



# Residential Building Permit Submittal Checklist

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

## APPLICATION REQUIREMENTS

**NOTE:** For any proposal subject to SCC 30.23A Urban Residential Design Standards (URDS), the supplemental URDS Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

**NOTE:** For any proposal requiring landscaping and/or screening pursuant to SCC 30.25, the supplemental Landscape Plan Checklist shall be used in conjunction with this checklist to determine minimum submittal requirements.

*Applications are accepted by appointment only. You can schedule an appointment by calling (425) 388-3311 ext 2790 or going online to:*

*[www.snoco.org/departments/pds/appt/](http://www.snoco.org/departments/pds/appt/)*

- \_\_\_\_\_ 1. **Original Residential Building Permit Application:** Fill out the application as completely as possible. Please use only blue or black ink. Properties without a County assigned address will need to include the 14-digit Property Tax Account Number of the building site. This 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 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. Plan review timeframes vary seasonally. Typically, plans for single-family residences, duplexes, and large additions take 15-20 working days. After the review process, the approved copy will be returned to the applicant. IF SUBJECT TO SCC 30.23A URBAN RESIDENTIAL DESIGN STANDARDS (URDS) SEE SUPPLEMENTAL URDS CHECKLIST FOR ADDITIONAL REQUIREMENTS.
- \_\_\_\_\_ 3. **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. Please review our Residential Site Plans Packet for specific requirements. IF SUBJECT TO SCC 30.23A URBAN RESIDENTIAL DESIGN STANDARDS (URDS) SEE SUPPLEMENTAL URDS CHECKLIST FOR ADDITIONAL REQUIREMENTS.
- \_\_\_\_\_ 4. **Property Location Map:** Please provide a map of your property (building site) on the form provided 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.
- \_\_\_\_\_ 5. **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: [www.snohd.org](http://www.snohd.org)

\_\_\_\_ 6. **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).

\_\_\_\_ 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.

## **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.

From 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 see Residential Building Permit Fees - Bulletin #18 for calculation details.

\_\_\_\_ 10. **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 (2<sup>nd</sup> Floor, Admin-East Building, 3000 Rockefeller Ave, Everett). Duplex applicants can walk in on Monday through Friday between 9-12 and 1-4. Applicants who would prefer an appointment can call (425) 388-6440.