



# BUILDING RELOCATION PERMIT SUBMITTAL CHECKLIST

## Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information.

- Pre-move Inspection Report – An investigation inspection must be obtained prior to submitting a formal application (Submittal Fee: \$265.00)**
- Permit Application**
- Mechanical/Plumbing Application.** For heating and cooling equipment as well as water piping/plumbing fixtures.
- Submittal Fee:** Based on valuation. See handout titled *Construction Permit Fees*.
- Right-of-Way Use Permit Application.** If the structure is to be moved into or through the City of Shoreline, a Right-of-Way Use Permit is required. Identify existing location and proposed new location. (Separate fees apply)
- Critical Areas Worksheet.** A worksheet is not required for all applications, please verify with our office. Note: a critical area report may be required if a critical area exists on or adjacent to the site.
- Transportation Impact Fee Estimation Form**
- Park Impact Fee Estimation Form**
- Fire Impact Fee Estimation Form**
- Water Availability:** Required for all relocated buildings. The distance of the nearest hydrant and either the flow calculations or flow test results of that hydrant is required. To obtain a Water or Fire Flow Certificate of Availability contact:
  - City of Seattle Public Utilities (206) 684-5800 or online at <http://www.seattle.gov/util/Engineering/DevelopmentServicesOffice/ToolsResources/WACRequestForm/index.htm>
  - North City Water District (206) 362-8100 or online at <http://northcitywater.org/forms/>
  - The Highlands, (206) 362-2100.
- Certificate of Sewer Availability:** Required for all projects (including carports, garages, additions, decks, etc.).
  - Ronald Wastewater (deferred to permit review)
  - The Highlands (206) 362-2100
- Tree Retention Calculation Worksheet** – Use only if trees are being removed. Show all trees on the site plan with location, size, species and dripline of trees within 20' of proposed project. Contact a Planner to determine if a separate tree retention plan by a qualified professional is required.
- Building Coverage and Hardscape Calculation Worksheet** – Provide itemized calculations that show building coverage and hardscape totals and as percentages of the site area.
- Site Plans – three (3 full size) copies** drawn to an engineering scale (e.g. 1" = 20'). Permit applications for interior work only may not require a site plan.
  - Name, address, and phone number of the person who prepared the drawing.
  - Graphic scale and north arrow.
  - Location, identification and dimensions of all proposed, existing and demolished buildings and their uses. Include projections, roof overhangs, covered breezeways, streets, alleys, rockeries, retaining walls, and fences.
  - Note building height. The building height must be calculated based on the average existing grade. The calculation is to be illustrated on the building elevations.
  - Dimensions of all property lines.
  - Building setbacks from front, side, and rear property lines
  - Easements, including utility, drainage, access, open space. Include the King County recording number for existing easements.
  - Location of existing and proposed parking spaces, include traffic flow and all internal walkways.
  - Hardscape calculations as a percentage of the site area. Include the square footage for buildings and pavement (may include gravel and similar surfaces).
  - Location of all proposed and existing water mains, valves and fire hydrants.
  - Frontage improvements for curb, gutter, sidewalk, access drive, and street trees.
- Tree Retention Information**
  - Location, size, species, and condition of all existing trees on the property. Show driplines of trees within 20' of proposed development.
  - Identification of trees to be retained, trees to be preserved, and location of planted trees.
  - Graphic representation and written description of proposed tree protection measures and tree and vegetation planting details.
  - Calculation of required significant tree retention percentage.
  - Calculation of required replacement trees.
- Civil Plans – three (3) copies may be included on the site plan** drawn to engineering scale.( e.g. 1":20').
  - Grading**
    - Clearing limits and trees to be removed/retained.
    - Existing contours at 2' intervals on site and 5' contours extending 100' from property.

Hours of Operation: M, T, Th, F: 8:00 a.m.–5:00 p.m., W: 1:00–5:00 p.m. ♦ Permit Processing ends at 4:00 p.m. daily

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- Proposed contours at 2' intervals; shown in darker line than existing contours.
- At least two cross-sections, one in each direction, showing existing and proposed contours, horizontal and vertical scales, past excavation, filled or cleared areas (indicate depth of cut/fill).
- Quantity of excavation and fill (in cubic yards).
- Quantity of surplus or unsuitable excavation materials to be exported from the site.
- Quantity of material to be imported to the site.
- Proposed disposal site with anticipated haul routes.

#### Erosion Control

- Silt fencing, catch basin protection, construction entrance, and temporary sediment ponds.
- All construction details and notes associated with each erosion control method.

**NOTE: Based on the scope of work (generally, adding more than 1,500 square feet of new hardscape) a drainage review is required. A soils report must be submitted that addresses site and soil conditions. The report will provide information indicating whether the site will be eligible for “Small Site Drainage Review”. For those that qualify a “Small Site Drainage Plan” should be included with the application. The drainage plans include a site improvement plan, erosion and sediment control plan, and written drainage assessment. (Department of Ecology Stormwater Management Manual for Western Washington).**

#### Drainage and Paving

- Soils report.
- Plan view of drainage system and associated paving  
Details of all structures and drainage facilities including catch basins, flow control devices, water quality, and infiltration facilities.
- Profiles of drainage system and roadway improvements.

#### Utilities

- Locations of all existing and proposed utilities including water, sewer, gas, electric, and telecommunications.

#### Documents

- Downstream analysis, drainage calculations, and soils information
- Geo-technical or soils report.

- **Critical Area Plans one (1) copy.** This information may be included on the site plan.
  - Location of all critical areas and associated buffers on or adjacent to the site.

- **Construction Drawings – three (3) copies** drawn to an architectural scale (e.g. 1/4" = 1'). Identify which building code editions were used to design the project.

#### Non-Structural

- Detail the use and square footage by floor level for each individual building on site.
- Floor plans of each floor. Provide dimensions for all areas.
- Elevations - all sides of structure. Include building height.
- Building and wall sections.
- Fire-rated assemblies and penetrations with details and listings.
- For additions include floor plans of adjacent portions of the existing buildings.

#### Structural

- Foundation plan(s).
- Structural framing for all floors and roofs.
- Construction details with section cuts identifying where they can be located on the plans.

#### Energy

- Method of heating (i.e. electric, gas, etc.).
- Insulation for walls, floors, ceilings, mechanical, and all R-values.
- U-values for all doors and window glazing.
- All types of heating systems, fireplaces and/or stoves on building plans.
- All air handling equipment: heating, ventilating, air conditioning, and exhaust systems.

- **Additional Documents**

- Completed 2015 Washington State Energy Code compliance forms (attached).
- For those dwellings designed to the provisions of the International Building Code:
  - Engineering calculations for gravity and lateral loads (wind and/or seismic) and special connections. The plans and calculations must specify all design parameters as listed in the International Building Code Section 1603.
  - Quality Assurance Plan for seismic maintenance where required by International Building Code Section 1705.

**NOTE: Applications for right-of-way permits are required to be submitted in conjunction with all new construction for the installation of driveways. The right-of-way permit may also include any frontage improvements or drainage systems located in the public right-of-way. Please see the checklist titled *Right-of-Way Permits*.**

**Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.**

#### OTHER PERMITS THAT MAY BE REQUIRED

Fire Alarm/Fire Sprinkler      Boilers (Dept. of Labor and Industries)      Right-of-Way      Electrical

Fees effective 1/2019

The Development Code (Title 20) is located at [CodePublishing.com](http://CodePublishing.com)