

# Accessory Dwelling Unit (ADU)



CITY OF  
**ISSAQUAH**  
WASHINGTON  
Community Planning and Development  
PO Box 1307  
Issaquah, WA 98027  
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## Purpose

The following items must be provided to apply for an Accessory Dwelling Unit (ADU) building permit. Please contact the City of Issaquah Department of Community Planning and Development at [CPD@issaquahwa.gov](mailto:CPD@issaquahwa.gov) to discuss which items should be included within your plan set.

These submittal requirements should be used for an internal remodel, new attached ADU, or new detached ADU.

## Submittal Requirements

**Application fees** are invoiced to the applicant after the submittal is deemed sufficient for review. Payable online by credit card up to \$5,000. Check and cash accepted.

### Required documents:

1. **Application**

Application form completed via [MyBuildingPermit.com \(MBP\)](https://mybuildingpermit.com). MBP application path:  
Application Type—Building.  
Project Type—Single Family Residential.  
Activity Type—New construction.  
Scope of Work: Residence and All Associated Structures.

2. **Septic**

Approved [King County septic system permit](#), if applicable.

3. **Letter of water and sewer availability**

Contact [CPDEngineers@issaquahwa.gov](mailto:CPDEngineers@issaquahwa.gov) for additional info. If the proposed project is located within the jurisdiction of the [Sammamish Plateau Water and Sewer District](#), please reach out to [info@spwater.org](mailto:info@spwater.org).

4. **Utilities**

[Utility Service Application](#).

5. **Fixture counts**

[Plumbing/Mechanical Fixture Counts](#) form.

6. **Technical report**

Geotechnical design report.

7. **Traffic Concurrency Certificate**

Traffic Concurrency Certificate application. Must be submitted separately in [MyBuildingPermit.com \(MBP\)](https://mybuildingpermit.com). MBP application path:  
Application Type—Land Use.  
Activity Type—Preapplication Services.  
Scope of Work—Transportation Concurrency Certificate.

<p><b>8. Structural calculations</b> Structural calculations (gravity and lateral load calculations required).</p>
<p><b>9. Stormwater Technical Information Report (TIR)</b> Stormwater Technical Information Report (TIR), also called a drainage report, required if project involves 2,000-square-feet or more of new plus replaced hard/impervious surface area. Refer to the <a href="#">City of Issaquah 2022 Stormwater Design Manual Addendum</a> for specific requirements.</p>
<p><b>10. Washington State Energy Code (WSEC) worksheet.</b></p>
<p><b>11. Critical areas</b> Critical area reports, if applicable. The critical area study must evaluate the proposal and all probable impacts to any critical area within 300-feet of the project area. A critical area is a:</p> <ul style="list-style-type: none"> <li>a) Wetland.</li> <li>b) Stream.</li> <li>c) Floodplain.</li> <li>d) Fish and Wildlife Habitat Conservation Area (FWHCA).</li> <li>e) Forested hillside preservation area.</li> <li>f) Critical Aquifer Recharge Area (CARA).</li> <li>g) Geologically hazard area (coal mine, erosion, landslide, seismic, steep slope, and peat settlement prone area).</li> </ul>
<p><b>12. Covenant Not-to-Sue</b> Covenant Not-to-Sue is required for development activity on steep slopes (40% slope or greater) and floodplain.</p>
<p><b>13. Drawings</b> Full plan sets, see <a href="#">plan set requirements</a>.</p>
<p><b>14. Certification of Owner Occupancy</b> <a href="#">Accessory Dwelling Unit Certification of Owner Occupancy</a>.</p>
<p><b>15. Covenant to Maintain Owner Occupancy</b> <a href="#">Accessory Dwelling Unit Covenant to Maintain Owner Occupancy</a>.</p>
<p><b>16. Architect/engineer of record stamp</b> If plans are prepared by an architect and/or engineer, all sheets and calculations must be stamped by Architect/engineer of record.</p>
<p><b>17. Architecture Review Committee (ARC) stamp</b> Architecture Review Committee (ARC) stamp. If site is in Issaquah Highlands, site plan and elevations must be stamped by the ARC before submittal.</p>

## Plan set requirements:

### Construction codes

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

### Format

All drawings submitted must conform to the following requirements:

1. **Sheet size**

18-inches x 24-inches, or 24-inches x 36-inches, or 30-inches x 42-inches.

2. **Title block**

- a) Must be located on right hand margin and must provide:
- b) Project name.
- c) Drawing title and drawing number.
- d) Revision block.
- e) Project address.
- f) Name and address of firm or contact responsible for the drawing.

3. **Scale**

- a) Site (civil) drawings scale must be 1-inch=10-feet (unless site size dictates a different scale).
- b) Architectural plans scale must be ¼-inch=1-foot (unless impractical).
- c) Details

All construction details **must** be referenced and included in the full-size plan set. Do not submit details in a separate document packet.

4. **North arrow**

All drawings must include a north arrow.

5. **3-inch x 3-inch blank area**

Provide a 3-inch x 3-inch blank area on a consistent location on each sheet (including all disciplines) in the title block or on the right side of the sheets for City approval stamps.

## Required submittal drawings:

1. [Vicinity map](#) on site plan sheet.
2. [Site plan](#).
3. [Floor plan](#) (must match the orientation of the site plan).
4. [Elevation](#) (not required for an internal remodel).
5. [Door and window](#).
6. [Foundation](#) (detached and additions).
7. [Roof, deck, and floor framing plan](#) (detached and additions).
8. [Architectural cross section and detail](#).
9. [Structural notes and details](#).
10. [Lateral \(seismic/wind\) design](#) (detached and additions).
11. [Energy code compliance](#).
12. [Stair section](#).

**Site plan drawing requirements:**

1. **Vicinity Map**
2. **Scale**  
Indicate scale by bar graph.
3. **Property lines**  
Show the location and dimension.
4. **Easements**  
Show the location for all existing and proposed utility, open space, drainage, native growth protection, access easements, and private roads; draw to scale and accurately dimension. Show all tracts.
5. **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.
6. **Land use code setbacks**  
Show and dimension front, side, rear, and street setbacks (if applicable). Indicate the front, side, and rear property lines.
7. **Walkway**  
A 4-foot walkway is required from parking area to ADU door.
8. **Address monument**  
Show the location of the address monument at right-of-way (ROW) or wall plaque visible from the ROW.
9. **Walls and fences**  
Indicate location, length, and height.
10. **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.
11. **Driveways and parking**  
Show location of on-site parking and driveways, type (asphalt, concrete, or gravel), and finished slope of driveways. ADU's require an additional off-street parking space.
12. **Adjacent right-of-way**  
Locate and label the existing centerline, curb, and sidewalk. Distances to ROW centerline must be to scale.
13. **Spot elevations and topography** (not required for internal remodels)
  - a) Show surface elevation at each corner of the site and at the corners of structure base.
  - b) Show distance from inside face of rockeries/wall to proposed structures.
  - c) Show existing and proposed contours at 2-foot intervals.
  - d) Indicate all existing and proposed retaining structures and/or rockeries with top and bottom elevations.
  - e) Show maximum heights above and below grade.
14. **Drains**  
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.

**15. Stormwater drainage**

Show existing stormwater drainage on and adjacent to property (detached and additions).

**16. Temporary Erosion and Sediment Control (TESC)**

Temporary Erosion and Sediment Control (TESC) with clearing limits (detached and additions).

**17. Demolition**

Show demolition and addition, if applicable.

**18. Adjacent site information**

Show adjacent site information as will fit on the sheet.

**19. Architectural features**

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.

**20. Fire hydrant**

Show location of, or distance to, the nearest fire hydrant.

**21. Water meter**

Show all water meters within 25-feet of the construction area.

**22. Parking**

Show dimensions of garages and all other proposed parking areas. Indicate proposed tandem parking.

**23. Impervious/hard surface**

Show the locations and dimensions of all impervious/hard surfaces, including driveways, walkways, decks, and sheds. Show total lot size, total impervious/hard surface area (new and existing).

**24. Critical areas**

Show all critical areas (including buffers) on and adjacent to property.

**25. Utilities**

Show all proposed and existing utilities, including the locations of sewer, water, electricity and gas lines, and any underground storage tanks, drain fields and reserve drain field areas.

- a) Show type, size, and location of side sewer connection from the house to the sewer main.
- b) Show size of water service line and connection from the water meter to the house.
- c) Show location and size of water meter and show connection from water meter to water main.

**26. Tree plans (not required for internal remodels)**

- a) Indicate existing trees on site, noting type and size.
- b) Indicate which trees are to be retained and which are to be removed. Removal must occur based on the priorities listed in [IMC 18.812.050](#).
- c) Tree retention calculations per [IMC 18.812.070](#).
- d) Reference tree protection detail provided in plan set.

**Floor plan drawing requirements:**

1. **Square footage**  
Give square footage for each floor, garage, and decks.
2. **Floor layout**  
Show arrangement of walls, note proposed use and dimensions of all rooms; show stairs, hallways, restrooms, and decks.
3. **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.
4. **Fixture location**  
Show location of hot water heater, heating unit, fans, smoke detectors, bathroom fixtures, and mechanical equipment.

**Elevation drawing requirements (not required for internal remodels):**

1. **Directional**  
Note elevations from north, south, east, and west.
2. **Floor level**  
Provide finished floor level for each floor.
3. **Grade**  
Show existing and proposed grades.
4. **Building height**  
Show maximum building height.
5. **Slope**  
Show maximum site slope.
6. **Roof**  
Show roof overhangs and chimney clearances from roof. Indicate pitch of roof.
7. **Siding**  
Note type of exterior siding and roof covering.
8. **Openings**  
Show doors, windows, skylights, sliders, or other type of openable vents in windows.
9. **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.

**Door and window drawing requirements:**

1. Show door size, type, and closure device for doors between the garage and dwelling.
2. Show window size, opening, and direction.
3. Show bedroom egress window location, clear open size, sill height, and type of opening such as slider, or casement.
4. Show location of safety glazing on windows and doors.

**Foundation drawing requirements (not required for internal remodels):**

1. **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
2. **Foundation and floor sections**  
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.
3. **Posts and footings**  
Show location and size of beams, posts, interior footings and their dimensions and connections.
4. **Crawl spaces**  
If crawl space is included, show location and size of all vents, access size, and location.
5. **Floor joists**  
Show floor joist size, spacing, direction, support, connections, and blocking.
6. **Other spaces**  
Show and label space within foundation (basement, garage, recreation room).
7. **Retaining walls**  
Retaining structures more than 4-feet in height (measured from bottom of footing to top of wall) require engineered design with calculations. Design must be stamped by a Washington State Professional Engineer. A separate building permit is required for retaining walls if greater than 4-feet in height or supports a surcharge load (regardless of height).
8. **Clearance**  
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.
9. **Engineered foundation**  
Stamped engineered plans with calculations are required for nonconventional foundation systems and/or sites with special soils conditions.

**Roof, deck, and floor framing plan drawing requirements:**

1. **Roof, floor, and deck joists**  
Show joist size, spacing, direction, support, connections, blocking, roof framing members' size and spacing.
2. **Roof sections**  
Show typical roof section with all materials labeled. Indicate size and spacing of all members; include all dimensions, venting, insulation, and connections.
3. **Connections**  
Show all connection details, including post-beam, post-footing, and collar tie. **Roof collar tie details require engineered calculations** to be submitted.

**Architectural cross section and detail drawing requirements:**

1. **Framing section**  
Show floor, wall, and insulation and wall finish materials.
2. **Headers**  
Show header sizes for all openings in bearing walls and all openings exceeding 4-feet.

**Structural notes and details drawing requirements:**

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

**Lateral (seismic/wind) design drawing requirements (not required for internal remodels):**

1. Provide lateral wind and seismic calculation comparison.
2. Provide complete lateral calculation analysis for controlling wind or seismic load.
3. 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).
4. Professional engineer's stamp required on drawing and calculations, unless using prescriptive design.
5. Provide shear wall schedule noting nail spacing, blocking, bolts, top and bottom plate nailing and shear wall capacities on the plans.
6. Locate hold down straps on plan and specify model type and size.
7. Provide hold down details for all conditions.

**Energy code compliance drawing requirements:**

1. Show insulation R values in appropriate places on architectural sections and u-value of windows, doors, and skylights.
2. Provide a [Heat System Sizing](#) form.
3. Show the number of energy credits required for the project and the specific credits selected.



**Stair section drawing requirements:**

Show a section of the stairs, include:

1. Framing anchor connection of stringer to floor framing.
2. Rise.
3. Run.
4. Handrail height.
5. Grasp dimensions.
6. Distance between any intermediate rails.
7. Fire blocking.
8. Minimum head room.
9. Landing size.
10. Specify a minimum **protection of 1/2"** gypsum board for usable space under stairs.
11. Provide a separate detail for exterior stairs.

**Additional permits required:****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.

**Electrical permit**

Electrical permits are reviewed and issued by the Washington State Department of Labor and Industries. Many permits may be obtained [online](#).

**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.

**Flood Hazard Permit**

A [Flood Hazard Permit](#) is a separate land use permit, required if development activities are within or adjacent to FEMA defined floodplain areas.