



**CITY OF DES MOINES  
PLANNING BUILDING AND  
PUBLIC WORKS DEPARTMENT**

**RESIDENTIAL  
MINOR  
CONSTRUCTION  
SUBMITTAL  
CHECKLIST  
I-023**

21630 11th Avenue South, Ste D • Des Moines, Washington 98198 • Tel: (206) 870-7576 Fax: (206) 870-6544

**REQUIREMENTS**

In order to process your Building Permit Application with the least amount of delay, and to ensure that it flows through the review process as smoothly as possible, the following materials must be submitted **when you apply**. Please separate the information into packets for each department as listed below. **The application will not be accepted if the information is not in order and complete.**

**PRESCREENING:**

Plans may need to be prescreened for completeness by one or more of the following departments before submission to the building division for intake. Call or come in during regular counter hours (9-11am, M-F) for further information:

- Transportation     Surface Water     Zoning/Land Use     Building

**BUILDING DIVISION SUBMITTAL PACKET:**

**Submit one copy of each item listed below unless otherwise noted**

- Building Permit application **B-001**
- Detailed site plan
- Construction drawings (See Min Requirements for Construction Drawings)
- Engineered truss plans
- Certificate of water availability
- Certificate of fire hydrant availability
- Washington State Contractors license or affidavit in lieu of Contractors registration.

**PLANNING DIVISION SUBMITTAL PACKET:**

**Submit one copy of each item listed below unless otherwise noted**

- Detailed site plan
- Construction drawings
- Building Height clearly shown on construction drawings with average height calculation ( information available upon request )
- Copy of any recorded easements

**THE FOLLOWING SUPPLEMENTAL INFORMATION IS AVAILABLE FROM THE PERMIT COUNTER OR FROM THE CITY WEB SITE:**

*Residential Construction Guide*  
*Sample Site Plan*

**CODES OBSERVED:**

City of Des Moines Municipal Code  
International Building Code  
International Residential Code  
International Fire Code  
International Mechanical Code  
International Fuel and Gas Code  
International Property Maintenance Code  
Uniform Plumbing Code  
National Electrical Code  
State Environmental Policy Act (SEPA)  
Washington State Energy Code  
Washington State Ventilation and Indoor Air Quality Code

**ASSOCIATED AGENCIES:**

South King County Fire & Rescue	(253) 946-2726	31617 1st Ave S	Federal Way
King County Water District #54	(206) 878-7210	922 S. 219 <sup>th</sup> St.	Des Moines
Highline Water District	(206) 824-0375	23828 30 <sup>th</sup> Ave. So.	Kent
Lakehaven Utility District	(253) 941-1516	3123 1st Ave. S.	Federal Way
Midway Sewer District	(206) 824-4960	3030 S 240 <sup>th</sup> St.	Kent
SW Suburban Sewer District	(206) 244-9575	431 SW Ambaum	Burien

**SINGLE FAMILY RESIDENTIAL PERMIT PROCESS:**

**BUILDING**

Plans are reviewed to ensure the health and safety of future occupants.  
Construction Code (IBC and DMMC 14.08)  
Energy Code (WAC 51-11)  
Mechanical Code (IMC and DMMC 14.12)  
Plumbing Code (UPC and DMMC 14.20)  
Ventilation Code (WAC 51-13)

**PLANNING**

Plans are reviewed for appropriate land configurations

Building Placement (DMMC 18.08)

Environmentally Sensitive Areas (DMMC 18.86)

Land Clearing and Grading (DMMC 14.60)

Land Use (DMMC 18.08)

Land Area (DMMC 18.08)

Lot Coverage (DMMC 18.08)

Setbacks (DMMC 18.08)

**PERMITS ISSUED:**

When your Building Plans are approved, construction may begin. Hours of Construction are:

Monday - Friday : 7:00am - 7:00pm

Saturday, Sunday, and Legal Holidays: 8:00am - 5:00pm

Other required permits may include but are not limited to:

Electrical Permits, Land Clearing and Grading Permits, Right-of-Way Permits, Mechanical Permits, Plumbing Permits

**Electrical permits are obtained through the Building Division at the permit counter.**