



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.



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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.