Application Requirements for **Residential Submittal Checklist**

CityofRedmond WASHINGTON

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

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, properly 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 feet 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/aspx

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?	☐ YES	☐ NO	Please note that **ALL NEW RESIDENTIAL** homes will require fire sprinklers. Some additions and alterations may require fire sprinklers due to Ordinance 2324.
Emergency vehicle access 10% or greater slope?	☐ YES	☐ NO	
Driveway width less than 12 feet?	☐ YES	☐ NO	
Is any portion of the structure 300 feet or more from hydrant measured along the road surface?	☐ YES	☐ NO	
Driveway length 50 feet or more from the center of the street to the home?	☐ YES	☐ NO	
Is the home located in a City of Redmond low flow water zone?	☐ YES	☐ 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?	☐ YES	☐ NO	For questions regarding water meters, and water meter permits contact 425.556.2876
If remodeling, or adding square footage, is the cost of construction 100% or greater than the King County Assessor's Improvement Value?	☐ YES	☐ NO	

***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.	☐ YES	☐ NO	For further information contact Kurt Seemann @ 425.556.2881 or kseemann@redmond.gov RZC 21.17.010(F)
Is this NEW construction?	☐ YES	☐ 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 **AND** three or more water fixtures are being added.	☐ YES	☐ 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 **AND** three or more water fixtures are being added.	☐ YES	☐ NO	
Building a new single family residence on property after the existing single family residence is demolished.	☐ YES	☐ NO	

Office Use Only

Date _____

[!b5 _____

B[5D_____

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.

ARCHIVE

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.

_____

Print

_____

Signature **Date**

_____

Address **Parcel No.**

Residential Building Application

☐ Deck ☐ Accessory Structure ☐ Remodel ☐ Addition ☐ New ☐ Re-Roof ☐ Garage
☐ Swimming Pool ☐ Manufactured Home ☐ ADU ☐ IRC Townhome # of units_____

City of Redmond WASHINGTON

Green Certification Level

Built Green: ☐ 4 star ☐ 5 star

LEED for Homes: ☐ Silver ☐ Gold ☐ Platinum

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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

_____

_____

_____

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[1]	☐ Yes ☐ No
Number of stories	_____	Septic System[1]	☐ Yes ☐ No
Low fire flow area	☐ Yes ☐ No		

[1]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	***TOTAL***	Detached Structure
IRC Townhomes						
Existing						
New or Additional Square Footage						
Removed Square Footage						
TOTAL						
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: _____

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