



# Application Requirements for Residential Submittal Checklist



To schedule an appointment and to ensure that you have the most current information, contact the Development Services Center at 425-556-2473 or [permittech@redmond.gov](mailto:permittech@redmond.gov)

## Codes and Design Requirements

### NATIONAL CODES

- 2012 International Residential Code (IRC)
- 2012 International Mechanical Code (IMC)
- 2012 International Fire Code (IFC)
- 2012 Uniform Plumbing Code (UPC)
- 2008 National Electric Code (NEC)
- 2012 International Energy Conservation Code with WA St. Amendments

### LOCAL AMENDMENTS AND REGULATIONS

- Redmond Municipal Code Title 15
- Redmond Zoning Code
- Redmond Fire Department Standards
- Redmond Public Works Standard Details

### CITY OF REDMOND DESIGN REQUIREMENTS

Design Wind Speed	85 mph (IBC Figure 1609)
Ground Snow Load	15 psf (snow drift per ASCE 7-05)
Rain on Snow Surcharge	5 psf added to flat roofs if slope
Seismic Design Category	D
Rainfall	2"/hr for roof drainage design
Frost Line Depth	12"
Soil Bearing Capacity	1500 psf unless a Geotechnical report is provided (IBC Table 1804.2)

The Building Permit does not include any mechanical, electrical, plumbing, or fire sprinkler/alarm work, but should be included in the Value of Construction.

The following non-refundable fees will be collected at the time of application for all multi-family and commercial projects. Please refer to the applicable fee schedule for additional information.

- Building, Fire, Planning, and Public Works Plan Check
- 3% Technology Surcharge based on total permit

## I. ELECTRONIC PLAN STANDARDS

Electronic plans that do not meet the requirements below will fail and will result in the application being deemed incomplete and will not be reviewed until complete. All USB drives may only contain documents being submitted to the City for proposed project.

### A. File Naming Standards:

**Bolded** items noted in Section II indicate the naming convention in which the particular submittal must be named. For example, the **Site Plan** must be saved as Site Plan.

### B. Plan Sheet Standards:

All plans must be drawn to scale, and have scale noted on each sheet.

### C. Acceptable File Types

Plans, calculations, reports and supporting documents must be uploaded as a PDF.

### D. Plan Orientation: All plans must be uploaded in "Landscape" format in the horizontal position.

### E. Flatten and merge separate sheets into one file before submitting to the City for review. For example, all sheets in the structural plan set shall be one file named **Structural Plans**.

**Any files that are not named properly and/or uploaded incorrectly may be rejected at intake.**

Electronic plans, incomplete applications, and applications delivered by courier will not be accepted and will result in the application being deemed incomplete.

## II. SUBMITTAL CHECKLIST

The applicant shall check each of the following items below to confirm that they are included in the application submittal:

### A. Site Plan - Required with all submittals (1" - 10' scale)

- Show building outline, all exterior improvements, project address, property lines, dimensions from property lines to building corners, fire separation distances, building setbacks, easements, underground utilities, street access locations, and accessible parking.
- Provide a topographical map of the existing grades and the proposed finished grades with maximum five foot elevation contour lines (include steep slope information and wetlands.)
- Established street grades, proposed finished grades, flood hazard areas, floodways, and design flood elevations, if applicable.
- Fire protection features: Fire lanes, Fire Dept. Connection, Post Indicator Valves, Sprinkler Riser Rooms
- Clearly show how roof drains connect to the municipal storm system.

### B. General Application & Submittal Checklist

### C. 2012 IECC with WA ST Amendments [www.energy.wsu.edu/buildingefficiency/energycode/asp](http://www.energy.wsu.edu/buildingefficiency/energycode/asp)

- ### D. Plans - to include cover sheet, code summary floor plan sheets, floor plan sheets, framing plans/details, and elevation plans, roof plan sheets.
- *Building Information* to include model code information, construction type, number of stories and total height in feet, building square footage/floor, floor and building total
  - *Floor Plan Sheets* to include the use of each room/area.
  - *Framing Plans/Details* to include the size, spacing, height, anchorage.
  - *Stair Detail* showing rise, run, headroom, landings, handrail height, spacing and attachment.
  - *Elevation Plans* to include building heights (floor and roof elevations, grade elevations, view of all sides with exterior design requirements), exterior stairways, decks and railings.
  - *Roof Plan Sheets* to include truss/rafter layout

- Structural drawings to include design load values, minimum design concrete strength, reinforcing bar grade, shear wall schedule noting nail spacing, blocking, bolts, top and bottom plate nailing and washers, and location of holddown straps.
- E. Structural Calculations - must be stamped and signed by a Washington State Engineer.
- F. Geotechnical Engineering Report - if applicable. May be required due to difficult soils, steep slopes or other specific lot requirements.
- G. Landscape Drawings - if applicable
- H. Greenhouse Gas Data Form
- I. King County Health - if applicable. If you are proposing work and have a septic system or a well system contact KC Health for further information, 206-296-9741. King County Health approval is required at time of building permit submittal, no exceptions.
- J. Residential Supplemental Submittal Requirements  
Contact the Planner On Call at 425-556-2494 for further information regarding the supplemental requirements.

## FIRE DEPARTMENT INFORMATION

IF ANY OF THE ITEMS BELOW ARE ANSWERED YES, FIRE PLAN REVIEW IS REQUIRED.

PLEASE CONTACT 425.556.2246 FOR ADDITIONAL INFORMATION OR QUESTIONS.

Structure 6,000 square feet or larger?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Please note that <b>ALL NEW RESIDENTIAL</b> homes will require fire sprinklers. Some additions and alterations may require fire sprinklers due to Ordinance 2324.  For questions regarding water meters, and water meter permits contact 425.556.2876
Emergency vehicle access 10% or greater slope?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Driveway width less than 12 feet?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is any portion of the structure 300 feet or more from hydrant measured along the road surface?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Driveway length 50 feet or more from the center of the street to the home?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is the home located in a City of Redmond low flow water zone?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is this project to repair damage, destruction, or loss to the property? IF yes is the cost of construction 60% or greater than the King County Assessor's Improvement Value?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is remodeling, or adding square footage, is the cost of construction 100% or greater than the King County Assessor's Improvement Value?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	For questions regarding water meters, and water meter permits contact 425.556.2876

\*King County Assessor Value can be found at <http://www5.kingcounty.gov/parcelviewer/viewer/kingcounty/viewer.asp>. Search by address or parcel. View the property report, the Appraised Improvements (Imps) Value for the current year is toward the bottom.

## ENGINEERING/TRANSPORTATION INFORMATION

OFF-SITE STREET IMPROVEMENTS MAY BE REQUIRED FOR NEW RESIDENTIAL HOMES AND SOME RESIDENTIAL ADDITIONS/ALTERATIONS. IF THE ITEM BELOW IS ANSWERED YES, OFF-SITE STREET IMPROVEMENTS MAY APPLY.

Remodeling or additions to existing single-family residential buildings located on an arterial, along a designated Lake Washington School District school walk route, in the Downtown, or within 350 feet of an improved section of roadway that increases the gross floor area by 100 percent or more, or any alterations or repairs which exceed 100 percent of the value of the previously existing structure. The decision maker may waive this requirement if any of the conditions set forth in subsection 21.17.010.B.3 are present.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	For further information contact Kurt Seemann @ 425.556.2881 or <a href="mailto:kseemann@redmond.gov">kseemann@redmond.gov</a>  RZC 21.17.010(F)
Is this NEW construction?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

## SIDE SEWER INFORMATION

THE CITY OF REDMOND IS CONCERNED WITH THE POTENTIAL CONTAMINATION OF THE GROUND AND SURFACE WATER IN REDMOND. IF ANY OF THE ITEMS BELOW ARE ANSWERED "YES" IT IS ADVISABLE THAT THE SIDE SEWER BE TV'D AND THE TAPE AND TV REPORT BE TURNED IN WITH THE BUILDING PERMIT APPLICATION. DETERMINE THE ROUTE AND MATERIAL OF THE SIDE SEWER AND LOOK FOR TREES ABOVE THE LINE, ROOTS FROM AGGRESSIVE TREES CAN CREATE A PROBLEM IN A SIDE SEWER.

The side sewer serving the subject property is concrete pipe <b>AND</b> three or more water fixtures are being added.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	For questions regarding side sewers contact 425.556.2876.  RMC 13.04.150 & RMC13.04.260
The side sewer that serves the subject property connects to the sewer main along the shoreline of Lake Sammamish <b>AND</b> three or more water fixtures are being added.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Building a new single family residence on property after the existing single family residence is demolished.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	



[www.redmond.gov/BuildingPermits](http://www.redmond.gov/BuildingPermits)

## State of Washington's Requirement for Acting as Your Own Contractor



The City of Redmond would like to advise you of the State of Washington's requirements for acting as your own contractor.

As the owner of a structure, whether private residence, office building, or apartment complex, you are allowed to act as your own general contractor as long as the person hired to work for you (such as a subcontractor) is a contractor licensed and bonded by the Department of Labor and Industry of the State of Washington.

Persons hired to install, repair or construct are required by law to apply for their own permit. These requirements are to safeguard the owner from individuals who have no financial responsibilities to honor contracts or to assure work is completed.

A person under your regular employment, such as a maintenance person, does not need to have a contractor's license. A neighbor, relative, or a friend need not be licensed when only assisting you.

A contractor or individual who has offered to perform such work as remodeling, repairs, and additions is incorrect if he informs you that a permit is not required.

Failure to hire licensed contractors to perform work in the trades violates State law and will void your permit.

In hiring an unlicensed subcontractor you assume all risk and liability.

I hereby acknowledge this notification:

A City of Redmond Business License is still required for any contractor or subcontractor that does work within the City limits.

\_\_\_\_\_  
Owner Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

Office Use Only	
BPLN: _____	PARCEL #: _____
ADDRESS: _____	



## Residential Building Permit Fees

Effective 1.7.2013

- For estimates please contact a Permit Technician at 425-556-2473 or [permittech@redmond.gov](mailto:permittech@redmond.gov).
- Electrical, Mechanical and Plumbing permits are issued separately, see appropriate fee schedules.
- **Definition of valuation:** The prevailing fair market value of all labor, materials and equipment, whether actually paid or not.

### How to calculate fees:

**Step 1:** Take total valuation of project and find the range in the Building permit fee table.

**Step 2:** For applicable plan review fees add Fire, Planning, and Public Works fees and add 65% of the Building permit fee.

**Step 3:** Add a 3% Technology Surcharge fee (applied to the total permit fees).

**Step 4:** Add a \$4.50 State Building Code fee.

Please note at time of submittal we collect Plan review fees, Tech Surcharge fee, Planning, Public Works and Fire fees. At issuance the following fees are paid in full: adjusted plan review fees, permit fee, state building code surcharge, and impact fees.

Building Permit Fees	
The fees for building permits are based on the valuation of work being performed under the IBC and IRC Codes.	
Total Valuation	Fees
\$0.01 to \$500.00	\$26.43
\$500.01 to \$2,000.00	\$26.43 for the first \$500.00 plus \$3.43 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,000.01 to \$25,000.00	\$77.90 for the first \$2,000.00 plus \$15.73 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,000.01 to \$50,000.00	\$440.16 for the first \$25,000.00 plus \$11.36 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,000.01 to \$100,000.00	\$724.23 for the first \$50,000.00 plus \$7.89 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,000.01 to \$500,000.00	\$1,117.98 for the first \$100,000.00 plus \$6.31 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,000.01 to \$1,000,000.00	\$3,638.00 for the first \$500,000.00 plus \$5.34 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,000.01 and up	\$6,309.87 for the first \$1,000,000.00 plus \$4.11 for each additional \$1,000.00, or fraction thereof
Plan Review Fees	
The Plan Review amount shall be an amount equal to 65% of the building permit fee set forth in the table above.	

## RESIDENTIAL PERMIT AND OTHER FEES

### Other Fees

State Building Code Fee	\$4.50 per unit and \$2.00 for each additional unit
Green Nonattainment Fee	Shall apply when developers intending to build Green Buildings change project scope to non-Green buildings. The nonattainment fee shall be set at 50% of the total permit fee.

### Public Works

Detached SFR	\$145.42
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### Building

Inspection outside normal business hours	1.5 times hourly rate
Investigation fee	Same as permit fee
Permit Extension	.5 hourly rate prior to expiration date. One extension allowed in plan review and during inspection for 180 days.
Permit Reactivation	Permits shall automatically become invalid unless the work authorized by such permit is commenced within 180 days after issuance and not suspended or abandoned for a period of 180 days. Before such work recommences, a new permit shall be first obtained and the fee to recommence work shall be one-half the amount required for a new permit for such work, provided no changes have been made or will be made in the original construction documents for such work, and provided further that such expiration, suspension, or abandonment has not exceeded 180 days. Code cycles may not be crossed over into from one year to the next without separate permits and plan review.
Revision and Deferred Submittals	2 hour minimum fee and charged at hourly rate or fraction thereof after

### Planning

Accessory Structure, Manufactured Home, Registered Basic (Plan Cases Only), and Registered Basic	\$55.88
Change of Use to Residential	\$55.88
Deck	\$27.94
New construction, Green: New Residential	\$195.57
Plan Revisions	\$111.76
Re-Inspection Fees	\$111.76
Residential Addition	\$111.76
Swimming Pool	\$139.70

### Fire

Additional Plan Reviews	\$117.42/hour minimum
Change of Use to Residential	\$352.27
Expired Permits	Reactivate permit in less than 6 months from expiration - 1/2 of permit fee
Green: New Residential, Residential New Construction, Addition, Remodel, Deck, Accessory Structure, Manufactured Home, Registered Basic	\$117.42
Inspection outside normal business hours	1.5 times hourly rate
Investigation Fee- Work without a Permit	Permit fee amount
Miscellaneous Requests	\$117.42/hour
Permit Extensions	\$58.71
Plan Revisions	\$234.84 minimum
Re-Inspection Fees	\$117.42/hour minimum



Office Use Only	
Date	_____
O V)	_____
BQ 8	_____

# Deferred Impact Fee Request

Per Ordinance No. 2501 The City of Redmond adopted an amendment to the City's fire, park, school, and transportation impact fee regulations to provide for such fees to be paid at the time of drywall inspection, instead of at the time of building permit issuance.

Impact fees for individually permitted single family attached or detached residential construction shall be paid prior to drywall or sheetrock inspection consistent with a building permit approval. After November 28, 2016 impact fees shall be paid at the time of building permit issuance. Impact fees for all other development types shall be paid prior to the issuance of a building permit consistent with a development approval.

**NOTICE: Impact fees are updated on an annual basis; therefore if you choose to defer payment of impact fees to the drywall inspection, the fee in effect at the time of the SHEET ROCK NAILING INSPECTION will be required to be paid.**

By signing below you acknowledge that impact fees are due at drywall or sheetrock inspection.

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Print

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Signature Date

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Address Parcel No.



# Residential Building Application



- Deck  
  Accessory Structure  
  Remodel  
  Addition  
  New  
  Re-Roof  
  Garage  
 Swimming Pool  
 Manufactured Home  
 ADU  
 IRC Townhome # of units \_\_\_\_\_

## GREEN CERTIFICATION LEVEL

- Built Green:**    4 star    5 star  
**LEED for Homes:**    Silver    Gold    Platinum

Office Use Only
DATE: _____
BLDG: _____
ACCEPTED BY: _____

## VALUE OF CONSTRUCTION/KC ASSESSOR VALUE

\*Value of Construction: \$ \_\_\_\_\_  
 \*King County Assessors  
 Improvement Value: \$ \_\_\_\_\_

## SITE LOCATION

Site address: \_\_\_\_\_  
 Tax parcel number: \_\_\_\_\_  
 Project name/Tenant: \_\_\_\_\_  
 Plat name/Lot number: \_\_\_\_\_  
 Property owner: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_

## LENDER INFORMATION

N/A

Lender name: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## APPLICANT INFORMATION

Contact Person: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  Business    Home    Mobile  
 E-mail: \_\_\_\_\_

## DETAILED DESCRIPTION OF WORK

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## DESIGNED BY

- ARCHITECT   
 ENGINEER   
 OTHER

Contact person: \_\_\_\_\_  
 Company name: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

## GENERAL CONTRACTOR INFORMATION

Contact person: \_\_\_\_\_  
 Company name: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_

State contractor's license #: \_\_\_\_\_  
 Expiration date: \_\_\_\_\_  
 City of Redmond business license #: RED \_\_\_\_\_  
 E-mail: \_\_\_\_\_



**BUILDING INFORMATION**

Sprinkler System  Yes  No      Accessory Dwelling Unit (ADU)  Yes  No  
 Basement  Yes  No      Well<sup>1</sup>  Yes  No  
 Number of stories \_\_\_\_\_      Septic System<sup>1</sup>  Yes  No  
 Low fire flow area  Yes  No

<sup>1</sup>King County Health Department **approval** is required for all homes on septic or well systems at time of building permit submittal. For more information contact King County Health at 206.296.4932.

**BUILDING SQUARE FOOTAGE**

	Dwelling	Covered Deck/Porch	Uncovered Deck/Porch	Garage	<b>TOTAL</b>	Detached Structure
IRC Townhomes						
Existing						
New or Additional Square Footage						
Removed Square Footage						
<b>TOTAL</b>						
Remodeled Square Footage						

**PERMIT INFORMATION**

**\*Value of Construction:** The applicant for a permit shall provide an estimated permit value at time of application. Building permit valuations shall include total value of the work for which a permit is being issued, such as electrical, gas, mechanical, plumbing, equipment and other permanent systems, including materials and labor. (IRC 108.3 Building permit valuations.)

**\*King County Assessor Value** can be found at <http://www5.kingcounty.gov/parcelviewer/viewer/kingcounty/viewer.asp>. Search by address or parcel. View the property report, and input the Appraised Improvements (Imps) Value for the current year.

**Expiration of Plan Review:** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Building Official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be required in writing and justifiable cause demonstrated. ( IRC 105.3.2 Time limitation of application.)

**BUILDING OWNER OR AUTHORIZED AGENT**

*I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.*

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Office Use Only

Existing Bldg (Sq Ft) _____	Proposed Bldg (Sq Ft) _____
Additional (Sq Ft) _____	Area of Const (Sq Ft) _____