



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

**RESIDENTIAL
SUBMITTAL
REQUIREMENTS
C-001**

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

BUILDING PERMIT SUBMITTAL 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.** Counter hours are Monday thru Friday from 9AM to 11AM or by special appointment (submittals cannot be accepted any other time).

PRESCREENING:

All plans must be prescreened for completeness by the following departments before submission to the building division for intake. Call or come in during regular counter hours only (9-11am, M-F) for further information:

- Transportation Surface Water Planning/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 **I-001**)
- Engineered truss plans (if trusses are being used)
- Structural calculations (**two Copies**)
- Energy Code Compliance worksheet **W-001**
- Certificate of sewer availability **R-002** ****(Required for New Construction only)**
- Certificate of water availability **R-003**
- Certificate of fire hydrant availability **R-001**
- 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

ENGINEERING DEPARTMENT SUBMITTAL PACKET:

Submit one copy of each item listed below unless otherwise noted

This information is required for newly created, undeveloped or unimproved lots:

- Detailed site plan to include storm water drainage layout plans (**provide three copies**)
- Street Opening and Right-of-Way Permit application
- Right-of-Way Plans
- Copies of any recorded easements
- Provide a profile of the driveway elevation, showing driveway slope less than 14%.

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

SINGLE FAMILY RESIDENTIAL PERMIT PROCESS:

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)

ENGINEERING

Plans are reviewed for how access will be achieved and to make sure pedestrian and vehicular access is maintained and, where possible enhanced. Surface water management is also addressed in this phase of the plan review.

- Undergrounding of Utilities (DMMC 12.48)
- Rights-of-Way (DMMC 12.40, 12.28, 12.04)
- Sidewalks (DMMC 12.40, 12.28, 12.04)
- Surface Water Management (DMMC 11.08, 11.12, 12.40)

BUILDING

Plans are reviewed for fire and life safety to ensure the health and safety of any building occupants.

- Building Codes (IBC, IRC 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)

ADDITIONAL PERMITS WHICH MAY BE REQUIRED:

- Electrical Permit Mechanical Permit Plumbing Permit Land Clearing/Grading
- Right-of-Way Permits Demolition Permit

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