

CHECKLIST FOR HEALTH DEPARTMENT REVIEW OF APPLICATION FOR BUILDING PERMIT/CHANGE OF USE (For buildings not served by public sewer)

The following checklist is a guide to assist the applicant in submitting a complete application. A properly prepared application must include this checklist below along with any additional details and specifications required by applicable provisions of the King County Board of Health – Title 13. *Note: For non-applicable items put NA in the “NO” column.*

APPLICATION FORM	Yes	No
Application indicates that public sewer service is not available within 200 feet of the subject property.		
The Application for Health Department Approval of Building Permit form is complete; <i>Data on all copies must is legible.</i>		
Application is accompanied by the appropriate fee (or phone number to call for credit card payment).		
Detailed reference maps for locating the property are provided (vicinity, location and routing to site).		
There is access for field inspection by health department or the application indicates if the owner needs to be present due to access issues (e.g. guard dog, locked gate, etc.).		
Application is properly collated		
FLOOR PLANS	Yes	No
A copy of the current floor plan is provided/attached (11" x 17" or smaller)		
A copy of the proposed floor plan is provided/attached (11" x 17" or smaller)		
HEALTH DEPARTMENT SEPTIC AS-BUILT RECORDS	Yes	No
A copy of an approved as-built diagram is provided/attached (Available at www.kingcounty.gov/asbuilt)		
A copy of an approved as-built diagram is provided/attached showing the proposed construction/addition/alterations		
PLOT PLANS (Typically already on As-Built Record)	Yes	No
A 1"=20' scale or 1"= 30' scale is used and the parcel plot plan is 11" x 17" or smaller.		
Entries on the plot plan are legible		
A North arrow is indicated on the plan		
Property and easement lines are shown, (specific lengths are indicated)		
Direction(s) of surface drainage is/are shown		
The plans show all existing structures present on the site, including all out buildings		
Plan shows the location of existing wastewater tank(s) – (e.g. septic tanks, pre-treatment tanks, dosing/pump tanks, containment vessels)		
Plan shows (if present) the location of existing sand filter(s)		
Location of the primary sewage disposal area (e.g. drainfield, mound, up-flow sand filter) is shown		
Location of the designated reserve sewage disposal area is shown		
Location of other septic components are shown (e.g. tightlines, d-box, pressure lines)		
<i>Existing Horizontal Separations (e.g. the proposed addition setback to sewage system components)</i>		
The above scaled plot plan depicts the accurate location(s) of all of the following:		
driveways and parking areas		
wells, other water sources – show a 100' radius for each well location		
abandoned wells		
water supply lines		
drainage features (e.g. footing drains, curtain drains, drainage ditches)		
cuts, banks, areas of filled terrain		
retaining walls		
surface water, streams, bodies of water		
seasonal water		
OTHER RELATED DOCUMENTS	Yes	No
If applicable/existing, other recorded documents relating to the sewage system and water supply are referenced.		