



# RESIDENTIAL NEW/ADDITIONS

## PERMIT CHECKLIST

PUBLIC WORKS BUILDING 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  
(Projects that create 2,000 sq. ft. or more of new impervious surface, or result in 7,000 sq. ft. or more of land disturbing activity)
  - Soil amendment calculations
  - Separate site plan indicating projected soil amendment areas

\_\_\_ **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.