



RESIDENTIAL NEW/ADDITIONS

PERMIT CHECKLIST
 BUILDING SERVICES DIVISION
 206-973-4750

THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WHEN APPLYING FOR A PERMIT:

- ___ A completed Permit Application
- ___ City of SeaTac Business License (See Finance Department)
- ___ Provide verification of Water and Sewer availability
- ___ If on a septic system, provide approval from King County Health Department for septic design
- ___ Receipt of initial Plan Review Fee
- ___ Legal documentation verifying parcel number (tax statement or document from Assessor's office)
- ___ ADU (Accessory Dwelling Unit) Registration Form.
- ___ Soils Report (Unless waived by the Building Official)

PROVIDE FOUR PLAN COPIES FOR PLAN REVIEW WHICH SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING:

- ___ **SITE PLAN.** (Scale plans to most appropriate engineering scale, 1"=10' or 1"=20')
- Survey of property showing all property lines, building(s), assumed property lines between buildings, and adjacent streets. (Surveys for additions may be waived)
- Square footage of the entire lot, including all existing and proposed buildings.
- Location of the closest fire hydrants and the driveway.
- Drainage Plan – Include All Natural Drainage Courses. (See the Residential Drainage Checklist)
- Utility Plan, show all utilities- include water, sewer, electrical, cable, and telephone. (All utilities must be installed underground, i.e. Electrical, Cable, and Telephone for all new construction.)
- Siltation Control Plan (unless part of a current SeaTac short plat or subdivision)
- Soil Amendment Standards

___ **ARCHITECTURAL PLANS** (Plans must be drawn on a minimum paper size of 18"X24" with a minimum scale of 1/8"=1')

- Provide floor plans with door and window locations and exiting paths shown.
- Provide building elevations, stair details, and typical wall, ceiling, and floor sections.
- Show compliance with the Sound Transmission Code (if applicable)
- Show compliance with the Washington State Energy Code requirements.
- Show the Mechanical Appliance and Plumbing Fixture layout on the floor plans.

___ **STRUCTURAL PLANS** (Plans must be drawn on a minimum size of 18"X24" with a minimum scale of 1/8"=1').

- When a licensed architect or engineer provides the documents, for construction of the house, it will be required to provide wet stamped plans and calculations to the Building Division for review.
- Provide foundation plans.
- Provide complete framing plans, to include roof and floor framing plans.
- Provide lumber dimensions, species, grade, spans and spacing, as needed.
- Provide wall, ceiling, and floor sections or provide a building cross section.

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, MECHANICAL, PLUMBING, AND FIRE SPRINKLER SYSTEMS. See the separate permit applications and checklists. Fire Sprinkler Systems require a plan review.