



Development Services

1775 12th Ave NW
Issaquah, WA 98027
PH: 425-837-3100
issaquahwa.gov

Single Family Residence Construction Permit Submittal Requirements

The following items must be provided in order to properly apply for a building permit, including new construction and additions. Please contact the City of Issaquah Development Services Department to discuss what items should be included within your plan set. Plans and application will not be reviewed if information is incomplete. The applicable department director may require additional information or materials when necessary to augment a permit application.

NOTE:

1. **A Certificate of Traffic Concurrency must be obtained from the Issaquah Development Services Department prior to submitting a single family permit.**
2. **A Pre-Submittal Meeting may be required prior to a single family permit submittal. Please contact the Permit Center at 425-837-3100 for more information.**
3. **A shoreline permit is required if the single family residence will be located within 200 feet of Lake Sammamish, Issaquah Creek, or the East Fork of Issaquah Creek.**

How to Apply

1. Gather all documents as required by this submittal requirement packet
2. Save all documents in PDF format per the [Electronic Plan Requirements](#)
3. Go to MyBuildingPermit.com and apply

I. Application Checklist

This checklist has been designed to provide a brief overview of the City’s submittal requirements for all written documentation. For a comprehensive list of requirements, please see remainder of this guide.

✓	Quantity		
	New Structure	Structure Addition	
Presubmittal Requirements			
	•		Certificate of Traffic Concurrency from the City of Issaquah, if applicable
	•	•	Approved King County septic system permit , if applicable
	•		Sammamish Plateau Water & Sewer Certificate of Water Availability , if applicable
Forms Required			
	✓		Utility Application
	✓		Plumbing / Mechanical Fixture Counts form
	•		King County Residential Sewer Use Certification form (if connecting to sewer and project is not within Sammamish Plateau Water and Sewer District or Bellevue Water)
	✓	✓	Temporary Erosion and Sediment Control (TESC) Report form
Supporting Documents Required			
	✓	✓	Geotechnical Design Report (See Soils Report Requirements handout)
	✓	✓	Geotechnical Review Letter (See Soils Report Requirements handout)
	✓	✓	Structural Calculations (gravity and lateral load calculations required – stamped by Professional Washington State Engineer)
	✓	✓	Stormwater Technical Information Report (TIR) , based on City of Issaquah addendum of the 2009 King County Surface Water Design Manual appendix C (If required by City Engineer)
	✓		Washington State Energy Code (WSEC) worksheet
	•	•	Environmental Checklist (required if site contains a stream, wetland, floodplain, lake, pond or other resource)
	•	•	Critical Areas special studies may be required for any/all of the following: <ul style="list-style-type: none"> • Coal Mine/Erosion Hazards; Flood Hazards; Landslide Hazards; Steep Slope Hazards; Wetlands; Streams; Seismic Hazards
	•	•	Covenant Not-to-Sue , if required
	•	•	Flood Hazard Permit Application, if applicable
	✓	✓	City Vision on Sustainable Development : Discuss how the proposed project will address the City’s Vision and if you plan to certify it as a green building
Plans and Drawings (see Section III for detailed requirements)			
	✓	✓	Submit full plan sets , with full sized site plans (see Section 0 for acceptable sheet sizes)
	•	•	Architect/Engineer of Record Stamp: If plans are prepared by an Architect/Engineer, ALL sheets and/or calculations must be stamped.
	•	•	Architecture Review Committee (ARC) Stamp: If in Issaquah Highlands, site plan and elevations must be stamped by the ARC before submittal.
Intake Fee			
	Plan check fee deposit required at time of submittal. Cash or check only (other permit fees will apply – see Permit Technician for more information). New Construction: \$1,000 Deposit Structure Addition: Based on project valuation - Contact Permit Technician		

✓ = Required • = If Applicable, contact the permit center for verification

II. Plan Set

1. Construction Codes

All drawings must conform to current adopted construction codes including Washington State amendments. See the [City of Issaquah Codes & Plans page](#) for more details.

2. Format

All drawings submitted shall conform to the following requirements:

- a. **Sheet size:** 18"x24" or 24"x36" or 30"x42"
- b. **Title Block:** Locate on right hand margin and provide:
 - Project name
 - Drawing title and drawing number
 - Revision block
 - Project address
 - Name and address of firm or contact responsible for the drawing
- c. **Scale:**
 - Unless site size dictates a different scale, site (civil) drawings: 1'=10'
 - Architectural plans: 1/4"=1'-0" unless impractical
- d. **Details:** All construction details **must** be referenced and included in the full size plan set. Do not submit details in a separate document packet.
- e. Show **North Arrow:** All drawings must include a north arrow.

3. Required Submittal Drawings

- Vicinity map on site plan sheet
- Site Plan
- Floor Plan (must match the orientation of the site plan)
- Elevations
- Energy Code Compliance
- Door and Window
- Architectural Cross Sections and Details
- Stair Section
- Structural Notes and Details or Sections
- Foundations
- Roof, Deck, and Floor Framing Plans
- Lateral (Seismic/ Wind) Design

III. Description of Submittal Drawings and Plans

Plans must be drafted and easy to read and understand. Check out 'how to draft' books from the library. Too much information on one plan sheet can be confusing and misleading.

1. Site Plan

- a. Indicate **scale** by bar graph.
- b. **Property lines:** Show the location and dimension.
- c. **Easements:** Show the location for all existing and proposed utility, open space, drainage, native growth protection and access easements and/or private roads; draw to scale and accurately dimension. Show all Tracts.
- d. **Existing and proposed structures:** Show location, dimension and use of all existing and proposed buildings and structures on the site; show distances to property lines from closest point including roof overhang or other projections.
- e. **Land use code setbacks:** Show and dimension front, side, rear, and street setbacks (if applicable). Designate the front, side, and rear property lines.

- f. **Walls and fences:** Indicate location, length and height.
- g. **Streets and alleys:** Show location, name or number of all streets, adjacent streets, and alleys adjacent to the site. Show edge of pavement, curb, gutter, sidewalk, street trees, and any other road appurtenances.
- h. **Driveways and parking:** Show location of on-site parking and driveways, type (asphalt, concrete, or gravel), and finished slope of driveways.
- i. **Adjacent Right of Way:** Locate and label the existing centerline, curb and sidewalk. Distances to ROW centerline must be to scale.
- j. **Spot elevations and topography:** Show surface elevation at each corner of the site and at the corners of structure base. Show distance from inside face of rockeries/wall to proposed structures. Show existing and proposed contours at 2' intervals. Indicate all existing and proposed retaining structures and/or rockeries with top and bottom elevations. Show maximum heights above and below grade.
- k. Show where all roof, footing, driveway, and other drains will be **connected and/or discharged**. If infiltration system is proposed or required, show design and calculations for size.
- l. **Show existing drainage feature on and adjacent to property.**
- m. **Temporary Erosion and Sediment Control (TESC)** with clearing limits
- n. Show **demolition** and additions, if applicable.
- o. Show **existing trees** to scale, noting type and size. Indicate **trees to be removed**, if applicable.
- p. Show **adjacent site information** as will fit on the sheet.
- q. Show **architectural features that project into the setback**, including chimneys, flues, belt courses, sills, pilasters, ornamental features, cornices, eaves, gutters, dormer extensions, greenhouse or bay windows, and similar features. Decks, porches, patios, walkways, and other minor structural elements may intrude into a setback; show the distance to the property line and height of these elements.
- r. Show location of, or distance to, the nearest **fire hydrant**.
- s. Show all **water meters** within 25' of the construction area.
- t. Show dimensions of **garages and all other proposed parking areas**. Indicate proposed tandem parking.
- u. **Impervious Surface:** show the locations and dimensions of all impervious surfaces, including driveways, walkways, decks and sheds. Show total lot size, total impervious surface area (new and existing).
- v. Show all **proposed and existing utilities**, including the locations of sewer, water, electricity and gas lines, and any underground storage tanks, drainfields and reserve drainfield areas.
 - Show type, size and location of side sewer connection from the house to the sewer main.
 - Show size of water service line and connection from the water meter to the house.
 - Show location and size of water meter and show connection from water meter to water main.
- w. **Provide tree plans:**
 - Indicate which trees are to be retrained and which are to be removed. The removal shall occur based on the priorities listed in [IMC 18.12.1385](#).
 - Tree retention calculations per [IMC 18.12.1385\(A\)](#).
 - Reference Tree protection detail provided in plan set.

2. Floor Plan

- a. Give square footage for each floor, garage and decks.
- b. Floor layout: Show arrangement of walls, note proposed use and dimensions of all rooms; show stairs, hallways, restrooms, and decks.

- c. Windows and doors: Show location and dimensions of all windows, doors and skylights and indicate opening direction and size. Identify egress windows and note maximum finished sill height.
- d. Fixture location: Show location of hot water heater, heating unit, fans, smoke detectors, bathroom fixtures, mechanical equipment, etc.

3. Elevations

- a. Note elevations from north, south, east and west; provide finished floor level for each floor; show existing and proposed grades; show maximum building height; show maximum site slope.
- b. Roof: Show roof overhangs and chimney clearances from roof. Indicate pitch of roof.
- c. Siding: Note type of exterior siding and roof covering.
- d. Openings: Show doors, windows, skylights, sliders or other type of openable vents in windows.
- e. Decks and porches: Indicate height of guardrails and spacing of intermediate railing. Show rise/run of stairs with handrail grasp dimension and height above nosing of stair tread. Also, show how the post guard will be attached to the framing below and provide post guard spacing.

4. Door and Window

- a. Show door size, type and closure device for doors between the garage and dwelling.
- b. Show window size, opening and direction and size
- c. Show bedroom egress window location, clear open size, sill height, and type of opening, i.e., slider, casement, etc.
- d. Show location of safety glazing on windows and doors.

5. Foundation

- a. Foundation Plan: Show shape of foundation, all dimensions; include maximum wall height(s) and all connections. Provide typical foundation sections at various points around the foundation system. Footings on or adjacent to slopes must comply with International Residential Code R403.1.7
- b. Show typical foundation and floor section with all materials labeled; show size and spacing of all members; all dimensions, wall thickness, reinforcing bar size and spacing, reinforcing bar.
- c. Posts and Footings: Show location and size of beams, posts, interior footings and their dimensions and connections.
- d. Crawl Spaces: If crawl space is included, show location and size of all vents, access size and location.
- e. Floor Joists: Show floor joist size, spacing, direction, support, connections, blocking, etc.
- f. Other Spaces: Show and label space within foundation (i.e. basement, garage, recreation room).
- g. Retaining Walls: Retaining structures in excess of 4' in height (measured from bottom of footing to top of wall) require engineered design with calculations. Design must be stamped by a Washington State Engineer.
- h. Clearance, footing depth below grade, clearance between grade and sill plate, maximum wall height, connections, anchor bolt size and spacing, connection between floor diaphragm and foundation, slab thickness, slab or floor insulation, drainage for foundation retaining wall.
- i. Engineered Foundation: Stamped engineered plans with calculations are required for nonconventional foundation systems and/or sites with special soils conditions.

6. Roof, Deck and Floor Framing Plans

- a. Roof, Floor and Deck Joists: Show joist size, spacing, direction, support, connections, blocking, roof framing members' size and spacing.
- b. Show typical roof section with all materials labeled; indicate size and spacing of all members; include all dimensions, venting, insulation, and connections.
- c. Show all connection details, including post-beam, post-footing, collar tie, etc. *Note: Roof collar tie details require engineered calculations to be submitted.*

7. Architectural Cross Sections and Details

- a. Provide framing section: show floor, wall, and insulation and wall finish materials.
- b. Show header sizes for all openings in bearing walls and all openings exceeding 4'-0".

8. Structural Notes

- a. Specify all design load values, including dead, live, snow, wind, lateral retaining wall pressures and soil bearing values.
- b. Specify minimum design concrete strength, concrete sack mix, and reinforcing bar grade.
- c. Specify the grade and species of all framing lumber.
- d. Specify the combination symbol (strength) of all GLU-LAM beams.
- e. Specify manufacturer and model of metal connectors, including joist hangers, clips, post caps, post bases, etc.

9. Lateral (Seismic / Wind) Design

- a. Provide lateral Wind and Seismic calculation comparison.
- b. Provide complete lateral calculation analysis for controlling wind or seismic load.
- c. Provide details showing complete load path transfer at roof perimeter, interior shear walls, cantilevered floors, off set shear walls, and ceiling diaphragm to shear walls (if used).
- d. Engineer's stamp required on drawing and calculations, unless using prescriptive design.
- e. Provide shear wall schedule noting nail spacing, blocking, bolts, top and bottom plate nailing and shear wall capacities on the plans.
- f. Locate hold down straps on plan and specify model type and size.
- g. Provide hold down details for all conditions.

10. Energy Code Compliance

Show insulation R values in appropriate places on architectural sections and u-value of windows, doors, and skylights.

11. Stair Section

Show a section of the stairs, include framing anchor connection of stringer to floor framing, rise, run, handrail height, and grasp dimensions, distance between any intermediate rails, fire blocking, minimum head room and landing size. Also specify a minimum protection of ½" gypsum board for usable space under stairs.

Provide a separate detail for exterior stairs.

IV. Stormwater Technical Information Report (TIR)

1. Projects involving less than 5000 square feet of total impervious surface area shall follow the drainage requirements of Appendix C - Small Project Drainage Requirements, of the City of Issaquah addendum to the 2009 King County Surface Water Design Manual, as required by IMC 13.28. Required drainage features shall be shown on the site plan.
2. Single family homes proposing more than 5000 square feet of total impervious surface area shall follow drainage review requirements of the City of Issaquah addendum to the 2009 King County Surface Water Design Manual, including submittal of a Technical Information Report, as required by IMC 13.28. A drainage plan shall be submitted as part of the site plan.

V. Additional Permits Required

1. Irrigation Backflow Device

A backflow device is required for any irrigation system. A separate over the counter plumbing permit must be pulled by the contractor performing the work.

2. Fire Sprinkler

Site, plat or building construction may require that a fire sprinkler system be installed. If a fire sprinkler system is installed, a separate fire sprinkler permit is required.

3. Electrical Permit

Electrical permits are reviewed and issued by the Washington State Department of Labor and Industries. Many permits may be obtained [online](#). The closest L&I office is located in Bellevue:

616 120th Ave. N.E.

Ste. C201

Bellevue, WA ([map](#))

Ph: 425-990-1400

4. King County Department of Health (Septic)

For lots not served by sewers, an approved septic design from the King County Department of Public Health is required prior to submitting a building permit application. You may contact them at:

Eastgate Environmental Health Services ([website](#))

14350 SE Eastgate Way ([map](#))

Bellevue, WA 98007

Phone: 206-296-4932