



www.redmond.gov/BuildingPermits

Residential Submittal Requirements

The Building Permit does not include any mechanical, electrical, plumbing, or fire sprinkler/alarm work.



To schedule an appointment and to ensure that you have the most current information, contact the Development Services Center at 425 556 2473 or permittech@redmond.gov or [book online](#)

NATIONAL CODES

2015 International Building Code (IBC)
2015 International Residential Code (IRC)
2015 International Mechanical Code (IMC)
2015 International Fuel Gas Code (IFGC)
2015 International Fire Code (IFC)
2015 Uniform Plumbing Code (UPC)
2014 National Electric Code (NEC)
2015 IECC with WA St. Amendments
2009 ICC A117.1

LOCAL AMENDMENTS AND REGULATIONS

Redmond Municipal Code Title 15
Redmond Zoning Code
Redmond Fire Department Standards
Redmond Public Works Standard Details

CITY OF REDMOND DESIGN REQUIREMENTS

Design Wind Speed	110 mph (IBC Figure 1609A)
Ground Snow Load	15 psf (snow drift per ASCE 7-10)
Rain-on-Snow Surcharge	5 psf added to flat roofs per (ASCE 7-10)
Seismic Design Category	D
Rainfall	1"/hr (UPC Table D101.1)
Frost Line Depth	12"
Soil Bearing Capacity	1500 psf unless a Geotechnical report is provided (IBC Table 1806.2)

Contractors are required to obtain a City of Redmond business license prior to doing work within the city limits of Redmond. Applications for a business license can be downloaded at www.redmond.gov/businesslicense. For questions please contact the Business license office at 425 556 2193 or businesslicense@redmond.gov

The following non-refundable fees will be collected at the time of application for all residential projects. Please refer to the applicable fee schedule for additional information.

- Building, Fire, Planning, and Civil Engineering Check fee
- 3% Technology Surcharge based on total permit cost

ELECTRONIC PLAN STANDARDS Paper plans, incomplete applications, and applications delivered by courier will not be accepted and will result in the application being deemed incomplete.

- ✓ All plans must be drawn **to scale**, and have scale noted on each sheet.
- ✓ All documents must be uploaded as a **PDF**.
- ✓ All plans must be uploaded in **"Landscape"** format in the horizontal position.
- ✓ **Flatten and merge** separate sheets into one file named **Plans**.

Any files that are not named properly and/or uploaded incorrectly may be rejected at intake.

SUBMITTAL REQUIREMENTS

The Applicant shall check each of the following items below to confirm that they are included in the application submittal:

- A. **Site Plan**—Required with all submittals (1" = 10' scale) Note: Information on the [supplemental submittal](#) requirements must be included on the site plan.
- Show building outline, all exterior improvements, project address, property lines, dimensions from property lines to building corners, fire separation distances, building setbacks, easements, underground utilities, street access locations, and accessible parking.
 - Provide a topographical map of the existing grades and the proposed finished grades with maximum five feet elevation contour lines (include steep slope information and wetlands.)
 - Established street grades, proposed finished grades, flood hazard areas, floodways, and design flood elevations, if applicable.
 - Fire protection features: Fire lanes, Fire Dept. connections, post indicator valves, sprinkler riser rooms.
- B. **General Application & Submittal Checklist**
- C. **The 2015 IECC with WA ST Amendments**
www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx
- Prescriptive Worksheet (if applicable)
 - Glazing Schedule (if applicable)
 - Heating System Sizing Worksheet (if applicable)
- D. **Plans**—to include cover sheet, code summary floor plan sheets, framing plans/details and elevation plan sheets.
- *Building information* to include model code information, construction type, number of stories and total height in feet, building square footage/ floor, floor and building total.
 - *Floor Plan Sheets* to include the use of each room/ area.
 - *Framing Plans/Details* to include the size, spacing, height, anchorage.
 - *Stair Detail* showing rise, run, headroom, landings, handrail height, spacing and attachment.
 - *Elevation Plans* to include building heights (floor and roof elevations, grade elevations, view of all sides with exterior design requirements), exterior stairways, decks and railings.
 - *Roof Plan Sheets* to include truss/rafter layout
 - *Structural drawings* to include design load values, minimum design concrete strength, reinforcing bar grade, shear wall schedule noting nail spacing, blocking, bolts, top and bottom plate nailing and washers and location of hold-down straps.
- E. **Structural Calculations**—must be stamped and signed by a Washington State Design Professional
- F. **Geotechnical Engineering Report**—if applicable. May be required due to difficult soils, steep slopes or other lot requirements.
- G. **Landscape Drawings**—if applicable
- H. **Greenhouse Gas Data Form**—if applicable for new SFR
- I. **King County Health**—if applicable. If you are proposing work and have a septic system or a well system contact KC Health for further information, 206-477-8050. King County Health approval is required at time of building permit submittal, no exceptions.
- J. **Building Permit User Guide Planning**—Required for all new single family residences. Contact the Planner On Call at 425-556-2494 or planneroncall@redmond.gov for questions regarding the requirements.
- K. **Stormwater**—Projects with 2,000 sqft or more of impervious surface need to follow the 2005 Department of Ecology Stormwater Management Manual minimum requirements 1- 5, including the City of Redmond 2016 Stormwater Code Updates .

FIRE DEPARTMENT INFORMATION

IF ANY OF THE ITEMS BELOW ARE ANSWERED YES, FIRE PLAN REVIEW IS REQUIRED.
PLEASE CONTACT 425.556.2246 FOR ADDITIONAL INFORMATION OR QUESTIONS.

Is the one or two family dwelling greater than 3,600 square feet?*	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Please note that ALL NEW RESIDENTIAL homes will require fire sprinklers. Some additions** and alterations may require fire sprinklers due to Ordinance 2324. For questions regarding water meters, and water meter permits contact 425.556.2876
Is the home located in the City of Redmond low flow water zone?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is the access grade (on or off site) greater than 10% (RFDS 2.1.1.5)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is the access roadway less than 14 feet wide or longer than 150 feet (RFDS 2.1.1.6)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is the distance of the building to the nearest hydrant >300 feet (RMC 15.06.013, Amendment 30)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Do the total construction costs on all building permits within a three year period exceed the *King County assessed value of the structure at the beginning of the three year period (RMC 15.06.024)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Will there be a 100% or greater increase in gross square footage (RMC 15.06.024)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Has a non-conforming structure been destroyed, damaged or incurred a loss equal to or greater than 60 percent of its *King County assessed value (RMC 15.06.024)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	425.556.2876

*King County Assessor Value can be found at <http://www5.kingcounty.gov/parcelviewer/viewer/kingcounty/viewer.asp>. Search by address or parcel. View the property report, the Appraised Improvements (Imps) Value for the current year is toward the bottom.

**For additions to existing homes resulting in total SF (existing plus new) of over 3,600 SF, fire sprinklers will be required. Existing SF totals are based on King County Assessor information. Total to include: dwelling, covered decks, covered porches and attached garages (detached garages that are located 10' or less from the residence shall be included in total SF calculations).

ENGINEERING/TRANSPORTATION INFORMATION

OFF SITE STREET OR FRONTAGE IMPROVEMENTS MAY BE REQUIRED FOR NEW RESIDENTIAL HOMES, REMODELING OR ADDITIONS PER REDMOND ZONING CODE. IF ANY OF THE ITEMS BELOW ARE ANSWERED YES, OFF SITE STREET OR FRONTAGE IMPROVEMENTS, RIGHT OF WAY DEDICATION, AND PUBLIC EASEMENT MAY BE REQUIRED.

Does the remodeling or additions to the existing residence increase the gross floor area by 100 percent or more, or any improvement costs exceed 100 percent of the existing value (using the King County's Appraised Improvement Value)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	For further information contact Andy Chow @ 425.556.2740 or kachow@redmond.gov RZC 21.17.010(F)
Is this NEW construction?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is there an existing sidewalk along the frontage?*	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Is there an existing planter strip along the frontage?*	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

*If lot is adjacent to multiple street frontages, all sides are subject to frontage improvements, right-of-way dedication and public easement.

SIDE SEWER INFORMATION

THE CITY OF REDMOND IS CONCERNED WITH THE POTENTIAL CONTAMINATION OF THE GROUND AND SURFACE WATER IN REDMOND. IF ANY OF THE ITEMS BELOW ARE ANSWERED "YES" IT IS ADVISABLE THAT THE SIDE SEWER BE TV'D AND THE TAPE AND TV REPORT BE TURNED IN WITH THE BUILDING PERMIT APPLICATION. DETERMINE THE ROUTE AND MATERIAL OF THE SIDE SEWER AND LOOK FOR TREES ABOVE THE LINE, ROOTS FROM AGGRESSIVE TREES CAN CREATE A PROBLEM IN A SIDE SEWER.

The side sewer serving the subject property is concrete pipe AND three or more water fixtures are being added.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	For questions regarding side sewers contact 425.556.2876. RMC 13.04.150 & RMC13.04.260
The side sewer that serves the subject property connects to the sewer main along the shoreline of Lake Sammamish AND three or more water fixtures are being added.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Building a new single family residence on property after the existing single family residence is demolished.	<input type="checkbox"/> YES	<input type="checkbox"/> NO	



Office Use Only	
Date	_____
O V)	_____
BQ 8	_____

Deferred Impact Fee Request

Per Ordinance No. 2501 The City of Redmond adopted an amendment to the City's fire, park, school, and transportation impact fee regulations to provide for such fees to be paid at the time of drywall inspection, instead of at the time of building permit issuance.

Impact fees for individually permitted single family attached or detached residential construction shall be paid prior to drywall or sheetrock inspection consistent with a building permit approval. After November 28, 2016 impact fees shall be paid at the time of building permit issuance. Impact fees for all other development types shall be paid prior to the issuance of a building permit consistent with a development approval.

NOTICE: Impact fees are updated on an annual basis; therefore if you choose to defer payment of impact fees to the drywall inspection, the fee in effect at the time of the SHEET ROCK NAILING INSPECTION will be required to be paid.

By signing below you acknowledge that impact fees are due at drywall or sheetrock inspection.

Print

Signature Date

Address Parcel No.



Greenhouse Gas Data Worksheet

This worksheet is to verify data provided to the City during the entitlement phase of the project; which was used to issue a SEPA threshold determination and collect Greenhouse Gas data. Verification is required to ensure that there are no significant changes to the project which would impact the SEPA threshold determination issued by the City or the calculation of Greenhouse Gas impacts. If you have questions about completing this form, please contact your Project Planner or 425-556-2494 to speak to the Planner on Call.

Project Name: _____ **Building Permit #:** _____

Project Address/Parcel #: _____ **Related Land-use Permit #:** _____

GHG Data Table

Residential Uses Table:

Use or Principal Activity	Number of Dwelling Units	New Pavement Square Footage
New Single-Family Home		
Multi-Family Unit in Large Building (More than 5 units)		
Multi-Family Unit in Small Building (Less than 5 units)		
Mobile Home		

Non-Residential Uses Table:

Use or Principal Activity	New Building Square Footage	New Pavement Square Footage
Education		
Food Sales		
Food Service		
Health Care Inpatient		
Health Care Outpatient		
Lodging		
Retail (Other Than Mall)		
Office		
Public Assembly		
Public Order and Safety		
Religious Worship		
Service		
Warehouse and Storage		
Other: _____		
Vacant		

Use or Principal Activity: Select the Use or Principal Activity which classifies your project. This should match what was listed on the submitted SEPA checklist.

of Dwelling Units: Include the number of dwelling units for residential or mixed-use projects with a residential component.

New Building Square Footage: Include the new building square footage to be constructed for all non-residential uses. Do not provide square footage of residential units.

New Pavement Square Footage: Include the new pavement area being added for the project. Calculation should include all new impervious area being added such as driveways, parking outside of the building's footprint within the property line.

Mixed Use Buildings: Report the number of dwelling units in the residential uses table and the square footage of primary non-residential uses, such as retail, in the non-residential uses table. Non-residential square footage does not include square footage associated with residential units.



2016 STORMWATER CODE UPDATES

- To meet State and Federal Law, the City of Redmond is required to update its stormwater code, incorporating Low Impact Development (LID) “as the preferred method” of stormwater management within the City by December 31, 2016.
- These code changes will require developers to take new and/or additional actions at project sites.

What This Means for Your Project: Prioritized LID Practices

Incorporating LID into Stormwater Code will require development projects to:

- 1) ***Conduct LID Site Assessment*** prior to site design to determine how to minimize runoff and to evaluate soil suitability for infiltration.
- 2) ***Increase protection of undisturbed native soil, trees, and other vegetation.***
- 3) ***Infiltrate runoff on-site to the degree feasible*** through the use of LID stormwater facilities such as rain gardens or bioretention facilities.

Each project that submits a complete application for a building permit, clearing and grading permit, preliminary plat subdivision, etc., after 12/31/2016 will be required to comply with new stormwater code.

New LID requirements will pertain to most new developments that create 2,000 square feet of hard surface area or disturb more than 7,000 square feet of land. Specific requirements may apply to development projects in certain areas of the City, such as Downtown Redmond and Overlake urban centers and areas that drain directly into Lake Sammamish and the Sammamish River.

What is LID and Why Use it?

Low Impact Development techniques imitate the natural processes that help rainfall absorb into the ground, instead of running into pipes that drain to streams and lakes. LID features such as rain gardens, bioretention facilities, and permeable pavements, treat and retain stormwater at the source. Using these techniques helps protect fish and wildlife and preserve the health of our lakes, rivers, streams and Puget Sound, as community assets.

**Learn more about the City’s stormwater code revisions and how you can get involved at:
www.redmond.gov/LID, or email LID@redmond.gov**



Residential Building Application

- Deck Accessory Structure Remodel Addition New Re-Roof Garage
- Swimming Pool Manufactured Home ADU IRC Townhome # of units _____



GREEN CERTIFICATION LEVEL

- Built Green:** 4 star 5 star
- LEED for Homes:** Silver Gold Platinum

Office Use Only
Date: _____
BLDG: _____
BPLN: _____
Accepted by: _____

VALUE OF CONSTRUCTION/KC ASSESSOR VALUE

*Value of Construction: \$ _____

*King County Assessors Improvement Value: \$ _____

LENDER INFORMATION N/A

Lender name: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone: _____

E-mail: _____

SITE LOCATION

Site address: _____

Tax parcel number: _____

Project name/Tenant: _____

Plat name/Lot number: _____

Property owner: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone: _____

APPLICANT INFORMATION

Contact Person: _____

Company Name: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

Phone: _____ Business Home Mobile

E-mail: _____

DETAILED DESCRIPTION OF WORK

WHO IS PAYING FOR THE PERMIT? CONTRACTOR APPLICANT OWNER DESIGN PROFESSIONAL

DESIGNED BY ARCHITECT ENGINEER

Contact person: _____ Phone: _____

Company name: _____ E-mail: _____

Mailing address: _____ Fax: _____

City: _____ State: _____ Zip: _____

GENERAL CONTRACTOR INFORMATION

Contact person: _____ State contractor's license #: _____

Company name: _____ Expiration date: _____

Mailing address: _____ City of Redmond business license #: RED _____

City: _____ State: _____ Zip: _____ E-mail: _____

BUILDING INFORMATION

Sprinkler System	<input type="checkbox"/> Yes <input type="checkbox"/> No	Accessory Dwelling Unit (ADU)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Basement	<input type="checkbox"/> Yes <input type="checkbox"/> No	Well ¹	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of stories	_____	Septic System ¹	<input type="checkbox"/> Yes <input type="checkbox"/> No
Low fire flow area	<input type="checkbox"/> Yes <input type="checkbox"/> No	Grinder Pump ²	<input type="checkbox"/> Yes <input type="checkbox"/> No

¹King County Health Department (206.296.4932) **approval** is required for all homes on septic or well systems at time of building permit submittal. If the property is located within 200' of the public wastewater sewer system, connection is required. For more information, please contact Andy Chow at 425.556.2740 or kachow@redmond.gov.

²Grinder pump applications are restricted to single-family residences and single commercial buildings which are physically unable to connect to the sanitary sewer system by gravity.

BUILDING SQUARE FOOTAGE

	Dwelling	Covered Deck/Porch	Uncovered Deck/Porch	Garage	TOTAL	Detached Structure
IRC Townhomes						
Existing						
New or Additional Square Footage						
Removed Square Footage						
TOTAL						
Remodeled Square Footage						

PERMIT INFORMATION

***Value of Construction:** The value of construction shall be based on the value of the work that is being performed. The total value of work shall include materials and labor for which the permit is being sought for. For the construction of new buildings, the building valuation data table located on www.redmond.gov/permitfees shall be used for new square footage based off of type of construction and occupancy.

***King County Assessor Value** can be found at <http://www5.kingcounty.gov/parcelviewer/viewer/kingcounty/viewer.asp>. Search by address or parcel. View the property report, and input the Appraised Improvements (Imps) Value for the current year.

Expiration of Plan Review: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Building Official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be required in writing and justifiable cause demonstrated. (IRC 105.3.2 Time limitation of application.)

BUILDING OWNER OR AUTHORIZED AGENT

I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit.

Print Name: _____ **Date:** _____

Signature: _____