

RESIDENTIAL BUILDING PERMIT SUBMITTAL CHECKLIST



Snohomish County Planning and Development Services

Single-Family Residences, Duplexes, Residential Additions/Remodels, Accessory Dwelling Units (ADU's), and Garage/Storage Buildings NOTE: A project requiring approvals other than a building permit have additional submittal requirements. Prior to submitting verify whether your project will need [other permits](#) such as:

1. Administrative Conditional Use Permit (e.g., [temporary dwellings](#))
2. [Conditional Use Permit](#) (ex. non-agricultural [garage/storage structure](#) with a footprint over 4,000 sf)
3. Shoreline Variance or shoreline development permit
4. [Forest Practices \(FP\) Permit](#) or [Land Disturbing Activity \(LDA\) Permit](#)
5. [Flood Hazard \(FHZ\) Permit](#) if in the [100-year floodplain](#)

The above list is not comprehensive. Please consult with staff if you think you may require additional approvals prior to preparing your application for submittal. Standard Residential Building Permits (RBP) require items 1– 8.

_____ **1. Residential Building Permit (RBP) Application:** Submit a Building Permit Application using MyBuildingPermit.com. Your tax parcel number is printed on your tax statement. You may also call (425) 388-3433 or visit the [County Assessor's office](#) to obtain this number. If the property does not have an address, please contact the PDS Addressing Specialist at (425)388-3311 or email at PDS.Addressing@co.snohomish.wa.us to request an address be assigned.

_____ **2. Site Plan:** It must be drawn to a standard **ENGINEER'S** scale (1" = 10', 20', 30', 40', 50', 60', 100' or 200'). All information listed on the [Residential Site Plan Submittal Checklist](#) must be provided.

_____ **3. Structural Plans:** Plans must be legible, indelible reproductions such as blueprints. They must be drawn to standard **ARCHITECT'S** scale (example: 1/4"=1', 1/2"=1') and the paper size of plans be no larger than 24"x36". Plans do not need to be drawn by an architect or designer. When the proposed structure is to be built as a mirror image of the submitted plans, mirror image foundation, framing, and lateral sheets must also be included. Plan review timeframes vary seasonally. After the review process, the approved copy will be returned to the applicant. For more information, please visit: <http://www.snohomishcountywa.gov/2910/Structural-Requirements>

_____ **4. Drainage Submittal Packet:** If you are adding any new or replacing any hard surface (ex. gravel, pavement, roof area) and your property is not located in a subdivision with a previously reviewed drainage plan, then you will need to submit an appropriate drainage plan:

- 1sqft to 1,999 sf of new plus replaced hard surface: [Small Project SWPPP](#)
- 2,000 to 4,999 sf new plus replaced hard surface: [Land Disturbing Activity Permit \(LDA\)](#) with a [Targeted Stormwater Plan](#).
- 5,000 + sf of new plus replaced hard surface: [LDA](#) with [Full SWPPP](#) & [Drainage Plan](#).

*Note: If you are clearing more than 7,000 sf of grading or grading more than 100 cy, or **working within any critical areas or associated buffers**, but are not adding 2,000 + sf of new plus replaced hard surface, then please contact staff to determine the appropriate drainage submittal requirements. Refer to Assistance Bulletins [#15](#), [#86](#), and [#87](#) for more information.*

_____ **5. Water/Sewer Letter:** For the construction of **NEW** single-family homes, duplexes, and ADU's, a certificate or letter of water and sewer availability is REQUIRED from the local water & sewer purveyor (e.g., Sno. Co. PUD, Alderwood Water/Wastewater District). **For properties using water from a well, well permits are processed through the Health District. The applicant is responsible for verifying they have appropriate water rights to the property and that they are not located in a basin with water restrictions.**

_____ **6. Health District Construction Clearance Form:** This is approval for the location of your building project regarding septic systems, drain fields, and wells. This is not necessary if your property is being serviced by a public sewer system. If your property is being serviced by a septic system and/or private well, you will need to complete the ["Health District Construction Clearance and/or Water Supply Comment"](#) form. This Clearance Form and a copy of your site plan will be uploaded with the application for our local Health District to review.

For additional septic tank, well, and drainfield information, please contact: **Health District - Water Wastewater Division**, 3020 Rucker Avenue, Everett. (425) 339-5250 Website: dave.snohd.org

7. **Access Permit:** Required for new or modified access to a County maintained road. If needed, submit an access permit application. Link to application: [County-Road-Access-Application \(snohomishcountywa.gov\)](http://snohomishcountywa.gov). The fee will be collected at the initial building permit submittal. If your access is from a private easement, verify that you have rights to access such easement prior to submitting your application. Fees are in SCC Chapter 13 / [Sec. 13.110.020](#).

2-05 CORNER CLEARANCE FROM INTERSECTIONS

A. Residential

Access to residential corner lots shall be located a minimum of 10 feet from the point of curvature (PC) or point of tangency (PT) of the curb line at the intersection. If no curb exists, access points shall be located not less than 35 feet from where the projected right of way lines intersect. No portion of an access will be permitted within curb returns or curb ramps.

Source: Engineering Design and Development Standards 2003, Page 27

8. **Submittal Fees:** A structural plan check fee, site review fee, technology surcharge and any other applicable review fees (e.g., critical areas, drainage/stormwater, or Health District water/septic fee) will be collected at submittal. If required, an access permit fee will also be charged. Drainage review fees shall be paid pursuant to SCC 30.86.510. Your receipt will reflect an itemized estimate of the additional fees due upon permit issuance, including any mitigation fees. We accept cash, checks, VISA, and MasterCard. Please [Residential Building Permit Fees - Bulletin #18](#) for calculation details.

9. **New Duplexes Only:** In addition, as a condition of approval for a new duplex, you may be required by Snohomish County Code to mitigate traffic impacts by improving the frontage of the lot, deeding right-of-way along the frontage or adding Road System Capacity to the roads in your Transportation Service Area. To expedite the review of your duplex application, it is recommended that you have a [Pre-Submittal Conference](#) with Snohomish County Public Works staff to go over road impact mitigation requirements. You can make application for your Pre-submittal conference at www.mybuildingpermit.com.

10. **New Accessory Dwelling Units (ADU's) Only:** In addition, please provide the following: Building elevation drawings of the proposed accessory dwelling unit and the primary dwelling unit, drawn to architectural scale. In lieu of elevation drawings of the primary dwelling, you may submit photographs of the exterior. This is not required if the ADU is proposed within an existing, legally established structure.

11. **Airport Compatibility Area Only:** Provide the FAA Height Review Notice Criteria Tool results, if greater than 30 feet in height and located within Airport Compatibility Area (SCC 30.32E.060).