations with the application. If the project is located in a No-Burn Zone, clearing will be done outside of the normal burning season, or building demolition will be completed as part of initial site development, submit a description of the proposed clearing or demolition waste management plan.

If a permit is subject to critical area or a grading and/or clearing review, applicants will be asked to submit a temporary drainage and erosion-sedimentation plan during the review process, in accordance with Chapter 5 of the *King County Surface Water Design Manual*. Clearing and Grading Plans must include the following information:

1. Horizontal and vertical scale;
2. Size and location of existing improvements within 50 feet of the project, indicating which will remain and which will be removed;
3. Existing and proposed contours at maximum five-foot intervals and extending for 100 feet beyond the project edge;
4. At least two cross-sections, one in each direction, showing existing and proposed contours and horizontal and vertical scales; and
5. Temporary and permanent erosion-sediment control facilities.

**Note:** A registered Civil Engineer, licensed to practice in the State of Washington, must stamp and sign the plans for the following:

1. Permanent drainage facilities;
2. Structures to be built or construction proposed in a landslide hazard area; and
3. Proposed construction or placement of a structure.

(See Bulletin 28, *Clearing and Grading Permits*, for additional information.)

### Critical Areas Designation

The King County Department of Permitting and Environmental Review (Permitting) has established a procedure by which a property owner may request a *Designation of Critical Areas*. This allows Permitting to designate the presence, type, and location of critical areas on a

particular property. *Critical Area Designations* are available for streams, wetlands, coal mine hazard areas, landslide hazard areas, and steep slopes. [See Chapter 21A.24 of the KCC]

The process for securing a *Critical Areas Designation* is as follows:

1. Upon request by a property owner or permit applicant, Permitting will determine if any of the critical areas listed above are present. Property owners may request an evaluation for an entire parcel or only a portion. Similarly, property owners can request a comprehensive critical area evaluation, or specify individual critical area conditions for review.
2. Applicants or property owners may be required to provide the necessary studies to assist with this evaluation. The study will establish the classification and precise location of the critical areas.
3. Once completed, the *Designation of Critical Areas* is valid for two years and used by Permitting during review of permit applications on the property. This two-year period initiates from the date the determination is issued.
4. If a customer applies for a development permit after the two-year period has elapsed, Permitting will still refer to the original *Critical Areas Designation* report. However, a field visit will be required to ensure that site conditions have not changed. If site conditions have changed, observations made during the subsequent field visit will take precedence over those described in the *Critical Areas Designation*.

Permitting is required to process *requests for Designation of Critical Areas* within 120 days of application submittal.

*Critical Area Designations* offer customers consistency and predictability in decision-making as it applies to critical areas and associated setbacks. The *Critical Area Designation* puts critical area review at the beginning of the permit review process. This means the customers will know where they can and cannot build on their property. Customers can also save the time and money associated with plan changes or redesigns that might occur in the middle of the permit process when critical area issues have not been addressed up front.

For additional information about critical area designation and/or application materials, please contact Permitting Customer Services Line at 206-296-6600.

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## Section 4. Other Requirements

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### A. Environmental Checklist

Submit 12 copies of the environmental checklist form; one copy must be a signed original. **Please make sure to have a completed signed form and a copy of the site plan, no larger than 8-1/2 by 11" in size attached to each checklist.** If a proposed project was covered under a prior determination, provide a copy of that determination and checklist or impact statement. If customers have questions about the thresholds that require submittal of a checklist, contact the SEPA Section at 206-296-6600. (See Bulletin 26, *SEPA Process*.)

### B. Critical Areas Notice on Title

If critical areas exist on the site, landowners will be required to file a notice on the title to their property with the King County Records and Licensing Services Division. The Critical Areas Notice on Title states that critical areas and their associated buffers are present on the property, that the King County Critical Areas Ordinance Regulations apply, and that

these regulations may limit development actions in the critical areas and in the buffers. Landowners must provide copies of the recorded documents to King County Permitting before any development permits can be issued for the site. A small fee may be required for recording these documents.

### C. Additional Environmental Review

Submit any other environmental review documentation (such as traffic study/analysis, environmental audits, and wildlife or fisheries studies), as required.

### D. Calculations

Provide one copy of the following, as applicable:

- Structural calculations (Vertical and Lateral Loads);  
**Note:** Lateral calculations are not required for conventional light frame buildings with two levels maximum, when the building complies with all of the limitations of Section 2308.2, IBC, and all the bracing and braced wall provisions of Section 2308, IBC, including the special provisions for Seismic Design Category D.
- Structural calculations for any retaining walls or towers;
- HVAC calculations (on Washington State Energy Code forms); and
- Residential Density Calculation Worksheet (multi-family only).

### E. Other Permits or Approvals, or Pending Actions

List any other permits or actions that are pending or permits that have been issued that affect this application, including rezones, conditional use permits, variances, shoreline master development permits, grading permits, short subdivisions or lot-line adjustments. If applicants have had any correspondence with King County about this site or project, please provide copies of such correspondence. Provide copies of any approvals or permits granted by other agencies such as a Washington State Department of Wildlife or Fisheries Hydraulic Permit or a permit granted by the U.S. Army Corps of Engineers.

### F. Fees

As of January 1, 2004, all estimated application review fees are collected at permit application. These fee estimates, for large and/or complex projects, are developed in coordination with the Project Manager assigned to the proposed project. Any remaining review fees, and estimated inspection and mitigation fees are collected at permit issuance.

### G. Property Lines

The on-site owner or agent of the property must identify property lines at the time of the first inspection. Property lines may have to be surveyed.

### H. Property Taxes

Prior to permit issuance, Permitting must verify that property taxes on the proposed site are current. Provide the property tax account numbers for all parcels involved at the time of application submittal.

### I. Valuation

State the valuation of the project.

### J. Sewer Availability

Developments in Urban Growth Areas must be served by public sewers. If a proposed property is in an Urban Growth Area and applicants wish to use an individual on-site sewage system until it is feasible for the property to be connected to a public sewer, and may do so on an interim basis. Applicants will need to provide Permitting with a Certificate of Sewer Availability and Letter, an approved on-site sewage design, and a recorded Certificate of Future Connection.

### K. Water Availability

Developments in Urban Growth Areas must be served by the appropriate existing Group A water purveyor. However, if a proposed property is located in an Urban Growth Area (in the Full Service or Service Planning Areas), property owners may request alternative water service on an interim basis (from an existing public water purveyor or by developing an individual well). Customers must provide Permitting with a Certificate of Water Availability and Letter, pre-application approval for connection to a private well (if this option is chosen), and a recorded Certification of Future Connection.

### L. Fire Protection

Early in the process, applications will be evaluated for adequate fireflow access. A current Certificate of Water Availability must be submitted at the time of application. If customers have questions, please contact a fire protection engineer at 206-296-6600. Submit a current King County Fire District Receipt, completed by the Fire District Chief, upon the time of application for the proposed building permit.

### M. Energy Code Compliance

- Provide Washington State Energy Code compliance submittal forms (or equivalent documentation);
- Provide envelope summary;
- Provide lighting summary for the exterior and all nonresidential areas of the building(s). If using a Component Performance Building Envelope option, provide envelope UA calculations. For residential uses, state the method of compliance with State Ventilation Code requirements (prescriptive or system integrated with furnace); and
- When submitting mechanical plans, provide a mechanical summary.

### N. Financial Guarantees

Financial guarantees (bonds and other securities) may be required at different phases of a project. (Refer to Bulletin 40, *Financial Guarantees*.)