



## CITY OF LAKE FOREST PARK BUILDING CHECKLIST FOR NEW CONSTRUCTION, ADDITION, AND REMODEL BUILDING PERMIT

The following checklist identifies the ***minimum requirements*** for acceptance of an application for new construction, addition or remodel building permit. ***Should any of the following items that are applicable to your project and/or site not be provided, the application may not be accepted at the counter. Additional information may be required for certain projects with exceptional circumstances.***

**APPLICANT:** Please mark each box to indicate that the requested information that is applicable to your project and/or site is included in your submittal.

This information will be reviewed with the applicant to confirm that each item has been received. Please submit the number of copies required for each item requested.

**APPLICATION:** **Submit one (1) original each:**

- A completed and signed permit application form.
- Authorization of Application signed and notarized by the owner of record, ***if authorizing an agent or a representative to act on the owner of records behalf.***
- Valid state contractor license (if applicable)
- City of Lake Forest Park business license (if applicable)

**SEPARATE PERMITS ARE REQUIRED FOR THE FOLLOWING AND MAY BE REQUIRED FOR YOUR PROJECT AND/ OR SITE:**

- Land Clearing, Grading, Excavating Permit (this includes driveways if using riding equipment)
- Demolition Permit (a land clearing and grading permit is also required if using riding equipment)
- Right of Way Permit (driveway, sewer, etc)
- Tree Removal Permit (if work is in a sensitive area, a sensitive area work permit will be required instead and the work is to be done by hand).
- Sensitive Area Work Permit (work to be done by hand only)
- Plumbing Permit

- Change of Use
- Drainage Review (for all new impervious surface or addition to the existing footprint that will effect the drainage, drainage review will also be required for walls and rockeries over 4 feet)
- Mechanical Permit
- Sewer Work Permit (work to be done on existing sewer or a new sewer connection sewer)
- Sewer Connection Permit (new sewer connection permit)
- Sewer Capping Permit (if demolishing a structure that is already connected to the sewer)
- Pressure System Permit
- Retaining walls and rockeries **over** 4 feet will require plans prepared by a Structural Engineer. Also required will be a building permit, a land clearing and grading permit and/or a sensitive area work permit.

***ADDITIONAL INFORMATION THAT IS REQUIRED***

- A completed Fire District Receipt  
Fire sprinkler systems are required if the property access does not meet the minimum requirements of the North Shore Fire Marshal's Office. Contact the North Shore Fire Dept. at 425.486.2784 for fire sprinkler permits and approvals.
- Certificate of water availability completed by water purveyor.
- Certificate of sewer availability completed by sewer purveyor.
- Properties proposed to be on septic systems need to provide a septic system design that has been approved by the King County Health Department.

***ADDITIONAL ITEMS THAT MAY BE REQUIRED:***

- Two (2) copies of Washington State Energy Code and Ventilation Compliance Form
- Two (2) copies of soils report from a licensed Geotechnical Engineer if geological hazard areas or steep slopes are present on an area to be altered.
- One Original and one copy of SEPA Environmental Checklist (if subject to SEPA review)
- If new impervious surface exceeds 1,000 square feet and/or the parcel is adjacent to sensitive areas,*** two (2) copies of small site drainage plan

**Electrical permits and inspections** can be obtained from Washington State Labor and Industries at 425.990.1400.

**CODES: 2003 International Building Code, 2003 Uniform Plumbing Code and 2003 International Mechanical Code, 2003 Washington State Energy Code and Washington State Ventilation Code.**

**SITE PLAN: two (2) copies**

The site plan must be drawn to scale, preferably 1"=10' or 1"=20' on a minimum 8 1/2" X 11" size paper. A complete site plan will include site features and information listed below, as it pertains to your project and/or site:

- North arrow
- The scale used
- Title block indicating name, address and telephone number of applicant and owner and property address
- Legal description and assessors tax parcel number
- Existing and proposed streets surrounding the property
- Proposed and/or existing structures, identify each building by its use (garage, residence, etc.), include decks and retaining walls
- Existing and proposed contours (maximum 5-foot intervals)
- Environmentally sensitive areas on the property, or adjacent to the property, (such as wetlands, steep slopes, top and toe of slopes, creeks or streams or Lake Washington)
- Property lines
- Square footage of lot
- Square footage of total building(s) existing and proposed
- Elevation calculations, calculated at the average existing grade
- Distances to the property lines and other buildings from the proposed building.,
- Locations of storm water drainage, sewer, water, electricity, gas lines and underground storage tanks
- Indicate method of erosion control
- Location of existing and proposed easements
- Driveway information for existing and/or proposed driveway, including location and width of the existing driveway and/or depressed curb;

- Frontage improvements
- Existing sewer, water and storm drains
- Show the location and method of proposed sewer connection and or pressure system
- Show the location of the foundation drain with point of disposal indicated.
- Show the location of all trees at least 6-inches in diameter
- Show existing structures to be demolished (if applicable)

**CONSTRUCTION PLANS: Two (2) copies of each:**

- Frontage improvements, if required. ***(Note: Frontage improvements shall be designed by a professional engineer)***
- Building elevations-(front, rear and side) including line of average existing grade; ***For new single family dwelling, building height limitations is 30' from average existing grade, a survey verification of height may also be required.***

**Floor plan of each floor and basement indicating calculated floor areas as applicable per project:**

- Gravity and lateral calculations (if applicable) approved by a Structural Engineer licensed in the state of Washington. A wet stamp is also required on all submitted calculations)
- Footing, foundation plans, showing all resteel (if applicable)
- Beam, header, girders, columns and post sizes (list species of wood)
- Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces and appliances
- Direction, size and spacing of all floor and ceiling framing members (list species of wood)
- Floor and wall bracing assemblies
- Building section showing details of footings through roof (include wall size, insulation, siding, overhang and roof details)
- Stairways and handrails (if multi-level detail rise and run of stairs, detail handrail heights)
- Guardrail and rails (detail guardrail openings and height of guardrail)
- Structural cross sections
- All structural notes, details copied to plans and stamped by Engineer (if applicable)

**Owner of Record:** \_\_\_\_\_

**Property address:** \_\_\_\_\_

**Owner/Authorized Agent:** \_\_\_\_\_

**Accepted by:** \_\_\_\_\_ **Date Accepted:** \_\_\_\_\_