



## King County

### Department of Permitting and Environmental Review

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www.kingcounty.gov

# Over the Counter Permit Information and Submittal Checklist

For alternate formats, call 206-296-6600.

**Print on legal-size (8-1/2 x 14") paper only.**

## Information and Instructions for Over the Counter Permits

The types of permits available for the OTCP process generally are limited in scope, have minimal site impacts that do not require detailed drainage, critical areas, or site development review, and do not trigger review under the State Environmental Policy Act (SEPA). These types of permits are usually limited to only one or two review disciplines. We encourage customers to contact the Permitting Services Group at 206-296-6600 prior to application to confirm the OTCP submittal requirements and qualifications.

OTCP services are available on a first come, first serve basis during business days. Complete OTCP applications received before the end of customer service hours will typically be processed and issued within 48 hours. Free assistance for customers with detailed technical questions is also available from 7:30 to 11:30 a.m. and 1:00 to 3:00 p.m. on Monday, Tuesday, Thursday, and Friday. (Closed Wednesday.)

### Over the Counter Permit Types Available

- Demolition permits for commercial and residential structures [See Permitting Bulletin 3]
- Damage Inspection permits [See Permitting Bulletin 4]
- Damage Repair permits based on the results of the required Damage Inspection permit and the associated Damage Inspection Report completed by the inspector, in place in kind with no modification to the existing structure
- Mechanical permits for single family residential structures
- Deck permits, wood frame, associated with single family residences and in compliance with Sheet 1 of the Residential Prescriptive Deck Design and Details form
- Tenant Improvement permits up to 5,000 square feet for offices or 10,000 square feet for retail sales, both where there are only minor non-structural alterations and no change of use [See Permitting Bulletin 5]
- Sign permits for wall signs [See Permitting Sign Requirement Checklist]
- Residential remodel permits with no new square footage and no expansion of the existing foundation, and only minor non-structural alterations (i.e. moving or adding interior non-weight bearing partitions) for existing single family residences [See Permitting Bulletin 9]
- Residential addition permits, of light wood frame construction, single story on the ground level, that are less than 500 square feet of new structure associated with existing single family residences, and do not propose to exceed site improvement thresholds [See Permitting Bulletin 9]
- Residential accessory structure permits, of light wood frame construction, single story on the ground level, that are less than 1,500 square feet of new structure associated with existing single family residences and do not propose to exceed site improvement thresholds [See Permitting Bulletin 9]
- Basic permits from an approved Register Plan permit that are located in a vested plat or short plat [See Permitting Bulletin 12A] (Dependent on plat conditions.)
- Seismic retrofit permits that meets the requirements of the Home Assessment Checklist [See Permitting Bulletin 50]
- Clearing permits, including hazard tree removal, where there are no significant tree protection requirements (urban zoned area) and clearing does not result in more than 5,000 board feet of merchantable timber [See Permitting Bulletin 28]
- Grading permits limited to less than 200 cubic yards of material moved outside of critical areas [See Permitting Bulletin 28]
- Fire tank permits for the installation and removal of residential aboveground and underground tanks [See Permitting Bulletin 13]
- Fire systems permits for fire hydrants and water main installations for up to two hydrants
- Fire systems permits for sprinkler supply lines and Fire Department Connections (FDC) [minimum level 'U' license required] for up to two lines
- Adult Family Home Inspection permits for existing single family residence not including any remodel or addition work

**Check out the Permitting Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)**

## Over The Counter Permit Submittal Checklist

The first table below lists the types of permits that are available to be issued over the counter and the corresponding general submittal items needed at permit submittal. The second table shows the overall list of general submittal items.

### Permit Types Available for Over the Counter

	PERMIT TYPE	GENERAL SUBMITTAL ITEMS
<input type="checkbox"/>	Demolition	1, 2, 3, (4, if other structures are on site)
<input type="checkbox"/>	Damage Inspection	1, 2, 3
<input type="checkbox"/>	Damage Repair	1, 2, 3, 4, 5, 7, 9 or 9a
<input type="checkbox"/>	Mechanical (Residential)	8
<input type="checkbox"/>	Deck	1, 2, 3, 4, 5, 9 or 9a
<input type="checkbox"/>	Tenant Improvement	1, 2, 3, 4a, 5
<input type="checkbox"/>	Sign (Wall) (Also, see Bulletin No. 20A)	1, 2, 3, 4a, 5
<input type="checkbox"/>	Residential Remodel	1, 2, 3, 4, 5, 7, 9, or 9a
<input type="checkbox"/>	Residential Addition (Small)	1, 2, 3, 4, 5, 7, 9, or 9a
<input type="checkbox"/>	Residential Accessory Structure	1, 2, 3, 4, 5, 7, 9, or 9a
<input type="checkbox"/>	Basic (From a register permit)	1, 2, 3, 4
<input type="checkbox"/>	Seismic Retrofit	1, 2, 3, 5
<input type="checkbox"/>	Clearing (Small)	1, 4, 10
<input type="checkbox"/>	Grading (Small)	1, 4, 10
<input type="checkbox"/>	Adult Family Home Inspection	1, 2, 3, 4, 6, 7, 9

### General Submittal Items

1.	Affidavit of Application
2.	Parcel Number/Property Tax Account Number
3.	Legal Description of Property
4.	Site Plan 11 x 17 (to scale on site plan template) [2 copies]
	4a. Architectural Site Plan (to scale) [2 copies]
5.	Building/Architectural Plans [2 copies]
6.	Washington Assoc. of Building Officials (WABO) Form and Floor Plan (room uses labeled)
7.	Certificate of Water Availability (or Well Covenant if property served by private water system)
8.	Residential Mechanical Application Form
9.	Public Health Approval coversheet and site plan (If the property is served by a septic system)
	9a. Public Health Exemption-You may apply for an exemption by emailing a PDF copy of the site plan, with a description of the work performed, to <a href="mailto:stacy.graves@kingcounty.gov">stacy.graves@kingcounty.gov</a> .
10.	Grading Application Worksheet

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