



Residential Building Permit Submittal Checklist

(Single-Family Residences, Duplexes, Residential Additions/Remodels, and Accessory Buildings)

APPLICATION REQUIREMENTS

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 (ex. [Accessory Apartment](#), [temporary dwellings](#));
2. [Conditional use permit](#) (ex. non-agricultural [garage/storage structure](#) with a footprint over 4,000 sf);
3. Shoreline variance or permit;
4. [Forest Practices Permit](#) or [Land Disturbing Activity Permit](#); and/or
5. [Flood Hazard Permits](#) 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 require (1 – 12):

_____ **1. Original Residential Building Permit Application:** Fill out the application as completely as possible. Please use only blue or black ink. 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, it will be assigned an address when the application is processed. The signature of the owner or authorized agent is required on the application.

_____ **2. 1 copy of Site Plan:** Your Site Plan must be on 8½"x11", 8½"x14" or 11"x17" plain white paper. 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. 1 copy of 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:

- 1 to 1,999 sf of new plus replaced hard surface: [Small Project SWPPP](#)
- 2,000 to 4,999 sf of 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 option. Refer to Assistance Bulletins [#15](#), [#86](#), and [#87](#) for more information.*

_____ **5. Water Letter:** For the construction of **NEW** single-family residences and duplexes, a certificate or letter of water availability is REQUIRED from the local water purveyor (e.g. SnoCoPUD, Alderwood Water District). **For properties using water from a well, well permits are processed through the Snohomish 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. **Snohomish Health District Construction Clearance:** This is approval for the location of your building project in regards to septics, drainfields, 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 [“Request for A Health District Construction Clearance and/or Water Supply Comment”](#) form. Our permit staff will route this Clearance Form and a copy of your site plan to the Snohomish Health District for their review.

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

7. **Contractor's License:** If you are using a contractor, PDS must verify the registration of the contractor. To comply with RCW 18.27.010(12), verification means the receipt and duplication by the city, town, or county of a contractor registration card that is current on its face. Please check with the [Department of Labor & Industries](#) to determine if a contractor is registered.

8. **Access Permit:** Required for new or modified access off a County maintained road. If needed, permit counter staff will process an access permit application and collect the \$80.00 fee 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.

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

9. **Submittal Fees:** A structural plan check fee and a site review 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.

10. **Property Location Map:** Please provide a map to assist in locating your property (building site) and submit it with your application. Indicate the nearest intersection and write clear driving instructions for our inspectors. Street addresses must be clearly posted and visible from the road. No inspections will be performed without the visible posting of your address. Provide any gate codes or note any animals on this form as well.

11. **New Duplexes Only:** As a condition of approval for a new duplex, you may be required by Snohomish County Code (SCC) to mitigate traffic impacts by improving the frontage of the lot, deeding road right-of-way along the frontage or adding Road System Capacity to the roads in your Transportation Service Area. In order 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 (2nd Floor, Admin-East Building, 3000 Rockefeller Ave, Everett).

12. **Airport Compatibility Area Only:** Please provide 2 copies of FAA Height Review Notice Criteria Tool results, if greater than 30 feet in height and located within Airport Compatibility Area (SCC 30.32E.060).