Site plan requirements and examples ........................................ 2 - 3
Building permit & landscape plan requirements ..................... 3
Building orientation ..................................................................... 5
Transition area ........................................................................... 6 - 8
Primary features .......................................................................... 9 - 12
Secondary features ....................................................................... 13 - 17
Permit revisions ........................................................................... 18
Inspection process ....................................................................... 19

DEVELOPMENT SERVICES CONTACT INFORMATION

Building Dept: general building permit questions: permittech@redmond.gov or 425-556-2473
Planning Dept: planneroncall@redmond.gov or 425-556-2494
Development Engineering: utility info: developmentengineering@redmond.gov or 425-556-2840
Building Dept: code questions: plansexaminer@redmond.gov or 425-556-2493
Fire Dept: sprinkler requirements: firedevelopmentservices@redmond.gov or 425-556-2246
SITE PLAN REQUIREMENTS

PDF example of Residential New Site Plan

PDF example of Residential Addition Site Plan

GENERAL

☐ Scale, north arrow, street name fronting proposed structure.
☐ Dimension required setbacks from all property lines, labeled front, side, rear, garage, etc. Distance from the property line shown and labeled and show all easements.
☐ Show location of proposed structure and any existing structure(s) on the site in relation to lot lines, corners and provide the finished floor elevations of all proposed and existing structures.
☐ Show all existing/proposed frontage improvements (i.e. paving, curb, gutter, sidewalk, street lights, planter strip, street trees and storm drainage). Indicate whether the driveway apron will be modified, relocated or repaired.
☐ Provide location of silt fence that is required for temporary erosion control.
☐ Indicate proposed rockery and/or retaining wall construction including associated drainage, and note any existing walls or rockeries along with finished floor elevations or grades on adjacent lots.
☐ Show the proposed elevation contours (2’ intervals along with existing contours or spot elevations. Indicate and slope greater than two (2) feet horizontal to one (1) foot vertical.
☐ All decks, porches (covered and uncovered) and patios shall include dimensions, area and label. For example: deck - 300 sq ft 10’x30’
☐ Driveway and walkways with dimensions and area
☐ Footprints of all structures (existing and proposed) label accordingly
☐ Roof outline of all structures
☐ Measurement of garage placement, minimum 5’ depth/distance from living space to face of garage. See example of garage orientations.
☐ Legend of symbols

TREE INFORMATION

☐ Tree symbols by species for all trees 6” greater diameter-at-breast-height (DBH)
☐ Tree identification numbers
☐ Tree trunk diameter
☐ Tree driplines
☐ Tree 5’ setback from dripline
☐ Removed trees shall be shown with an outline symbol and an X through them

WATER/SEWER

☐ Show proposed location of the sanitary sewer line including cleanout(s) along with the proposed connection points to the City’s systems.
☐ Show proposed location and size of the water service line along with the proposed connection points to the City’s systems.
☐ Show the size and location of the existing/proposed water meter. If sprinklers are required by Fire the water meter shall be a minimum of 1-inch.

TEMPORARY EROSION AND SEDIMENT CONTROL REQUIREMENTS - TESC TIP SHEET

☐ Silt fence [per Standard Detail 502]
☐ Rock Construction Entrance [per Standard Detail 503]
☐ Stockpiles and Slope protection
☐ Storm drain inlet protection [per Standard Plan I-40.20-00]

STORMWATER

☐ Indicate proposed location of foundation and roof drains along with appropriate clean outs and down spouts on site plan.
☐ Indicate direction and location of surface water runoff on the site and entering the site from adjacent properties on the site plan.
☐ A temporary erosion/sedimentation plan may be required in addition to the site plan.
**SITE PLAN REQUIREMENTS - CONTINUED**

**STORMWATER - CONTINUED**

- Show the location and size of all wetlands and streams or drainage channels with buffers located within 150 feet of the site that may involve or affect drainage of the site to be developed. Indicate swales, and other drainage features. If culvert pipes are proposed, indicate size, type and inlet/outlet elevations.
- Show dispersion or infiltration systems with supporting details on the site plan (detail does not need to be on the site plan). Infiltration requires a percolation test conducted by a licensed professional. Splash blocks require a minimum 50-foot unobstructed flow path.
- Projects with 2,000 square feet or more of new plus replaced hard surface area need to comply with the 2019 Department of Ecology Stormwater Management Manual minimum requirements 1-5, and the City of Redmond 2022 Stormwater Technical Notebook, or as updated.

**EASEMENTS**

- Show the location and dimensions of any existing utility easements (sewer, water, etc.) either public or private, existing or proposed.
- A public sidewalk and utility easement will be required if there is not an easement already existing along the frontage. For more information contact 425-556-2876

**PLANNING**

- Average finish grade box (smallest rectangle that can fit entire structure) and the point from where each elevation was taken, labeled A - D. See RZC definitions for Height of Structure and Structure.
- Open space with dimensions; identify with shading
- Architectural Design Standards Compliance Table with the options chosen as shown in the Primary and Secondary Features sections of this guide.
  - Each option shall be shown and displayed in a manner that makes it evident how the variation requirements have been met as described in the Primary and Secondary features sections per this guide and RZC 21.08.180. See example site plan.

**BUILDING PERMIT PLAN SET REQUIREMENTS**

- Model code information, construction type, design team, design requirements
- Foundation: type, crawl access, ventilation, footing schedule, reinforcement
- Floor plan sheets shall include the use, square footage, and dimensions of each room/area
- Show egress windows, smoke alarm and carbon monoxide locations, furnace/water heater location
- Show wall/ceiling assemblies and attic access
- Framing plans shall include the size, spacing, height and anchorage of members
- Stair details showing rise, run, headroom, landings, handrail height, spacing and attachment
- Elevation sheets shall include building heights (floor and roof elevations, grade elevations, view of all sides with exterior design requirements), exterior stairways, decks and railings. For decks, provide the height above finish grade for deck floor at each corner and details of all the connections from the foundation walls, pier to post, post to beams and rafters or trusses to walls.
- Roof plan shall include truss/rafter layout and ventilation
- 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 hold-down straps.
- NOTE: All trade permits are separate and not included in the building permit.

**LANDSCAPE PLAN MINIMUM PLAN REQUIREMENTS**

**ONLY REQUIRED FOR EDUCATION HILL, NORTH REDMOND, AND ROSE HILL NEIGHBORHOODS**

- Complete Landscape Plan per the Landscape Sample Plan (next sheet)
- Signature or stamp by a licensed landscape architect
- Plans species by unique symbol
- Planting schedule with species, common name, size, spacing and quantity
- Irrigation if required per plan approval
- Trees preserved and replaced shall be shown on the plan. Labels distinguishing “retained” trees and “replaced” trees shall be included
The five-foot garage setback from the front elevation of the home may be measured for compliance in the following ways:

A. The front elevation of the first floor living space is an equal or lesser distance to the front property line from the garage door and has a covered front exterior entry way that is a minimum of five feet in front of the garage door or;

B. The front elevation of the first floor living space is five feet or greater distance forward (closer to front property-line) from the front elevation of the garage door or;

C. The front elevation of the second story of a proposed home is projected over the front elevation of the garage door by no less than five feet and is at minimum the width of the entire garage frontage and the front elevation of the first floor living space is equal or lesser distance to the front property line from the garage door.

i. For the purpose of this section, the front street elevation may be measured from the forward most column of a covered porch when the surface wall of the ground floor living space is recessed no more than 4'.
The following area examples of acceptable transition areas per the zoning code: (A) a porch or patio design, (B) a landscaped walkway, (C) a front yard garden or (D) a front yard patio.

A. A **porch or patio design** is a combination of dimensions equaling no less than 80 square feet and a minimum of five feet in depth, excluding the passive area required for foot traffic to access the entry and in combination with landscaping and/or walkway. Passive area will be considered by staff as the 2’ width x distance to door. Examples of passive areas placement that would preclude a porch from being counted are included below.

**Visual Examples of “A” that meet the intent of the requirement.**

**Visual Examples of “A” that DO NOT meet the intent of the requirement. Would not be accepted.**

No usable living space due to size or passive area location.
B. A landscaped walkway from entry of the home to adjacent pedestrian street access of no less than 3’ in width and framed with a minimum of 2’ of landscaping on either side.

*Visual Examples of “B” that meet the intent of the requirement.*

C. A front yard garden that is a combination of dimensions equaling no less than 80 square feet and a minimum of five feet in depth with separate entry such as a low fencing or arbor.

*Visual Examples of “C” that meet the intent of the requirement.*
D. A front yard patio. When the front floor elevation of the home does not have a street facing entry, a patio or outdoor living space area may be installed that is a combination of dimensions equaling no less than 80 square feet and a minimum of five feet in depth and framed with landscaping on at least 2 sides.

*Visual Examples of “D” that meet the intent of the requirement.*
Variation in structure height by a minimum of 10%

Varying roof pitch, shape, and orientation between adjacent structures

Variation in structure width by 5' or more

If this option is chosen, the applicant shall include labeled illustrated details similar to those shown below for the proposed home and those adjacent/ across the street. Each should also include the percent difference from the home being proposed as part of the permit.

**HOW TO MEASURE:**

**Method # 1 – Using Front Elevation:**

Building height shall be measured from the main ground floor living space elevation that is street facing or a street facing garage elevation, whichever is lower to the height roof elevation point visible from the street. *This interpretation does not replace the measurement standards for the zone specific building height maximums.* Measuring from the lowest street facing elevation of a home’s living space (or street facing garage) will ensure that whether a site is level or has shifts in topography; the homes have a visual variation from the street frontage and therefore meet the intent of the code.

The best way to demonstrate the variation in structure height by at least 10 % is as follows:

1. Measure the highest elevation point visible from the street (often is the top of roof elevation)
2. Measure the lowest elevation point of the Street Facing Main Ground Floor Living Space or the Street Facing Garage (whichever is lower)
3. Subtract # 2 from # 1 to calculate the height of the Street Facing Elevation

If you are comparing Lot B to Lot A and C, using the example below – the highest elevation point visible from the street for Lot B shall be at least 10% higher or shorter than the highest elevation point visible from the street of Lot A and Lot C.

i.e. Lot B’s Elevation 122 is 3 feet shorter than Lot A’s Elevation 125 (more than 10% of $25'$), and 3 feet taller than Lot C’s Elevation 119 (more than 10% of $25'$).

**Method # 2 – Using Average of Finished Grade:**

Building Height shall be measured in accordance with the definition of *Height of Building or Structure*, pursuant to RZC 21.78. *Height of Building or Structure* is defined as the vertical distance measured from the average finished grade around the building to the highest point of the structure. The approved average finished grade shall be measured by taking the smallest rectangle around the building and averaging the elevations at the midpoint of each side.

**Table 9 on Site Plan**
If this option is chosen, the applicant shall include an illustrated detail similar to those shown on the sample site plan for the proposed home and those adjacent/ across the street. The details shall be labeled, noting the differences in pitch shape and ratios.

**VARYING ROOF PITCH, SHAPE AND ORIENTATION BETWEEN ADJACENT STRUCTURES**

**Roof Shapes and Orientation Examples**

- Skillion and Lean-to
- Open Gable
- Box Gable
- Dormer
- Hip
- Hip and Valley
- Gambrel
- Mansard
- Butterfly
- Intersecting / Overlaid Hip
- Dutch Gable
- Hexagonal Gazebo
- Jerkinhead
- Flat
- Cross Hipped
- M shaped
- Saltbox
- Shed
- Combination
- Pyramid Hip

**Roof Pitch Examples**

![Roof Pitch Examples](image)

**Intersecting/Overlaid Hip vs Box Gable/M Shaped**
**PRIMARY FEATURES OPTIONS - CONTINUED**

**VARIATION IN STRUCTURE WIDTH BY 5’ OR MORE**

If this option is chosen, the applicant shall include an illustrated detail of structure footprint for the proposed lot and each lot adjacent/across required to be compared. The detail shall illustrate and label the dimensions.

Example:

![Illustrations of structure footprints with dimensions](image)

**VARIATION IN DWELLING SIZE BY 10% OR MORE**

If this option is chosen, the applicant shall include a data table within the Architectural Design Standards Compliance section of the site plan.

The following areas shall be used to calculate the total dwelling space for a proposed unit.

- Interior living space
- Garage
- Covered Deck
- Covered Porch

*Do not include uncovered decks, patios or porches.*

<table>
<thead>
<tr>
<th>Dwelling Area</th>
<th>Square footage</th>
<th>Dwelling Area</th>
<th>Square footage</th>
<th>Dwelling Area</th>
<th>Square footage</th>
<th>Dwelling Area</th>
<th>Square footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interior living space</td>
<td></td>
<td>Interior living space</td>
<td></td>
<td>Interior living space</td>
<td></td>
<td>Interior living space</td>
<td></td>
</tr>
<tr>
<td>Garage</td>
<td>Covered Porch</td>
<td>Covered Deck</td>
<td>Covered Porch</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Garage</td>
<td>Covered Deck</td>
<td>Covered Porch</td>
<td>Covered Deck</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Covered Patio</td>
<td></td>
<td>Covered Porch</td>
<td>Covered Deck</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total of proposed</td>
<td></td>
<td>Total of proposed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>for B</td>
<td></td>
<td>for B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>% difference</td>
<td></td>
<td>% difference</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
If this option is chosen, the applicant shall include structure footprints for each home being compared with the garage location labeled and garage door placement labeled within the Architectural Design Standards Compliance section of the site plan.

Example of how this option shall be shown on the site plan:

Examples of garage orientation:
SECONDARY FEATURES OPTIONS - CHOOSE 3 AND PLACE ON TABLE 9

⇒ Variation in setbacks from street of 4’ or more
⇒ Entry enhancement and differentiation
⇒ Variation in building materials, colors and detailing
⇒ Façade articulation and modulation
⇒ Visible window trim and mullions

VARIATION IN SETBACKS FROM STREET OF 4’ OR MORE

If this option is chosen, the applicant shall include structure footprints for each home being compared with the dimension/distance of the front setback labeled and shown within the Architectural Design Standards Compliance section of the site plan. If this option is chosen, the applicant shall include a front/side elevation for each home being compared within the Design Standards Compliance section of the site plan that clearly illustrated the enhancement/differentiation of the entries.

ENTRY ENHANCEMENT AND DIFFERENTIATION

Enhancement examples:
Secondary Features Options - Continued

Entry Enhancement and Differentiation - Continued

Differentiation Examples:

- Integrated Main Entrance
- Sled Roof Entrance
### Secondary Features Options - Continued

#### Variation in Building Materials, Colors and Detailing

If this option is chosen, the applicant shall include a table for each home being compared within the Architectural Design Standards Compliance section of the site plan which shows and labels the materials and colors chosen.

*Example of table to be included within Architectural Design Standards Compliance Section for each home being compared:*

*Example of detailing and materials below:*

<table>
<thead>
<tr>
<th>Variation in building materials, colors and detailing</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Materials</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Color</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Detailing</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

![Example of detailing and materials](image-url)
SECONDARY FEATURES OPTIONS CONTINUED

FAÇADE ARTICULATION AND MODULATION

If this option is chosen, the applicant shall include a front elevation for each home being compared within the Architectural Design Standards Compliance section of the site plan.

A. Staff must be able to clearly and easily determine three areas where the articulation/modulation are varied from adjacent lots.

B. If the three areas cannot be quickly, clearly and easily distinguished, the designs will be determined to be too similar to the lot for which it is being compared and therefore will be denied.

⇒ Please note examples below do not necessarily comply with code in other design areas such as building orientation and are only for reference in the scale of difference required for façade modulation and articulation.

Examples of modulation and articulation variations to adjacent homes:

Two Examples that do NOT meet the criteria are:
This set is clearly missing the third clear difference in articulation and modulation and would NOT be accepted.

All three of the below are considered to have the same articulation and modulation and would NOT meet the criteria.
VISIBLE WINDOW TRIM AND MULLIONS

If this option is chosen the applicant shall include a front/side elevation for each home being compared within the Architectural Design Standards Compliance section of the site plan.

Examples:

Examples of differentiation between window grids and mullions:
PERMIT REVISIONS OR CHANGES

Planning Only Revisions

These type of revisions are for any exterior changes that were not previously approved. Any exterior changes will result in a Planning revision. To apply for a revision, the applicant shall compile all required documents and notify the assigned Planner (the staff member who stamped the plans, stamp is located on site plan or on elevation pages). Revisions may be submitted over-the-counter or via the REPS portal: land.redmond.gov.

The following revisions may be approved over-the-counter (same day) or via the portal (within three business days) without a resubmittal fee.

⇒ Updates to façade and roof materials
⇒ Updates to colors

All other changes shall be submitted electronically to the assigned planner.

Revision Checklist:

☐ Narrative listing changes
☐ Original approved documents with the BLDG# on all of them
☐ Modified plans with all specific modifications clouded
  ∙ For example: if the patio coverage/dimensions are changing the patio line on applicable tables shall be clouded and total, not the entire table. Additionally, site plan map and relevant architectural plan pages shall be revised and clouded.
☐ Any changes to Design Variation items will require the applicant to show that all adjacent homes being compared to still continue to comply with the variation standards.
  ∙ If an adjacent home being compared no longer meets variation compliance and has had a building permit approved or issued, revision approvals WILL NOT be issued until revisions for adjacent permits have also been submitted and reviewed for compliance.

Building Revisions

The field inspector will make the determination as to whether a revision can be approved in the field, or must go back into plan review. Revisions that change square footage, structural integrity, or increase the scope of work of ten require plan review. If it is found that a revision is required, a revision form must be signed by an inspector prior to submitting the revised permit documents. Send revision signed revision forms to: PlansExaminer@redmond.gov

Revisions will not be accepted if the form is not signed.
Schedule an inspection by telephone:

- Have your IVR pin code available; this is found in the header of the permit card.
- Call 425-556-2435
- Follow the prompts
- The message must complete in its entirety to schedule an inspection.

Schedule an inspection online through your REPS account:

- Log into your REPS account: Civic Access (redmond.gov)
- Select “View/My Permits”
- Select the permit number
- Select the inspection you wish either from the “Available Actions” menu or under the “Inspections” tab

All sub-permits, including trade and fire permits, must be completed and PASSED before scheduling the Building Final.