

# Building Permit Submittal Checklist

## Residential New Build

Planning & Community Development  
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This checklist covers submittal requirements for a building permit for new single-family detached residential buildings, including new dwellings, new duplexes, triplexes and quadplexes. **This checklist does not cover townhomes.**

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](#), read through the 2021 IRC with Washington State Amendments or speak with a **residential plans examiner** to learn more about building permits and building code requirements.
- Review Shoreline Municipal Code (SMC) [20.50](#) or get in touch with a **planner** to learn about zoning requirements, such as setbacks, hardscape coverage, and tree preservation requirements that may apply to your project.
- Get in touch with a **development review engineer** to learn about engineering requirements, such as drainage, access, and right-of-way improvements that may apply to your project.

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



If you have questions about required items, or if you're not certain which permits are 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.

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

### Submittal Standards

Applications for this type of permit must be submitted electronically. 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.

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.
- [Building Coverage and Hardscape Calculation Worksheet](#)
- Civil Engineering Plans
  - Please review the City's [Civil Engineering Plans handout](#).
- Construction Documents
  - Please review the City's [Construction Documents handout](#).
  - Cross sections are required for retaining walls.
- [WA State Energy Code Compliance Forms](#), 2021 Washington State (Completed)
  - Selected WSEC energy credits selected must be incorporated into floor plans.
- [Heating System Sizing Form](#)
- Impact Fee Estimation Forms
  - [Fire Impact Fee Estimation Form](#).
  - [Park Impact Fee Estimation Form](#).
  - [Transportation Impact Fee Estimation Form](#).
- Site Plan(s)
  - Please review the City's [Site Plan handout](#).
- Stormwater Pollution Prevention Plan (SWPPP)
  - Please review the City's [Surface Water Drainage Requirements handout](#).
  - The City's [Short Form SWPPP](#) can be used for small or medium impact projects: less than 5,000 sqft of new and replaced hard surface, and less than 7,000 sqft of disturbance.
  - The [Department of Ecology's SWPPP template](#) must be used for large impact projects.
- Structural Calculations
  - Engineering calculations and details, including those for retaining walls over 4'-0" tall. Wall height is measured from top of wall to bottom of footing. The engineering must be submitted with the permit application.
- [Tree Worksheet](#)
- Water Availability Certificate
  - Obtain this form from your water provider:
    - [City of Seattle Public Utilities](#) 206-684-5800
    - [North City Water District](#) 206-362-8100

## 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 may list additional submittal requirements or items that need to be shown on your plans.
- [Adult Family Home \(AFH\) Worksheet](#)
  - Required for projects that will create a new AFH or change an existing AFH.
  - The worksheet may list additional submittal requirements or items that need to be shown on your plans.
- Arborist Report
  - If work is proposed within the critical root zone of any trees to remain on the site, then that work must be evaluated by an ISA certified arborist. The arborist must assess the potential impacts of development on the long-term health of trees to be retained. Negative impacts to these trees are not permitted.

- Any specific tree protection measures recommended by the arborist must be shown and described on your plans.
- Critical Areas Report(s)
  - Required for projects in or near environmentally critical areas, such as steep slopes, streams and wetlands. A Preapplication Meeting is required prior to submitting a permit application unless waived by a **planner**.
- Declaration of Covenant – Stormwater Facilities
  - Required for any project that proposes on-site stormwater facilities. Refer to Chapter 4.9 of the City’s [Engineering Development Manual](#). The draft form does **not** need to be notarized or signed.
- Geotechnical or Soils Report
  - Required for projects with fill or excavation of 500 cubic yards or more, when sites contain or are adjacent to slopes that are 15% or steeper, or when using certain storm drainage designs.
  - A geotechnical report or soils evaluation could be a required component of a critical areas report for certain types of environmentally critical areas.
- Green Building Registration Documents.
  - For projects in the Mixed Use Residential (MUR) zone districts, documents demonstrating compliance with Built Green 4-Star or PHIUS+ registration is required.
  - For projects pursuing the Deep Green Incentive Program (DGIP), provide the approval memo from your project manager for your Administrative Design Review (ADR) listing all incentives and departures approved for your project.
- [SEPA Environmental Checklist](#)
  - Required if the project is not categorically exempt as described in [SMC 20.30.560](#) or [WAC 197-11-800](#).
  - Additional fee for SEPA Environmental Checklist review is required at the time of application, as specified in the [City’s fee schedule](#).
- [SEPA Planned Action Worksheet](#)
  - Required for developments in the City’s Planned Action areas.
  - Additional fee for planned action determination is required at the time of application, as specified in the [City’s fee schedule](#).
- Surface Water Report
  - Required for projects proposing 2,000 square feet or more of new and replaced hard surfaces. The report must follow the guidelines in Appendix C of the City’s [Engineering Development Manual](#).
- Transportation Impact Analysis
  - Required for each development or project proposal that would generate 20 or more new vehicle trips during the P.M. peak hour consistent most with current edition of the Trip Generation Manual, published by the Institute of Traffic Engineers (ITE), or if the City Traffic Engineer assesses that the project will have significant impacts to the transportation system, even if the 20-trip threshold is not met.
  - The report must follow the guidelines in Appendix E of the City’s [Engineering Development Manual](#).
- [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. 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.
- Other documents as required:
  - \_\_\_\_\_

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## Additional Permits

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

- [Construction Stormwater General Permit](#)
  - Through the Washington State Department of Ecology (DOE).
- [Demolition Permit](#)
  - For removal of buildings.
- [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.
- [Fire Sprinkler Permit](#)
- [Mechanical/Plumbing Permit](#)
  - Required for new or replacement heating and cooling equipment, new plumbing fixtures (new sinks, tubs, etc.) and gas piping outlets.
  - Mechanical/Plumbing Permits *always* accompany Building Permit applications for new buildings.
- [Right-of-Way Use Permit](#)
  - Required for any work within the public Right-of-Way, such as driveway repaving or revisions, or sewer repairs or changes in the Right-of-Way.
- [Site Development Permit](#)
  - Required when multiple buildings are proposed.
- 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.
    - [Developer Extension Agreement](#).
    - [Industrial discharge](#) or dewatering activities.
    - [New connections](#).
      - New connection permits *always* accompany Building Permit applications for new buildings.
    - [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.