



Planning, Building, and Public Works Division

COMMUNITY DEVELOPMENT

21630 11th Avenue South, Suite D
Des Moines, WA 98198
(206) 870-7576 | www.desmoineswa.gov

BUILDING PERMIT SUBMITTAL CHECKLIST COMMERCIAL CONSTRUCTION

In order to process your Building Permit Application with the least amount of delay, and to ensure that it flows through the review process smoothly, the following materials should be submitted **when you apply**.

ELECTRICAL NOTE: The City of Des Moines maintains its own electrical program and all electrical permits are issued through the City of Des Moines Building Division and not Washington State Labor and Industry.

Applicant Staff

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Building Permit Submittal Checklist (<u>1 copy</u>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Permit application (<u>1 copy</u>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Detailed site plan to include drainage plans, driveway layout, building height (<u>9 copies</u>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Construction drawings with driveway layout and building height clearly shown with average height calculations (<u>4 copies</u>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscape plans (<u>2 copies</u>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Temporary Erosion & Sediment Control plan - TESC (<u>2 copies</u>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of sewer availability - required for new construction only (<u>1 copy</u>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of water availability (<u>1 copy</u>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Apparatus Access & Fire Flow Worksheet (<u>1 copy</u>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Current WSEC Commercial Compliance Form (<u>1 copy</u>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Washington State Contractors license or affidavit in lieu of contractors registration |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of any recorded easements (<u>2 copies</u>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Bond Quantity Worksheet (<u>1 copy</u>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Street Opening and Right-of-Way Permit application (<u>1 copy</u>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Right-of-Way Plans (<u>1 copy</u>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of title report (<u>1 copy</u>) |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide profile of driveway elevation, showing that slope is less than 14% (<u>1 copy</u>) |

****Additions to buildings with septic systems will require King county Health Department approval.**

****All sites must comply with the *Post-Construction Soil Standard Handout* found at:**

<http://www.desmoineswa.gov/DocumentCenter/View/3936>

THERE IS HELPFUL INFORMATION AVAILABLE AT THE PERMIT COUNTER OR ON THE CITY WEBSITE AT WWW.DESMOINESWA.GOV ON THE BUILDING DEPARTMENT PAGE.

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
Washington Cities Electrical Code
National Electrical Code
State Environmental Policy Act (SEPA)
Washington State Energy Code

ASSOCIATED AGENCIES

South King Fire and Rescue	(253) 839-6234	31617 1 st 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	2828 30 th Ave. S.	Kent
Lakehaven Utility District	(253) 941-1516	3123 1 st 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

COMMERCIAL PERMIT PROCESS BY DEPARTMENT

PLANNING: Plans are reviewed for appropriate land configurations.

Building Placement	DMMC 18.55.130
Environmentally Critical Areas	DMMC 16.10
Shoreline Jurisdiction	Shoreline Master Program
Land Clearing and Grading	DMMC 14.20
Permitted Land Use	DMMC 18.52.010A
Lot Area	DMMC 18.55.060
Lot Coverage	DMMC 18.55.120
Setbacks	DMMC 18.55.080 – 18.55.100
Height Elevations	DMMC 18.55.110

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.

Underground Utilities	DMMC 12.25
Rights of Way	DMMC 12.15, 12.20, 12.40
Sidewalks	DMMC 12.15, 12.20, 12.40
Surface Water Management	DMMC 11.08, 11.12, 11.28, 12.20

FIRE DEPT: Plans are reviewed for fire and life safety issues.

ADDITIONAL PERMITS THAT MAY BE REQUIRED:

- Electrical Permit
 - Electrical permits are obtained through the Building Division at the permit counter
- Mechanical Permit
- Plumbing Permit
- Land Clearing / Grading Permit
- Right of Way Permit
- Demolition Permit

When your Building Plans are approved, construction may begin.

Hours of construction are: Monday – Friday: 7:00 am to 7:00 pm
Saturday, Sunday, and Legal Holidays: 8:00 am – 5:00 pm