

Building Permit Checklist



Use this checklist to help gather all the required information and documents in order to submit a complete building permit application for a project involving **construction of a new commercial, multifamily, or mixed-use building, non- occupiable structure, or addition or alteration to an existing building or structure.**

The information in this checklist has been customized to be more project-specific for a variety of smaller project types. When applying for a Building Permit, you can use one of the following checklists if relevant to your project:

The Tenant Improvement Building Permit Checklist may be used for interior-only tenant improvements.

The Single Family Building Permit Checklist may be used for single family, duplex and townhouse projects.

The Re-Roof Building Permit Checklist may be used for projects involving re-roofing only.

Installation of Photovoltaic Panels on the rooftop of a single family residence does not always require a Building Permit, but an Electrical Permit must be obtained, in which case, the Electrical Permit Checklist for Residential Solar Photovoltaic Systems can be used.

The Building, Fire, Planning and Public Works Departments can inform you of requirements for altering or adding to existing buildings or constructing new buildings.

- Required setbacks, height limitations, floor area ratios, lot coverage, and other zoning information may be obtained from the **Planning Department.** (425-587-3600)
- Structural and life safety requirements can be obtained from the **Building Department.** (425-587-3600)
- Water, sewer and right-of-way information can be obtained from the **Public Works Department.** (425-587-3800)
- Fats, Oils and Grease (FOG) specific information can be obtained from the **Surface & Wastewater Division of Public Works.** (425-587-3909)
- Fire system information can be obtained from the **Fire Department.** (425-587-3650)

Property information, including relevant zoning code, structural design criteria and permitting history for your property may be obtained from maps.kirklandwa.gov.

GENERAL SUBMITTAL DOCUMENTS

While applying for a permit at MyBuildingPermit.com, you will be walked through the application process. You will also be prompted to upload documents. Those documents are described here.

- Supplemental Building Information *(Required for NEW construction and projects proposing a change in use, change in tenant, change in space or change in square footage.)*
- Rodent Abatement Declaration *(Required for NEW construction and projects where exterior work is to occur.)*
- Construction Plan Set** *(Prior to uploading electronic documents, please review the [General Requirements](#) and [Review Efficiency Recommendations](#).)* The Construction Plan Set shall include the following:
 - Vicinity Plan** showing the location of the entire building in relation to cross streets and the exact location within the building where the work is to occur.
 - Site Plan** *(May not be required if work is entirely within an existing building footprint.)* See **Site Plan Requirements.**

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- Boundary and/or Topographic Survey** (*See the City of Kirkland Survey Policy to see if a survey is required for your project.*) Must be stamped and signed by the licensed surveyor.
 - Floor Plan(s)** showing location, size and use of rooms, hallways, corridors, doors, stairway locations, exit enclosures, elevator locations, walls and windows. Required fire walls and doors shall be identified, as well as other required fire-rated assemblies. Any demolition work to be done shall be identified, with a clear distinction between existing and new construction. Include North arrow.
 - Building Elevations** showing all sides of the building, building heights and where the average building elevation strikes the structure, existing and finished grades, roof mounted mechanical equipment and screening, exterior openings, etc.
 - ADA Compliance Information** such as location and dimensions of accessible routes, ramps, turning spaces, restrooms, accessible parking stalls etc.
 - Restrooms and plumbing fixtures** serving the space or building shall be identified, whether existing or proposed.
 - When proposed **mechanical equipment** requires additional structural support, indicate the mechanical equipment location on plans and identify structural support and attachment or anchorage.
 - Construction and structural details**, including cross sections of new or modified walls, partitions, floors and ceiling assemblies.
 - Reflected ceiling plan** showing location of lighting, exit signage, ceiling grid, dropped ceiling areas, etc.
 - Plans must be prepared by a licensed architect or engineer** if the project includes *any* of the following:
 - A project size more than 4,000 square feet (or combined square footage of more than 4,000 square feet of simultaneous projects in the same building)
 - Alteration of fire-rated construction
 - Alteration to the means of egress, including barrier free provisions
 - An increase in occupant load
- When prepared by a WA State licensed design professional, the plans must be stamped and signed by the design professional.
- When King County Public Health approval is required for the business in the tenant space**, such as for a restaurant, the construction plan set submitted for a Building Permit shall match the approved plan set issued by the [Public Health Department](#).

BUILDING DEPARTMENT REQUIREMENTS

- Building Code Compliance Information** including the type of construction, occupancy classification, square footages, calculated occupant load, fire sprinkler or fire alarm type (if present), means of egress components, etc. To be included in construction plan set.

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- Structural Drawings** including structural notes, structural design criteria, foundation plan with under-floor ventilation access and framing if relevant, floor and roof framing plans including columns and shearwalls, holdowns, connection details, manufacturer and truss layout if trusses are used, building cross-sections, stair/handrail/guard framing and connections, cantilevered beam, floor and ceiling joists details, etc. To be included in construction plan set.
- Structural Calculations.** If structural calculations have been done for lateral or gravity structural design, the calculations shall be submitted. If calculations have been done by a WA State licensed design professional, the calculations and any plan sheets that contain structural information, such as design criteria, connection details, shearwalls and holdowns, must also be stamped and signed by the design professional.
- Energy Code Compliance Information** shall be included on plans in the construction plan set. *(Required for NEW construction and projects with changes to the thermal envelope or heated space.)*
 - Residential Energy Code requirements and method of compliance (where applicable)
 - Commercial Energy Code requirements and method of compliance (where applicable)
 - Mechanical and Heating Equipment Type and Sizing
 - Window and Door Schedule including fenestration U-factor(s)
 - Energy Code Notes
- Supporting energy calculations** (such as interior lighting) and worksheets used to demonstrate energy code compliance shall be provided. **Worksheets** from WSU Energy Extension Program may be used for Residential Provisions. See [WSEC Commercial Technical Support](#) for Commercial Provisions and Compliance Forms.
- Where penetrations will be made for electrical, mechanical, plumbing, communication conduits, pipes, ducts, and similar systems, plans shall indicate how required structural and fire-resistive integrity will be maintained. *(Not required for buildings designed to comply with the International Residential Code.)*
- Whole House Ventilation Compliance Information** shall be included on plans in the construction plan set *(Required for residential units only.)*
 - Specify the proposed method of whole house ventilation
 - Specify whether operation is to be intermittent or continuous
 - If operation is to be intermittent, specify the run-time percentage in each x-hour segment
 - Specify proposed cubic feet per minute flow rate
- Geotechnical Report** *(Required if construction will occur in an area containing soft compressible soils, or where there are landslide or seismic hazards, or when the foundation design calls for unique or deep foundations.)*
- Multiunit Residential Building or Rehabilitative Construction** - The building permit shall not be issued for construction of a building enclosure of a multiunit residential building or for rehabilitative construction unless the building enclosure design documents have been submitted and contain a stamped statement by the person stamping the building enclosure documents that states substantially the following: "The undersigned has provided building enclosure documents that in my professional judgment are appropriate to satisfy the requirements of [RCW 64.55.005 through 64.55.090](#)."
 - Single Family Plumbing Worksheet** *(Required only for single family or accessory dwelling unit projects.)*

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- Any other items deemed pertinent by the Building Department.

FIRE DEPARTMENT REQUIREMENTS

- Understand that there are several circumstances in which a **fire sprinkler system may be required** for a new or existing buildings.

For new construction or where there is an addition in square footage, items such as the available fire flow, hydrant proximity, and Fire Department access are checked by the Fire Department. If any of these items are found to be deficient, a fire sprinkler system may be required.

If the gross floor area of the building is 5,000 square feet or greater (as defined in the [Kirkland Municipal Code](#)), a fire sprinkler system will be required.

For buildings designed to comply with the International Building Code (IBC), fire sprinkler systems or fire alarm systems may be required.

For more information, please refer to:

Fire Prevention Operating Policy #2 Automatic Sprinkler and Standpipe Systems

Fire Prevention Operating Policy #4 Fire Hydrants

Fire Prevention Operating Policy #6 Fire Department Access

PLANNING DEPARTMENT REQUIREMENTS

- Environmental Checklist (SEPA) Contact the Planning Department for more information.
- If located in the Rosehill Business District**, an exterior lighting plan may be required. See the **Rose Hill Exterior Lighting Requirements**.
- Building Height Table** (*Required for NEW construction or any project with an addition of new square footage.*)
- Lot coverage** (area of impervious surfaces) and supporting calculations. Provide separate subtotals for buildings, driveways/parking areas, and walkways/patios. Identify existing, proposed, and replaced impervious surfaces. To be included on Site Plan.
- A completed Administrative Design Review (ADR) Supplemental Checklist describing compliance with KZC Chapter 92 shall be submitted with your building permit application, if ADR is required. (*For new construction or exterior modifications located in one of the following zones: CBD, NRHBD, RHBD, TLN, JBD, or MSC, Design Board Review (DBR) or Administrative Design Review (ADR) and compliance with the design regulations of [Kirkland Zoning Code Chapter 92](#) may be required.*)
- Accessory Dwelling Unit (ADU) Registration Application** (*Required if the project involves creating a new ADU or registering an existing ADU.*)
- Floor Area Ratio (FAR) Calculations** (*Required for NEW construction or any project with an addition of new*

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square footage.) FAR calculations shall be provided **by structure** (garage, house, shed, etc.) and **area** (in square feet) **by floor** (basement, 1st Floor, 2nd floor, attic) of existing and proposed structures. If located in Houghton, contact a Planner to determine if FAR Calculations are required or not. To be included on Site Plan.

- Average Building Elevation (ABE) Calculations** (*Required for NEW construction or if there is any change in the existing roof line, or if an addition is being made.*) See **ABE Calculation Instructions**. To be included on Site Plan.
- Tree Retention Plan** (*May not be required if work is entirely within an existing building footprint.*) See [KZC 95.30](#) or call the Planning Department at 425-587-3600 for details on which plan is required for your project.
- Arborist Report** (*If required by the Tree Retention Plan.*) See [KZC 95.30](#) or call the Planning Department at 425-587-3600 for details on whether or not an arborist report is required for your project.
- Geotechnical Report** (*Required if construction will occur on or within 25' of a regulated slope.*)
- Any other items deemed pertinent by the Planning Department.

PUBLIC WORKS DEPARTMENT REQUIREMENTS

- Civil Drawings** (*Drainage, utilities, etc., when required*) To be included in the construction plan set.
 - Stormwater Drainage Plan** (*Required for projects creating 500 square feet or more of new impervious surface.*) Find more information on the **Public Works Storm Drainage Pre-Approved Plans and Policies** website, particularly Policies **D-2** and **D-3**.
 - Right-of-Way Improvements Plan** (*When required.*) The right-of-way improvements plan must be designed, stamped and signed by a licensed civil engineer. These improvements include sidewalks, curbs and gutters, underground storm drainage, planter strip and street trees, and alley paving, among other items. For more information about this requirement, contact the Public Works Department at 425-587-3800.
 - Erosion and Sedimentation Control (ESC) Plan** (*Required for projects creating 500 square feet or more of new impervious surface.*) Visit Public Works to learn more about **temporary erosion and sediment control**. See an **example ESC Plan**.
- Sewer Availability Certificate** (*Required if a new sewer connection will be through a district other than the City of Kirkland or if the project is on a septic system and at least one bedroom is being added.*) Contact the [King County Public Health Department](#) for septic system requirements at 206-296-4600.
- Water Availability Certificate** (*Required if a new water connection will be through a district other than the City of Kirkland.*)
- Stormwater Drainage Report/TIR** (*May be required for projects that create or replace 2,000 square feet or more of impervious surface.*) Submit the appropriate type of drainage report depending on the project size and scope, per Policies **D-2** and **D-3**. Projects that trigger Simplified Drainage Review are required to submit a **Simplified Drainage Plan Submittal Template** to meet TIR requirement.
- Construction Stormwater Pollution Prevention (CSWPP) Plan** (*Required for projects creating 500 square feet or more of new or replaced impervious surface.*) Projects that trigger this requirement are required to submit

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a **Construction Storm Water Pollution Prevention (CSWPP) Plan Template.**

- Soil Report** *(Required if no public storm drainage is available, or when required by **Policy D-8.**)*
- Copy of Road Concurrency Test Notice from Public Works Department** *(Exempt from concurrency if exempt from SEPA.)* Road concurrency must be passed prior to submittal of permit application. See **Traffic Engineering Section** of Public Works for more information.
- A completed Department of Public Works Improvement Evaluation Packet *(Contact Public Works to determine if this is required.)*
- Any other items deemed pertinent by the Public Works Department.

ACTIONS TO TAKE

- The City of Kirkland highly recommends that applicants schedule a **Pre-Submittal Conference** meeting for all new commercial or multi-family projects, or additions to commercial/multifamily projects, all restaurants, automobile dealers, and complex tenant improvements. These meetings are intended to help the applicant prepare the proper materials and familiarize the applicant with Kirkland regulations. Please call the Building Department at 425-587-3600 for further information about these meetings. Pre-Submittal Conference meetings are required for most Land Use permits. Contact the Planning Department at 425-587-3600 for more information.
- When submitting a permit application for a new (or addition to) Commercial/Industrial/Multifamily building, a **completeness meeting must be scheduled** prior to submittal. These meetings are scheduled on a first-come first-served basis on Tuesdays at 11:00am or on Thursdays at 1:30pm and 2:30pm, and must be made one week in advance. Please call 425-587-3600 to schedule completeness meeting.
- For restaurant/food service/food preparation facilities:** Contact King County Public Health Department for their requirements.
- If Fats, Oils & Grease (FOG) will be produced by this tenant, certain requirements must be met, and will be required to be documented as part of the plumbing work.
- Pay relevant fees when they are due. Learn more about Building Department Fees, Public Works Fees, and Planning Department Fees.
- Demolition of any existing structure(s) shall be applied for under a separate Demolition Permit.
- If full or partial demolition is to occur which would render the building uninhabitable, you must contact the [Puget Sound Clean Air Agency](#) whether there is asbestos or not. Call 1-800-552-3565 with questions or go to the PSCAA website for instructions and regulations.
- If a rodent baiting program is required, a **rodent abatement letter** shall be provided to the City of Kirkland from the abatement company indicating that the requirements of the [Kirkland Municipal Code Section 21.41.302 \(e\)](#) have been complied with, prior to issuance of the permit.

Rodent abatement could take from 2 to 6 weeks depending on the vegetation/rodent population on the site. A rat baiting program shall be initiated on the project site at least fifteen days prior to the start of demolition, clearing, or land surface modification activity. The baiting program must continue at least until the project begins, however, no demolition, clearing or land surface modification work shall commence

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until all significant rat activity has been abated even if it has been fifteen or more days since the initiation of the rat baiting program, unless approved by the building official.

- All **designated trees to be retained** must be prominently marked and fenced, and the tree fencing inspection shall be completed and signed off by the Planning Department prior to issuance of the building permit. Call 425-587-3225 to schedule this inspection, and allow 2 days time for this inspection to be completed and signed off.
- See the City of Kirkland Survey Policy to learn if building height field verification will be required.
- Electrical work shall be applied for under a separate Electrical Permit (*except when the Building Permit is for NEW single family residence or duplex construction*).
- Mechanical work shall be applied for under a separate Mechanical Permit (*except when the Building Permit is for NEW single family residence or duplex construction or when the mechanical work is included with the Building Permit*).
- If mechanical work is to be included as part of this building permit, review the **Mechanical Permit Checklist** to verify all information is being provided and shown on plans.
- Plumbing work shall be applied for under a separate Plumbing Permit (*except when the Building Permit is for NEW single family residence or duplex construction or when the plumbing work is included with the Building Permit*).
- If plumbing work is to be included as part of this building permit, review the **Plumbing Permit Checklist** to verify all information is being provided and shown on plans.
- If a fire sprinkler system is to be installed, a separate Fire System Permit must be obtained.
- Learn about recycling construction, demolition and landclearing (CDL) debris by visiting [King County Solid Waste Division](#).