

# Building Checklist

## DEVELOPMENT & USE REVIEW



17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
206-368-5440

**If you are submitting a Building Permit, please use this checklist to help ensure that your submittal is complete. Full permit submittals save you valuable time so you can get your project started sooner. All applications must be applied online via the [permit portal](#). All plans and supporting documents must be uploaded to the [permit portal](#) at the time of submission.**

The following checklist identifies the *minimum requirements* for acceptance of an application for a new construction, addition, or remodel building permit. Should any of the following items not be provided, the application may not be accepted. Acceptance of the application does not deem the application complete.

### Separate permits are required for:

- [Land, clearing, grading, excavating and filling](#) that requires the use of any riding, earth-moving equipment, or the excavation of 50 cubic yards or more.
- [Demolitions](#),
- [Work in the right-of-way](#),
- [Side sewer installation](#)

**INSTRUCTIONS:** Please mark each box to indicate that the requested information is included in your submittal. The information will be reviewed with the applicant to confirm that each item has been received.

### APPLICATION:

- Completed [Permit Application Form](#)
- Legal description of the property
- If applicable, an Authorization of Application, to authorize an agent or representative to act on the property owner's behalf.
- Bid for Construction time and Materials
  - If Construction by owner, provide List of Materials and costs, multiply total x 2)

### Helpful Hints

- Plans will not be accepted via email
- Indicate the use and occupancy for which the proposed work is intended
- If plans have an engineer stamp, structural engineering calculations shall accompany the plans
- Plot plans are required for all additions

### **SITE PLAN:**

**The site plan must be drawn to scale, preferably 1"=10' or 1"=20', showing the proposed and existing structures in the plan view, indicating:**

- North arrow
- Scale used
- Existing and proposed streets surrounding the property
- Existing and proposed contours (maximum 5-foot intervals)
- Property lines
- Square footage of lot
- Elevation calculations, calculated at the average existing grade
- Distances to the property lines and other buildings from the proposed building site
- Distances from any nearby critical areas
- Title block indicating name, address, and telephone number of applicant and owner property address
- Legal description and assessor's tax parcel number
- Location of existing and proposed easements
- Driveway information for existing and proposed driveway, including location and width of the existing driveway and/or depressed curb
- Existing sewer, water, and storm drains
- Location, size, Critical Root Zone, and Interior Critical Root Zone of all trees at least 6-inches in diameter that could be impacted by development (see LFPMC 16.14 for details)
- Existing and proposed lot coverage %
- Existing and proposed impervious surface %

**DISCLAIMER:** This checklist is not a substitute for regulations and codes. The applicant must comply with all code and rule requirements, whether or not they are addressed in this list.

**REQUIRED FOR ALL NEW SINGLE FAMILY****CONSTRUCTION:**

- Certificate of water availability
- [Certificate of sewer availability](#)
- Show location and method of proposed sewer connection, water meter, roof drain, connection to existing storm drain, and location of foundation drain with point of disposal indicated

**CONSTRUCTION PLANS:**

- Floor plan of each floor and basement indicating:
- Proposed Uses in the building with floor areas calculated for each use
- 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 ceiling framing members
- Floor and wall assemblies
- Building-section showing details of footings through roof
- Stairways and handrails (if multi-level)
- Guardrail and rails
- Frontage improvements, if required (**Note:** frontage improvements must be designed by a professional engineer)
- Building elevations, including line of average existing grade
- Building height shall be verified by survey for all structures

**ADDITIONAL ITEMS THAT MAY BE REQUIRED:**

- Soils report from a licensed geotechnical engineer if geological hazard areas or steep slopes are present on an area to be altered
- Complete sets of the approved Land Use Decision and/or State Environmental Policy Act (SEPA) Determination and all items required by those decisions
- Demolition permit (if applicable)
- [Tree removal & replacement permit](#)
- [Critical Area Work Permit](#), if any work is in a critical area or its buffer, or [Critical Area Affidavit](#)
- Gravity and lateral calculations
- Site drainage plan, if impervious surface exceeds the King County Surface Water Design Manual limits, square feet and/or the parcel is adjacent to critical areas

**Owner of Record:****Property Address:****Owner/Authorized Agent:**

Accepted by: \_\_\_\_\_

Date Accepted: \_\_\_\_\_

**Access to Information**

Electronic versions of all forms, permits, applications, and codes are available on the Lake Forest Park website:

<http://www.cityoflfp.com/>

**Questions?**

For more information, contact the Building Department:

[Bldpermits@cityoflfp.gov](mailto:Bldpermits@cityoflfp.gov)

206-957-2815

[Permit Tech](#)

206-957-2813

Paper copies of all of the above are available at City Hall:

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