

# Building Permit Submittal Checklist

## Residential Interior Remodel

Planning & Community Development

17500 Midvale Ave N

Shoreline, WA 98133

206-801-2500

pcd@shorelinewa.gov



This checklist covers submittal requirements for a building permit for interior-only remodel work. It does not include conversion of a house to a duplex. It also **does not include finishing unfinished space, such as garages or existing unfinished basements**. Those projects must follow the *Residential New Build* or *Residential Additions* Building Permit checklists, respectively.

Painting, papering, tiling, carpeting, cabinets, countertops, limited siding repair and similar finish work does not require a building permit. Work that involves moving or making changes to walls does require a building permit. See the City's [Permit Exemptions handout](#) to learn more about when a permit is required.

Name \_\_\_\_\_ City Staff \_\_\_\_\_

Date \_\_\_\_\_ Zone District \_\_\_\_\_

Address(es) or Tax Parcel ID(s) \_\_\_\_\_

Project Description \_\_\_\_\_

The following information is needed to submit an application for review. Read each item carefully and provide all applicable information. Submittal items may vary based on your scope of work and property characteristics.

Please review the City's [Construction Permit FAQs handout](#) or read through the 2021 IRC with Washington State Amendments to learn more about Building Permit requirements. If you have questions about required items, or if you're not certain if a permit is required for your project, please email [pcd@shorelinewa.gov](mailto:pcd@shorelinewa.gov) to connect with a **residential plans examiner** who can walk you through the requirements.

To access this checklist online visit [shorelinewa.gov/checklists](https://shorelinewa.gov/checklists)



Incomplete submittals and documents not meeting the standards listed below will not be accepted for review.

### Submittal Standards

To submit online, please review the City's [Electronic Permitting handout](#) to find out how to set up an account, submit applications, submit revisions, check on your permit status and more. Electronic submittals are preferred, but if submitting on paper, two (2) copies of all documents are required.

When submitting online, all forms and plans must be in Portable Document Format (PDF). PDFs shall be printed or plotted to PDF, not scans of an image. All PDF plans shall be plotted to scale and include a graphic scale bar. PDFs shall be flattened and unlocked to allow for document mark-up. A 2-inch tall by 3-inch-wide space must be left blank on the cover sheet of all plans to allow for City stamps.

Drawings must be clear, and information must be legible. Documents must be named in accordance with the [City's naming conventions](#). Each document listed below must be uploaded as its own PDF file and may not be combined with other documents.

## Required Documents

- Applications
  - [Permit Application and Critical Area Worksheet](#)
  - See *Additional Permits*, below, for additional permit applications and materials that may be required to accompany your Building Permit application.
- Submittal Fee
  - Please reference the City's [fee schedule](#) for current application fees.
- Construction Documents
  - Please review the City's [Construction Documents handout](#).

## Additional Documents (Possibly Required)

- [Accessory Dwelling Unit \(ADU\) Worksheet](#)
  - Required for projects that will create a new ADU or change an existing ADU.
  - The worksheet lists additional submittal requirements and items that need to be shown on your plans.
- [Adult Family Home \(AFH\) Worksheet](#)
  - Required for projects that will change an existing AFH.
  - The worksheet lists additional submittal requirements and items to show on your plans.
- [Waste Diversion Plan and Salvage Assessment](#)
  - Required for construction or alterations that exceed 1,000 square feet of gross floor area, or when demolition work is proposed. If required, the applicant must also provide a [Waste Diversion Report](#) prior to their final building inspection.
  - May be deferred to later rounds of review but must be submitted prior to permit approval.
- [Water Availability Certificate](#)
  - Only required if both (a) adding new plumbing fixtures, and (b) the property is served by North City Water District.
- Other documents as required:
  - \_\_\_\_\_
  - \_\_\_\_\_

## Additional Permits

These are additional permits that may be required to accompany your Building Permit application depending on your scope of work.

- [Electrical Permit](#)
  - Modifications to or installation of electrical circuits and fixtures.
  - Permits are through Washington State Labor & Industries (L&I), not through the City of Shoreline.
- [Mechanical/Plumbing Permit](#)
  - Required for new or replacement heating and cooling equipment, new plumbing fixtures (new sinks, tubs, etc.) and gas piping outlets.
  - Must be submitted alongside Building Permit applications; cannot be deferred.
- Wastewater Permit
  - Wastewater Permit(s) may be needed for **each** the following:
    - Cap-off of existing connection.
      - [Wastewater Permit Application](#) only, no additional materials needed.
    - Coring, including work on the main or saddle work.
      - [Wastewater Permit Application](#) only, no additional materials needed.
    - [Industrial discharge](#) or dewatering activities.
    - [Side sewer repair](#) or any work within a sewer easement.

- Work within the eave line of the building is considered plumbing work and requires a Mechanical/Plumbing Permit. Work outside of the eave line of the building is considered work on a side sewer.
- Multiple permits may be required based on your scope of work.