

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.

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: Submit one (1) original each

- ☐ 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 - No walk-in intakes

- Email PDFs to the Permit Tech to check for completeness
- In person intake required for New Single Family Homes and most Large Additions
- Only plans drawn in pen will be accepted – no pencil
- Two (2) sets of plans are always required – including revisions
- 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: Submit three (3) copies.

The site plan must be drawn to scale at 1"=20', on a minimum 24"x 36" size paper for large(r) projects or, 18"x 24" for smaller projects and, 11"x 17" for interiors, 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 (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.*

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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: Submit **two (2) copies of each**

- ☐ 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:

- ☐ Two (2) copies of soils report from a licensed geotechnical engineer if geological hazard areas or steep slopes are present on an area to be altered
- ☐ Two (2) 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](#)
- ☐ Two (2) copies of gravity and lateral calculations
- ☐ Two (2) copies of small 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/>

Paper copies of all of the above are available at City Hall:
 17425 Ballinger Way Northeast, Lake Forest Park, WA 98155
 206-368-5440

Questions?

For more information, contact the Building Department:
aplanner@cityoflfp.gov