



www.cityofmlt.com
PermitSpecialist@ci.mlt.wa.us

SUBMITTAL CHECKLIST RESIDENTIAL BUILDING PERMIT

Application No. _____

Residential (Single-Family) Building Permit Application

This submittal checklist identifies minimum application elements necessary for the City to accept an application.

Addresses **MUST** be assigned before intake. If your site does not have an address, contact the Permit Specialist at 425.744.6267 at least ten (10) days before your permit application appointment and have an address assigned.

Three (3) complete construction plan sets (all drawn to scale at 1/4 inch = one foot) and **three (3) site plans** (include all items listed under Site Plan) are required. The application fee (plan check fee) is due at intake. Any additional fees are due at issuance of permit.

Insert the Plan Sheet Number where applicable and check each box under the Applicant heading on this checklist to confirm that items are included in your submittal. A staff person will check off each box under Staff when the item is confirmed as included in the submittal package. *If you think an item is not applicable to your project, you must contact the Building Department prior to your intake appointment to have the items initialed as not required.*

Single-Family detached houses located in the Community Downtown Business (BC/D) District are subject to special regulations which limit the extent of remodels and/or additions. Please contact the Planning Department at 425.744.6279 to discuss the applicable regulations and whether they apply to your proposal.

General Submittal Requirements

Staff	Applicant	
<input type="checkbox"/>	<input type="checkbox"/>	A completed and signed Building Application form
<input type="checkbox"/>	<input type="checkbox"/>	The applicable fee (Plan Check fee)
<input type="checkbox"/>	<input type="checkbox"/>	Stamp or Seal of registered architect or engineer for any building with more than 4,000 square feet



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Additional submittal requirements:

Site Plan (3 copies):

Staff Applicant

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | SITE PLAN: Minimum 8½" X 11" size paper at a scale of 20' equals 1" showing the proposed structure with all the following: |
| | <input type="checkbox"/> | Name, address, phone number of applicant and owner, and property (site) address |
| | <input type="checkbox"/> | North arrow & drawing scale |
| | <input type="checkbox"/> | Property lines & dimensions (often on plot plans) |
| | <input type="checkbox"/> | Existing improvements on property (house, garage, shed, deck, etc.) Label and provide dimensions and square feet. |
| | <input type="checkbox"/> | Label retaining wall or rockery location(s) |
| | <input type="checkbox"/> | Label streets |
| | <input type="checkbox"/> | Location of easements |
| | <input type="checkbox"/> | Driveway information for existing and proposed driveways* |
| | <input type="checkbox"/> | Frontage improvements (sidewalk, curb and gutter) |
| | <input type="checkbox"/> | Existing and proposed on-site sewer, water, and storm drain lines |
| | <input type="checkbox"/> | Location and square footage of addition or new building |
| | <input type="checkbox"/> | Label distances from the existing and proposed structures to property lines and other buildings on the site |

***When a new building is being constructed, or an existing residential use is being expanded, or the residence is being remodeled or repaired at a value that exceeds 25% of the buildings assessed value, or if the minimum required parking area is converted to a different use additional off-street parking area is required to be provided and paved per City code. (The installation of a new, expanded or replaced driveway, as well as additions or replacements of curbs, sidewalk or side sewer, require a specific permit. Contact Community Development for more information and permit application forms.)**



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- CONSTRUCTION PLANS (3 complete sets no smaller than 11" x 17" that include the following):**
 - Frontage improvements, if required. Frontage improvements must be designed by a professional engineer and the plans must bear the stamp of the P.E.
 - Building Elevations
 - Floor Plan of each floor and basement
 - Beam, header, girders, columns, and post sizes
 - Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, and appliances
 - Direction, size, and spacing of all floor, ceiling and roof framing members
 - Floor and wall assemblies
 - Building-Section showing details of footings through roof
 - Stairways and handrails (if multi-level)
 - Guard and rails
 - Show the location of any proposed footing drain and roof drain
 - 1) The footing and roof drains must run separately until the point of connection to the storm disposal system
 - 2) A cleanout is required at the point of connection

- Footing and roofing drains are required for any new single-family structure; any additions to, or alterations of, existing single-family structures that change the building footprint; and any detached accessory buildings (with more than 400 square feet of floor area) associated with a single-family dwelling
- Show the proposed location and method of disposal of the footing and roof drain discharge:
 - 1) The footing and roof drains may connect to:
 - a) An existing drain system if one exists (to be verified before permit issuance)
 - b) To an available storm catch basin or other city maintained storm facility if one is available or
 - c) To an on-site dispersal system (that may need to be engineered by a licensed professional engineer and bear the stamp of the P.E.)



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Additional items (if required): Contact the Community Development Department at 425.744.6267 prior to submitting your application if you have a question about these items. Other submittal items may be required in order to ensure that the application is consistent with the Mountlake Terrace Municipal Code.

Staff Applicant

- Two (2)** copies of structural calculations
- Two (2)** copies of WA State Energy Code Compliance form
- Three (3)** copies of soils report from a licensed Geo-technical Engineer if geological hazard ..areas or steep slopes are present in construction area
- Critical Areas Checklist if critical areas are present on site, adjacent to, or within 200 feet (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.)

BUILDING DATA:

Square footage breakdown for this project:

Living Area	_____	Number of Stories	_____
Deck	_____	Lot Square Feet	_____
Garage	_____	% Lot Coverage	_____
Carport	_____	Building Height (average)	_____
Unfinished Basement	_____		