



BUILDING/MECHANICAL/PLUMBING PERMIT

WHAT DOES THIS APPLICATION COVER?

This application covers building, mechanical and plumbing permit applications.

New single-family homes must submit for all permits at one time.

Please read over the application carefully prior to submittal. If all fields are not completed, it will be returned to you for additional information.

The Department recommends scheduling a pre-application meeting before submitting an application for new development.

WHERE CAN I FIND MORE INFORMATION?

Information can be found in Title 15 WMC and Title 21 WMC.

For questions and more information, please contact Development Services at 425-489-2754 or PermitCenter@ci.woodinville.wa.us.

A. PROJECT INFORMATION		
PROJECT NAME:	PERMIT NO:	
PROPERTY ADDRESS:	UNIT NO:	PARCEL NO:
DESCRIPTION OF WORK:	LOT SIZE:	
	STRUCTURE SIZE:	
SANITARY SERVICE: <input type="checkbox"/> Septic (King County) <input type="checkbox"/> Sewer (Wood. Water District)	BUILDING USE: <input type="checkbox"/> Single-family <input type="checkbox"/> Multi-family <input type="checkbox"/> Non-residential <input type="checkbox"/> Mixed Use	CLASS OF WORK: <input type="checkbox"/> New <input type="checkbox"/> ADU <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/TI <input type="checkbox"/> Repair/Replacement
CONSTRUCTION VALUATION:	PERMITS APPLIED FOR UNDER THIS APPLICATION: <input type="checkbox"/> Building <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing	OCCUPANCY GROUP:
		CHANGE OF USE FROM:
		CHANGE OF USE TO:
B. OWNER INFORMATION		
OWNER NAME:		
ADDRESS:		
PHONE:		EMAIL:
C. APPLICANT & PROFESSIONAL INFORMATION		
APPLICANT/PRIMARY CONTACT: <input type="checkbox"/> Property Owner <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Contractor		
ARCHITECT/ENGINEER NAME:		
ADDRESS:		
PHONE:		EMAIL:
CONTRACTOR NAME:		
ADDRESS:		
PHONE:		EMAIL:
LICENSE NO:		EXP DATE:
D. APPLICANT ACKNOWLEDGEMENT AND SIGNATURE		
I certify under penalty of perjury that I am the owner or authorized agent of the above property and the information furnished by me is true and correct to the best of my knowledge. I certify that all applicable federal, state, county, and City of Woodinville requirements for the work authorized by this permit shall be met. I grant permission for City staff to enter areas covered by this permit application for the sole purpose of inspecting work completed under this permit application and enforcing provisions related to the issuance or approval of the permit.		
<hr style="width: 80%; margin: 0 auto;"/> Owner / Owner's Agent		<hr style="width: 80%; margin: 0 auto;"/> Date

E. MECHANICAL FIXTURES					
APPLIANCES AND EQUIP	QTY	EXHAUST SYSTEM	QTY	HVAC SYSTEM	QTY
Commercial Cooking Equip		Commercial Kitchen Hood		Ductless Heat Pump	
Fuel Oil Piping		Dryer Exhaust Duct		Air Handling Units	
Generator		Power Exhauster		Dust Collection System	
Water Heater: <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Tankless		Paint Booth/Fume Hood		HVAC: <input type="checkbox"/> Roof Mount <input type="checkbox"/> Exterior Ground Mount	
Barbeque - Gas		Bath Fan		Fan Coil Boxes	
Clothes Dryer		Kitchen Fan		Hydronic Piping w/ Boiler	
Log Lighter - Gas		Whole House Fan		Hydronic Piping only	
Gas Log		Exhaust Fan with Duct		Smoke or Fire Damper	
Pool or Spa Heater - Gas		HEATERS	QTY	VAV Boxes	
Gas Piping Outlet ____ Feet		Stove: <input type="checkbox"/> Wood <input type="checkbox"/> Pellet		Ventilation Systems	
Pressure Reducing Valve		Wall Heaters		Diffusers or Grilles	
Appliance Vent Only		Unit Heaters		Hydronic Tubing	
Earthquake Shutoff Valve		Floor Furnace		Furnace ____ BTU	
LPG Tank ____ Gal		Fireplace Insert: <input type="checkbox"/> Wood <input type="checkbox"/> Gas		Heat Pump	
Expansion Tank		Fireplace: <input type="checkbox"/> Gas <input type="checkbox"/> Manufactured		Air Conditioner	
BOILERS & COMPRESSORS	QTY	Zero Clearance: <input type="checkbox"/> Wood <input type="checkbox"/> Gas		OTHER	QTY
Boiler or Compressor		Freestanding Gas Stove		Refrigeration Equipment	
Condenser or Chiller		Heater - Gas		Other:	
		Radiant Heat			
F. PLUMBING FIXTURES					
DRAINS	QTY	FIXTURES	QTY	SINKS	QTY
Floor Drain		Backwater Valve		Bathroom Sink	
Indirect Drain		Lawn Sprinkler System		Laundry Tub	
Pool or Spa Drain		DWV Piping		Bar Sink	
Trap Primer		Back Flow Preventer		Kitchen Sink	
Toilet		Water Service		Laundry Sink	
Urinal		Water Supply Piping		Mop Sink	
Bidet		SYSTEMS	QTY	Service Sink	
Dishwasher		Septic/Grey Water System		TRAPS & PUMPS	QTY
Clothes Washer		Medical Gas Outlet		Grease Interceptor	
Instant Hot Water Tap		Medical Gas Piping		Grease Trap	
Shower, Tub or Combo		Medical Gas System		Interceptor: <input type="checkbox"/> Oil <input type="checkbox"/> Sand	
Water Heater: <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Tankless		Engineered Lab System Piping		Sump Pump	
Hose Bibs		Vent System		Interceptor - Waste	
Pressure Reducing Valve		Rain Water Recovery System		Sewage Eject or Grind Pump	
Other:		Reclaimed Water System		OTHER	QTY
Other:		Solvent System		Ice Maker	
Other:		Waste and Vent System		Expansion Tank	
G. IMPACT FEE INFORMATION					
Please answer all questions below. "Yes" to any of the questions below will trigger Traffic Impact Fees, which are due at the time of building permit issuance. Fees are calculated based on the average daily trip (ADT) generated by a specific type of use multiplied by the Impact Fee Amount of \$440. ADT counts are determined using the latest edition of the Trip Generation Manual or from an approved Traffic Study. For assistance, please contact Development Services at PermitCenter@ci.woodinville.wa.us.					
YES	NO	QUESTION	CITY ONLY		
		For residential projects only -- does the project create residential units?			
		For all other projects -- Does the project create new buildings?			
		Does the project add to the footprint, internal floor area, or mezzanines of the existing building?			
		Does the project further increase the number of parking spaces to meet requirements?			
		Is the project an internal alteration or tenant improvement?			

H. USE TABLE

Please fill out the use table completely, including existing and proposed square footages of each use.

USE TYPE	EXISTING	PROPOSED	DIFFERENCE
Housing Units	UNITS	UNITS	UNITS
Retail	SF	SF	SF
Restaurant / Dining / Tasting Area	SF	SF	SF
Administrative / Office	SF	SF	SF
Warehouse / Storage	SF	SF	SF
Light Industrial / Manufacturing	SF	SF	SF
Other Use: _____	SF	SF	SF
Other Use: _____	SF	SF	SF
TOTAL	SF	SF	SF

I. APPLICATION MATERIALS

Please initial by each item submitted. As part of the application submittal, refer to the application checklist for what materials are required including the number of copies required. Be aware that other permits not included in this list may be required as part of the application. Incorrect or missing copies of required documents will result in an incomplete application.

	Permit Application Fees – see adopted Fee Schedule
	Owner Authorization Form
	Project Narrative – describing the scope and size of the project, structures, and pavement
	Water Availability Certificate, Sewer Availability OR Septic Approval (please contact Woodinville Water District and King County Public Health)
	Building/Construction Plans (max. 24-in x 36-in) – (3 copies) <ul style="list-style-type: none"> – Building Code and zoning information – Egress information – Foundation plans – Floor plans – Framing plans – Building elevations and cross sections – Plumbing and mechanical plans – Roof plans and details – Accessibility information – Fire alarms, sprinklers, exiting signs
	Structural and Lateral Calculations – (2 copies)
	Isometrics – (2 copies)
	Energy Calculations (Manual D, J and S required for new single-family homes)
	Manufacturer’s Specifications – for mechanical equipment (1 copy)
	Site Plan (max. 24-in x 36-in) – (3 copies) <ul style="list-style-type: none"> – Scale map of project area – Topography at 5-ft contours (2-ft for engineered plans) – Location and description of work to be covered under the permit, including impervious surface – Property lines, setbacks, easement limits, and right-of-way locations – Type and extent of all critical areas and buffers on, adjacent to, or within 200 feet of the proposal to the extent feasible
	Clearing and Grading Plans (max. 24-in x 36-in) – (3 copies) <ul style="list-style-type: none"> – Location of all existing and proposed structures – Streets, driveways, private lanes and right-of-way – Septic drainfields, wells, and utilities on the property and within 50 feet of the property – Proposed clearing limits – Details of subgrade base material and depth of aggregate – Street right-of-way and centerline locations
	Drainage Plans (max. 24-in x 36-in) – (3 copies) <ul style="list-style-type: none"> – See the King County Surface Water Design Manual requirements for drainage review – Manufacturer’s specifications and contact information for stormwater treatment devices
	Erosion Control Plans (max. 24-in x 36-in) – (3 copies) <ul style="list-style-type: none"> – See the King County Surface Water Design Manual requirements for erosion control plans
	Drainage Study/Technical Information Report (3 copies) <ul style="list-style-type: none"> – See the King County Surface Water Design Manual requirements for drainage study requirements – Document the flow chart decision path in determining the type of report required in KCSWDM Fig 1.1.2.A
	Geotechnical Report – (2 copies)
	Critical Area Study and Mitigation Plan – (3 copies)
	Tree Plan – (3 copies)
	Electronic set (CD, USB Drive or FTP transfer) for all plans for projects valued over \$250,000



APPLICATION SUBMITTAL CHECKLIST – CONSTRUCTION PERMITS

Development Services Department
 17301 133rd Avenue NE • Woodinville, WA 98072
 425-489-2754 • www.ci.woodinville.wa.us

Submittal Requirements	Building Permit – New Building	Building Permit – Additions	Building Permit – Tenant Improvement, Alterations	Mechanical or Plumbing Permit	Demolition Permit	Required	Submitted
General:							
Application Form	1	1	1	1	1		
Owner Authorization Form	1	1	1				
Project Narrative	1	1					
Statement on Decision Criteria							
Submittal Fees	1	1					
Water Availability Certificate	1	1					
Sewer Availability Certificate /Septic Approval	1	1					
Building Plans:							
Building/Construction Plans (max. 24 x 36)	3	3	3	2	3		
Structural/Lateral Calculations	2	2					
Isometrics				2			
Asbestos Report					3		
Energy Calculations	1	1	1	1			
Manufacturer's Specifications				1			
Site/Civil Plans:¹							
Site and Parking Plans (max. 24 x 36)	3	3	3		3		
Landscaping and Irrigation Plans	3	3					
Clearing and Grading Plans	3	3					
Road Plans	3	3					
Drainage Plans	3	3					
Erosion Control Plans	3	3			3		
Traffic Control Plans							
Topography (existing and proposed) (survey may be required)	3	3					
Water/Sewer/Utility Plans	3	3			3		
Environmental:							
Grading Calculations	1	1			1		
Drainage Study (TIR)/Calculations	3	3					
Geotechnical Report	3	3					
Critical Area Study	3	3					
Mitigation Plans	3	3					
Tree Plan	3	3					
Other:							
Electronic set of all plans and reports	Required for commercial only	0			0		

¹ Preliminary plans (grading, drainage, etc.) are required for project approvals, shoreline permits, conditional use permits, variances, preliminary plats and short plats. Final plans are required for grading and site development permits and building permits.



APPLICATION SUBMITTAL CHECKLIST – CONSTRUCTION PERMITS

Development Services Department
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Submittal Requirements	Fire Permit	Sign Permit - Building	Sign Permit - Freestanding	Site Development Permit	Right-of-Way Permit	Tree Removal	Required	Submitted
General:								
Application Form	1	1	1	1	1	1		
Owner Authorization Form			1	1				
Project Narrative								
Statement on Decision Criteria		1	1					
Submittal Fees								
Water Availability Certificate								
Sewer Availability Certificate /Septic Approval								
Building Plans:								
Building/Construction Plans (max. 24 x 36)	2	3	3	3				
Structural/Lateral Calculations								
Isometrics								
Asbestos Report								
Energy Calculations								
Manufacturer's Specifications	2							
Site/Civil Plans:¹								
Site and Parking Plans (max. 24 x 36)			3	3				
Landscaping and Irrigation Plans			3	3				
Clearing and Grading Plans				3				
Road Plans				3	2			
Drainage Plans				3				
Erosion Control Plans				3				
Traffic Control Plans				3	2			
Topography (existing and proposed) (survey may be required)				3				
Water/Sewer/Utility Plans				3				
Environmental:								
Grading Calculations		0	1	1	1			
Drainage Study (TIR)/Calculations				3				
Geotechnical Report				3				
Critical Area Study (Wetland and Stream)				3				
Mitigation Plans				3				
Tree Plan				3		2		
Other:								
Electronic set of all plans and reports		0	0	0				

¹ Preliminary plans (grading, drainage, etc.) are required for project approvals, shoreline permits, conditional use permits, variances, preliminary plats and short plats. Final plans are required for grading and site development permits and building permits.