



# Residential – remodel, structure additions and repair permit application checklists

These checklists cover applications for residential construction repair, remodel, and structure additions<sup>1</sup> permits in unincorporated King County.


Supplemental documents indicated as “Other” may or may not apply to your permit application. For additional information refer to the [Permit application forms listed by packet web page](#), Residential, Single Family Remodel, Structural Additions and Repair packet.

Submittal requirements will depend on the type and extend of your project work. The following checklists outline the minimum submittal requirements for repair, remodel and structural additions permit applications. Individual projects may require additional submittals and/or permits.

<b>Online:</b>	Submit one copy of each required document in PDF format. The <a href="#">Electronic Plan Requirements handout</a> provides more detailed information. All subsequent submittal and revision documents will be made through MyBuildingPermit.com.
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Apply On-Line at [MyBuildingPermit.com](http://MyBuildingPermit.com)

Select: King County | Building | Single Family Residential | Remodel **Or** Structure Addition **Or** Repair | NA



## Remodel Permit Checklist

Changing the interior space of an existing structure, either structural or nonstructural, but not creating any new floor area. May include exterior changes.

## Structure Addition Checklist

Structural Addition – Construction of new square footage attached to an existing structure, which may include interior or exterior alterations to the existing structure. May also include Accessory Buildings.

## Repair Checklist

Before proceeding with a residential repair permit you must obtain an Inspection Report. For more information, see the Inspection Report Checklist page.

Repairs to an existing structure – Often associated with a disaster such as an earthquake, windstorm or structure fire. May also include repair work such as to a failing foundation or other structural failures.

<sup>1</sup> Structural addition permits may also include accessory buildings.

# Residential – remodel, and structure additions permit application checklist, continued

## Remodel Permit Checklist

Changing the interior space of an existing structure, either structural or nonstructural, but not creating any new floor area. May include exterior changes.

Copies	Required Submittal Documents
1	Residential, Single Family Remodel, Addition and Repair Permit Application available on <a href="http://MyBuildingPermit.com">MyBuildingPermit.com</a>
1	Building or Construction Plan <a href="#">Electronic Plan Requirements handout</a>
1	Structural Plan
None	Mechanical – included in building permit
None	<a href="#">Plumbing</a> – provided by Seattle – King County Public Health
None	<a href="#">Electrical</a> – provided by Washington State, Department of Labor & Industry

Copies	Other Submittal Documents
Question	Will the residence be adding one or more new bedrooms?
	If yes and using an on-site sewage (septic) system:
1	Requires approval by Seattle – King County Public Health Copy of <a href="#">On-Site Sewage Systems (Septic) Permit</a> approval and approved site plan <b>OR</b> Copy of <a href="#">On-Site Sewage Systems (Septic) Permit</a> submittal
1	May require a <a href="#">Critical Areas Determination</a> - available on <a href="http://MyBuildingPermit.com">MyBuildingPermit.com</a>
1	Architectural or Building Floor Plans
1	Energy Worksheets for Residential Construction <a href="#">Interactive Spreadsheet Forms</a> (External link, Washington State University 2015 Energy Code) <b>OR</b> paper form, <a href="#">Energy Worksheets for Residential Construction</a>
1	<a href="#">Residential Remodel, Fire Access and Water Supply</a> is only required if the submittal doesn't include planned fire sprinkler system. Note that a separate permit is required for sprinklers.

Structure Addition and Repair Checklists on following pages

# Residential – remodel, and structure additions permit application checklist, continued

## Structure Addition Checklist

Structural Addition – Construction of new square footage attached to an existing structure, which may include interior or exterior alterations to the existing structure. May also include Accessory Buildings.

Copies	Required Submittal Documents
1	Residential, Single Family Remodel, Addition and Repair Permit Application available on <a href="http://MyBuildingPermit.com">MyBuildingPermit.com</a>
1	Architectural or Building Floor Plans <a href="#">Electronic Plan Requirements handout</a>
1	Site Plans, See <a href="#">Residential Site Plan Requirements</a>
1	Structural Plan
None	Mechanical – included in building permit
None	<a href="#">Plumbing</a> – provided by Seattle – King County Public Health
None	<a href="#">Electrical</a> – provided by Washington State, Department of Labor & Industry
Question	Is the existing residential structure connected to the sewer system or be using an on-site sewage (septic) system?
	If using an on-site sewage (septic) system:
1	Approval by Seattle – King County Public Health Copy of <a href="#">On-Site Sewage Systems (Septic) Permit</a> approval and approved site plan <b>OR</b> Copy of <a href="#">On-Site Sewage Systems (Septic) Permit</a> submittal
1	May require a <a href="#">Critical Areas Determination</a> - available on <a href="http://MyBuildingPermit.com">MyBuildingPermit.com</a>
Question	Will the potable water source be changed?
	No change – no submittal required
	Municipal water system:
1	<a href="#">Water Availability Certificate</a>
	Water from an existing Group A or B System:
1	Obtain a Water Use Agreement from the provider

## Residential – remodel, and structure additions permit application checklist, continued

	Water well installed before 1/19/2018:
1	Washington State Well Report
1	<a href="#">Water Connection, Recording Document, Future Connection</a>
	Water well installed after 1/19/2018:
1	Washington State Well Report <sup>2</sup> , <b>OR</b>
1	Washington State Department of Ecology (DOE) approval letter, <b>OR</b>
1	Seattle – King County Department of Public Health approval if the well is not yet installed.
<b>Copies</b>	<b>Impervious Surface/Drainage Submittal Documents;</b> <a href="#">Refer to Residential Drainage Requirements</a>
1	<a href="#">Site Area Worksheet</a>
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	<a href="#">Residential Drainage Review Checklist</a>
1	Technical Information Report (TIR) OR Drainage Assessment Letter
1	Post Construction Soil Management Plan, <a href="#">Achieving the Post-construction Soil Standard</a>
Question:	Does the project construct or modify a drainage pipe/ditch that is 12 inches or more in size/depth, <b>OR</b> 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) <b>OR</b> Drainage Assessment Letter

<sup>2</sup>If the Well Report is not available at the time of permit submittal, the Well Report must be submitted before permit issuance.

## Residential – remodel, and structure additions 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	<a href="#">Flood Hazard Certificate</a>

Copies	Other Submittal Documents
1	Geotechnical Report/Evaluation, <a href="#">Consultant Guidance, Geotechnical Consultants</a>
1	Ecological Critical Areas Report, <a href="#">Consultant Guidance, Ecological</a>
1	Critical Areas Designation <a href="#">Information</a> - available on <a href="#">MyBuildingPermit.com</a>
1	Fire Permit: Sprinkler, Residential <a href="#">Information</a> - available on <a href="#">MyBuildingPermit.com</a>
1	Fuel Tanks, <a href="#">Installation and Relocation</a>
1	Solar Photovoltaic System, Roof Mounted, <a href="#">Residential Exemption Checklist</a>
1	Energy Worksheets for Residential Construction <a href="#">Interactive Spreadsheet Forms</a> (External link, Washington State University 2015 Energy Code) <b>OR</b> paper form, <a href="#">Energy Worksheets for Residential Construction</a>
1	<a href="#">Residential Remodel, Fire Access and Water Supply</a> is only required if the submittal doesn't include planned fire sprinkler system. Note that a separate permit is required for sprinklers.

Repair Checklist on next page

# Residential – remodel, and structure additions permit application checklist, continued

## Repair Checklist

**STOP** – Before proceeding with a residential repair permit you must obtain an Inspection Report.

Repair – Often associated with a disaster such as an earthquake, windstorm or structure fire. May also include work such as repairs to a failing foundation or other structural failures.

Apply On-Line at [MyBuildingPermit.com](http://MyBuildingPermit.com)

Select: King County | Building | Any Project Type | Inspection Only | NA



Copies	Required Submittal Documents
1	Residential, Single Family Remodel, Addition and Repair Permit Application available on <a href="http://MyBuildingPermit.com">MyBuildingPermit.com</a>
1	Inspection Report
None	Mechanical – included in building permit
None	<a href="#">Plumbing</a> – provided by Seattle – King County Public Health
None	<a href="#">Electrical</a> – provided by Washington State, Department of Labor & Industry

Copies	Other Submittal Documents
1	Site Plans, See <a href="#">Residential Site Plan Requirements</a>