



ACCESSORY DWELLING UNIT 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. **All construction drawings must be drawn to an architectural scale (e.g. 1/4" = 1'), while site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20').**

Note: If any construction is proposed then also see the Residential Building Permit Submittal Checklist for additional requirements.

Permit Application

- To request a separate address for the ADU, please specify this in the project description on the permit application form

Critical Areas Worksheet. A critical area report may be required if a critical area such as a stream, wetland, or steep slope exists on or is adjacent to the site.

Mechanical/Plumbing Application. For heating and cooling equipment as well as water piping/plumbing fixtures.

Please Review Accessory Dwelling Unit Criteria (see attached).

Submittal Fee: \$851.00 (Additional fees may be assessed based on the specifics of the proposal.)

Transportation Impact Fee Estimation Form

Park Impact Fee Estimation Form

Fire Impact Free Estimation Form

Certificate of Water Availability. Required for all detached accessory dwelling unit applications.

- City of Seattle Public Utilities: (206) 684-5800
- North City Water District: (206) 362-8100
- The Highlands: (206) 362-2100

Certificate of Sewer Availability. Required for all Accessory Dwelling Unit applications.

- Ronald Wastewater (deferred to permit review)
- The Highlands (206) 362-2100

Site Plans – three (3) copies (minimum size 11" x 17") drawn to an engineering scale (e.g. 1" x 20')

- Name, address, and phone number of the person who prepared the drawing.
- Graphic scale and north arrow.

- Property address and tax parcel number.
- Location, identification, and dimension of all buildings and their uses.
- All property lines with dimensions.
- Building setbacks from all property lines.
- Easements which are on the property, including utility, drainage, access, and open space, (Include the King County recording number for existing easements).
- Location and dimensions of existing/proposed parking spaces. Label parking for ADU and primary residence. End-to-end parking may not combine required parking for both units.
- If new building area or hardscape is proposed then all existing and proposed building footprint and hardscape area must be shown.
- Erosion control
- Notice on Title.** The city will prepare a notice to be recorded on the title of the property that will serve to notify future owners of this property that special conditions exist on the use of the unit.
- Living Area Calculations.** Floor plans of existing living space may be required.
 - Square footage of total living area of the primary residence.
 - Square footage of accessory dwelling unit.
- Floor plans – three (3) copies** of each floor of the proposed ADU. Provide dimensions for all areas.
 - Label the uses of all rooms and show existing and proposed walls, windows, doors, plumbing, mechanical (heat systems and controls), and smoke and CO detectors. Bedroom egress and primary exit from the ADU must meet current building code.
 - Show all utility panels and shut off locations.
 - Building and wall sections.

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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1/2019

- Fire-rated assemblies and penetrations with details and listings. Attached *ADU shall be separated from the primary residence by a one-hour fire rated assembly, or interconnected smoke alarms, or installation of residential fire sprinklers in accordance with NFPA 13D.*
- **Waste Diversion Plan and Salvage Assessment** required for construction or alterations of a building or structure greater than 1,000 square feet

of gross floor area (may be deferred to permit issuance). When demolition is proposed a Salvage Assessment must be prepared by a third party. A Waste Diversion Report, including tip receipts or signed salvage affidavits and photo documentation, are required prior to permit finalization.

Additional Information:

1. Complete 2015 *Washington State Energy Code compliance forms* if proposal includes conversion of unfinished space to habitable space.
2. Other Permits that may be required include: Electrical, Fire Sprinkler, and Right-of-Way Use.

Please note: Fees are in effect beginning 1/2019. Additional fees may be assessed based on the specifics of the proposal. Additional review may be required for those sites with unique land use characteristics and/or critical areas.

All submittal items must be legible. No pencil drawings will be accepted. Number each plan page consecutively and *staple them together* with the site plan as your first sheet. Incomplete applications will not be accepted. Applications may not be accepted after 4:00 p.m.