




Residential, New Single Family Permit Application Checklist

This checklist covers applications for new single family residential construction permits in unincorporated King County. Applications may be submitted online or as a paper application in the Permitting office.

Supplemental documents indicated as “Other” may or may not apply to your permit application. Please refer to the [Residential building permit overview](#). For additional information or questions applicants may also:

Apply On-Line at MyBuildingPermit.com

Select: King County | Building | Single Family Residential | New | Residence and all other structure



- Refer to the [Permit application forms listed by packet web page](#), Residential, New Single Family Residential packet
- Call the Permit Center at 206-296-6600
- Email DPERWebInquiries@KingCounty.gov
- [Permit Center hours and location](#)

Submittal Documents

Copies	Required Submittal Documents
1	Residential, New Single Family Residential Permit Application – available on MyBuildingPermit.com
1	Building/Architectural Plans Electronic Plan Requirements handout
1	Site Plans, See Residential Site Plan Requirements
1	Energy Worksheets for Residential Construction Interactive Spreadsheet Forms (External link, Washington State University 2015 Energy Code) OR paper form, Energy Worksheets for Residential Construction
1	Proof of Legal Lot
1	Residential Fire Access and Water Supply Checklist is only required if the submittal doesn't include planned fire sprinkler system. Note that a separate permit is required for sprinklers.

Residential building permit application checklist, continued

None	Mechanical – included in building permit
None	Plumbing – provided by Seattle – King County Public Health
None	Electrical – provided by Washington State, Department of Labor & Industry
Question:	Does the parcel directly abut public right of way, and will the new driveway connect directly to the existing public roadway?
Yes	No additional submittal documents required
No	The following submittal documents are required:
1	Legal Access Documentation ¹
Question	Will the new residential structure connect to the sewer system or be using an on-site sewage (septic) system?
	Connect to the sewer system requires either:
1	Sewer Availability Certificate OR
1	Sewer Connection: Certificate of Future Sewer Connection ²
	Using an on-site sewage (septic) system requires:
1	Provided by Seattle – King County Public Health Copy of On-Site Sewage Systems (Septic) Permit approval and approved site plan OR Copy of On-Site Sewage Systems (Septic) Permit submittal
1	Critical Areas Determination
Question	How will potable water be provided to the new residence?
	Municipal water system:
1	Water Availability Certificate
	Water from an existing Group A or B System:
1	Obtain a Water Use Agreement from the provider

¹ Documentation of a recorded easement, or private access tract.

² If proposing a future sewer connection, documentation will be required before permit issuance.

Residential building permit application checklist, continued

	Water well installed before 1/19/2018:
1	Washington State Well Report
1	Water Connection, Recording Document, Future Connection
	Water well installed after 1/19/2018:
1	Washington State Well Report ³ , OR
1	Washington State Department of Ecology (DOE) approval letter, OR
1	Seattle – King County Department of Public Health approval if the well is not yet installed.
Copies	Impervious Surface/Drainage Submittal Documents; Refer to Residential Drainage Requirements
1	Site Area Worksheet
Question:	Does the project propose more than 2,000 SF of new and replaced impervious surface AND/OR 7,000 SF of land disturbing activity?
No	No additional submittal documents required
Yes	The following submittal documents are required:
1	Residential Drainage Review Checklist
1	Technical Information Report (TIR) OR Drainage Assessment Letter
1	Post Construction Soil Management Plan, Achieving the Post-construction Soil Standard
Question:	Does the project construct or modify a drainage pipe/ditch that is 12 inches or more in size/depth, OR receives stormwater runoff from a drainage pipe/ditch that is 12 inches or more in size/depth?
No	No additional submittal documents required
Yes	The following submittal documents are required:
1	Technical Information Report (TIR) OR Drainage Assessment Letter

³If the Well Report is not available at the time of permit submittal, the Well Report must be submitted before permit issuance.

Residential building permit application checklist, continued

Question:	Is the parcel located within a regulatory floodplain, FEMA 100-year floodplain, FEMA floodway, or contains a Flood Hazard Area (lake, stream, river, or closed depression)?
No	No additional submittal documents required
Yes	The following submittal documents are required:
1	Flood Hazard Certificate
Copies	Other Submittal Documents
1	Geotechnical Report/Evaluation, Consultant Guidance , Ecological
1	Critical Areas Designation Information
1	Fire Permit: Sprinkler, Residential Information - available on MyBuildingPermit.com
1	Fuel Tanks, Installation and Relocation - available on MyBuildingPermit.com
1	Solar Photovoltaic System, Roof Mounted, Residential Exemption Checklist

