



Permitting Submittal Services

- Permitting Submittal Services is the first step of the application process in unincorporated King County for most permit types.
- Permitting staff are available during customer service hours to answer questions about your project and help you get your permit application ready.
- There is no charge for Permitting Submittal Services.
- Accurate and complete application materials help to avoid delays in the application intake and review process.
- Permitting Submittal Service is *not* permit approval, and does not allow construction or development.

How do I get started?

1. Prepare your application materials based on the checklist below.
2. Bring your application materials during customer service hours indicated below.
3. Staff members will screen your application. They will talk with you about any items that need to be addressed.
4. When permitting staff have determined your application is complete, you may proceed with the submittal process.

What items do I need to submit?

- The first table below lists permit types that need Permitting Submittal Services, and shows the basic items you need to start your application process.
- The second table tells you what those basic items are. You are welcome to include any additional information you may have.
- This list may not include all items required for formal permit intake based on your specific project.
- Additional lot specific information may be required where applicable such as access easement, use covenants, open space or historic preservation, etc.

Resources

Complete list of [Forms, Bulletins, and Publications](#) can be found on our website.

Permitting submittal services, continued

Contact Us

Many questions about construction and land use permitting in unincorporated King County are answered on the Department of Local Services, [Permitting Division website](#).

Email: DPERWebinquiries@kingcounty.gov Telephone: 206-296-6600

Except for permit types that require an appointment, customers are helped on a first-come, first-served basis during customer service hours.

[Customer Service Hours and Location](#)

7:30-11:30 a.m. & 1-3 p.m. Monday, Tuesday, Thursday, Friday

Closed on Wednesdays

Table #1 PERMIT TYPE				
If you're working on this kind of permit...	submit these items described in table #2 below			
	Property	Plans	Health	Site
New Single Family Residence (see Bulletin #9)	1, 2, 4	6, 7	8, 9 or 10	16, 19
Residential Addition; Remodel; Accessory Structure; Damage Repair (see Bulletin #9)	1	6, 7	8, 9 or 10	16, 19
Residential Revisions (see Bulletin #9)	1	6, 7		
Agricultural Building (see Bulletin #58)	1, 2	6, 7	8, 9 or 10	16, 19
Signs (Bulletin #20A)	1	6, 7a		
Tenant Improvement (see Bulletin #58)	1	6, 7a	8, 9 or 10	
New Commercial Building or Addition (see Bulletin #8)	1	6, 7a	8, 9 or 10	16, 19
Commercial Mechanical (see Bulletin #36)	1	6		
Clearing and Grading (see Bulletin #28)	1, 4	7	10	12, 13, 14, 15, 19
Right-of-Way Use (see Bulletin #31)	1	7		16
Boundary Line Adjustments	1, 2, 3	7	11	15
Separate Lot, Innocent Purchaser, Lot Merger	1, 3	7		
Road Standards Variance, Surface Water Adjustment	1	7		
Shoreline Exemption	1	6, 7		16, 17, 18
Adult Family Home Inspection	1	5, 7	8, 11	
Seismic Retrofit (see Bulletin #50)	1	6		
Residential Mechanical; Damage Inspection, Demolition	1			
Fire Systems, Storage Tanks and Special Event	See application materials for specific type of work or event			

Permitting submittal services, continued

Table #2 SUBMITTAL ITEMS		
Property	1.	Completed Application form listing Parcel Number/Property Tax Account Number
	2.	Proof of Legal Lot (see Bulletin #2)
	3.	Title Report
	4.	Recorded Access Easement (proof of legal access) if applicable
Plans	5.	WA Assoc. of Building Officials (WABO) Form and Floor Plan with room uses labeled
	6.	Building/Architectural Plans – 2 sets
	7.	Site Plan (to scale on 11x17 template); 7a. Architectural Site Plan (to scale)
Health	8.	Water availability: See Water Service Requirements handout
	9.	Certificate of Sewer Availability
	10.	Copy of Public Health submittal, including site plan, if the property is served by a septic system
	11.	Copy of Public Health approval (approved coversheet and approved site plan) OR an exemption approved by the Department of Permitting.
Site	12.	Residential Clearing and Grading Questionnaire
	13.	Soil Health: Achieving the Post-construction Soil Standard (when site soils are disturbed)
	14.	Clearing and Grading Permit Application Worksheet
	15.	Critical Areas Designation
	16.	King County Flood Hazard Certification Form if applicable
	17.	Permits subject to SEPA; include SEPA Environmental Checklist (see SEPA Checklist handout)
	18.	Letter describing the project and/or Joint Aquatic Resources Permit Application (JARPA)
	19.	Table A – Impervious Surface Worksheet