



RESIDENTIAL BUILDING APPLICATION & CHECKLIST

6100 219th Street SW, Suite 200
 Mountlake Terrace, WA 98043
 Phone 425.744.6267
PermitSpecialist@ci.mtl.wa.us
www.cityofmlt.com

FOR STAFF USE ONLY

Permit Number(s) _____

Value of Construction \$ _____ State Fee \$ _____

Plan Check Fee \$ _____ Permit Fee \$ _____

Cert. of Occupancy Fee \$ _____ Total Fees _____

Receipt Number(s) _____

Processed by: _____ (Initials) Date: ____/____/____

If a portion of this application does not apply to your project, please write "N/A". A Permit Specialist will confirm. Do not leave areas of this form blank. If unsure, please contact a Permit Specialist.

Type of Permit (Required – check one)

- | | | |
|---|--|---|
| <input type="checkbox"/> New Addition to Existing Structure | <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> New SFR Structure |
| <input type="checkbox"/> Interior Remodel | <input type="checkbox"/> Sign | <input type="checkbox"/> Solar (Photovoltaic) |
| <input type="checkbox"/> Fence Repair/Construction | <input type="checkbox"/> Shed | |
| <input type="checkbox"/> Deck Repair | <input type="checkbox"/> New Deck | <input type="checkbox"/> Other _____ |

Additional Project Information (Check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Siding Repair/Install | <input type="checkbox"/> Re-Roof | <input type="checkbox"/> Demolition of Interior
(Related to Remodel) |
| <input type="checkbox"/> Carport/Garage Conversion | <input type="checkbox"/> Related to Stop Work Order | |
| <input type="checkbox"/> Window Install | | |

Job Site Address _____

Scope/Description of Work _____

Proposed Use _____

Type of Construction _____

*Project Valuation (*required) _____ (fair market value of materials, time, and labor)

Building Data

Square footage breakdown for project site (required):

	Existing	Proposed		Existing	Proposed
Living Area			Number of Stories		
Deck			Lot Square Feet		
Garage			% Lot Coverage		
Carport			Building Height (average)		
Unheated Space			Driveway (asphalt/concrete)		

Roofing Detail (if Applicable) Tear Off Sheathing Composition Shake
 Built Up Tile Other_____ Square Footage_____

Demolition (required if applicable) – including removal of interior walls, ceiling, etc.

Structure to be demolished (Square Feet) _____

PSCAA Case Number: _____

Hazardous Materials (Asbestos Survey): Yes No Asbestos Abatement: Yes No

Fixture Counts (if applicable)

Please note: This portion of the application is required if you are submitting for a project that includes alterations to the systems defined below, such as an interior remodel, new construction of a primary residential structure, addition to an existing structure, or detached accessory dwelling unit. Electrical applications are applied for separately, please apply online [here](#).

Plumbing

**Please note:* Backflow Prevention Devices and Grease Interceptors require *separate* permit applications per each device.

Type of Equipment	QTY	Type of Equipment	QTY
*Backflow Prevention Device 2” Diameter or Less		*Backflow Prevention Device Over 2” Diameter	
*Grease Interceptor		Floor/Sink Drain	
Bath Tub		Hose Bibb	
Dishwasher		Lawn Sprinkler System	
Garbage Disposal		Private Sewage Disposal System	
Kitchen Sink		Rain Water System per Drain	
Laundry Sink/Tray		Repair Waste & Vent	
Lavatory/Toilet		Repair Water Piping	
Shower		Spa, Hot Tub, Pool	
Urinal		Vacuum/Breaker (1-5)	
Water Closet		Vacuum/Breaker (over 5)	
Water Heater		Waste Interceptor	
Water Service		Supplemental Permit	
Other (Minor): _____		Other (Major): _____	

Fixture Counts (continued)

Mechanical

Type of Equipment	QTY	Type of Equipment	QTY
Furnace (up to 100,000 BTU)		Furnace (100,001 BTU or above)	
Heat Pump/AC up to 3hp/100,000 BTU		Heat Pump/AC up to 50hp/1,750,000 BTU	
Heat Pump/AC up to 15hp/100,000 BTU		Heat Pump/AC over 50hp/1,750,000 BTU	
Heat Pump/AC up to 30hp/1,000,000 BTU		Ductless Heat Pump	
Whole-House Fan		Ventilation System	
Fireplace/Stove		Vents	
Gas Water Heater		Ventilation System	
Gas Piping (1-4 outlets)		Gas Piping (over 4 outlets)	
Other (Minor): _____		Other (Major): _____	

Stormwater and Impervious surface

- Does the project result in 2,000 square feet, or more, of new plus replaced hard surface area?
- Does the land disturbing activity total 7,000 square feet or greater?

If either of the above two questions is yes, please review the [Low Impact Development Checklist](#) and include an [Erosion Control Site Plan](#) with this permit application.

Single-Family detached houses located in the Town Center are subject to special regulations which limit the extent of remodels and/or additions. Please contact the Planning Department at 425.744.6284 to discuss the applicable regulations and whether they apply to your proposal.

A [Permit Contact Information Form](#), (page 6) completed and signed, is required to accompany this application.

SUBMITTAL CHECKLIST

The submittal checklist identifies minimum application elements necessary for the City to accept an application. If any of the required items are not provided, the application will not be accepted at the counter. Addresses **MUST** be assigned before intake. If your site does not have an address, contact the Permit Specialist at 425.744.6267 at least ten business (10) days before your permit application appointment and have an address assigned.

Insert the Plan Sheet Number where applicable and check each box under the Applicant heading on this checklist to confirm that items are included in your submittal. A staff person will check off each box under Staff when the item is confirmed as included in the submittal package. **If you think an item is not applicable to your project, you must contact the Building Department prior to your intake appointment to have the items initialed as not required.**

Staff Applicant

- A Completed and Signed Permit Contact Information Form
- The Applicable Fee (Plan Check Fee)
- Stamp or Seal of Registered Architect or Engineer (any building with more than 4,000 square feet)
- SITE PLAN (not required for interior remodel): Provide two (2) copies. Minimum 8½" X 11" size paper at a scale of 20' equals 1" showing the proposed structure with all the following:**
- Name, address, phone number of applicant and owner, and property (site) address
 - North arrow & drawing scale
 - Property lines & dimensions
 - Existing improvements on property (house, garage, shed, deck, retaining wall, rockery location(s), etc.) Label as existing and provide dimensions and square feet.
 - Label streets
 - Location of easements
 - Label driveway information for existing and proposed driveways (a separate driveway permit maybe required)
 - Frontage improvements – existing and proposed (sidewalk, planter strips and curb)
 - Label and show existing and proposed on-site sewer, water, and storm drain lines
 - Label proposed additions or new buildings including square footage, clearly indicate existing versus proposed
 - Label set-backs from property lines
 - Provide existing and proposed lot coverage usage calculation (footprint of structures (sq. ft.) ÷ by lot size)
- Existing and proposed impervious surface in sq. ft. (sq. ft. of hard surface)
- Show the proposed location and method of disposal of the footing and roof drain discharge:
- The footing and roof drains may connect to:
1. An existing drain system if one exists (to be verified before permit issuance)
 2. To an available storm catch basin or other city maintained storm facility if one is available or
 3. To an on-site dispersal system (that may need to be engineered by a licensed professional engineer and bear the stamp of the P.E.)
- BUILDING PLANS: Provide two (2) complete sets no smaller than 11" x 17" that include the following:**
- Building Elevations
 - Floor Plan of each floor and basement
 - Beam, header, girders, columns, and post sizes
 - Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, countertops, and appliances
 - Direction, size, and spacing of all floor, ceiling, and roof framing members



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PERMIT CONTACT INFORMATION

FOR STAFF USE ONLY
Permit(s) Number(s): _____
PROCESSED BY: _____ (Initials) DATE: ____/____/____

Project Name/Name of Business (If Applicable) _____

Subject Property Address _____ Suite No. _____

Parcel Number(s) _____

Applicant _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone _____	E-Mail _____			

Property Owner _____				
Mailing Address _____				
Street Address	City	State	Zip	
Phone _____	E-Mail _____			

Contractor _____				
<i>If Applicable</i>				
Mailing Address _____				
Street Address	City	State	Zip	
Phone _____	E-Mail: _____			
State License # _____	Expires _____	City Business License # _____	Expires _____	

Contact Person: _____				
<i>This person is designated by the applicant to receive all communications, correspondence, determinations and notices as required by development regulations.</i>				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone _____	E-Mail: _____			

Design Professional: _____				
Mailing Address: _____				
Street Address	City	State	Zip	
Phone _____	E-Mail: _____			

Signed: _____ **Print Name:** _____ **Date:** _____



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AFFIDAVIT of APPLICANT STATUS and Acceptance of Financial Responsibility for Project Fees

Please indicate which of the following options describes your project:

- Property Owner is Responsible for Fees and Application Materials
- Property Owner is Responsible for Fees and Someone Other than Property Owner (“Applicant”) is Responsible for Application Materials
- Someone Other than Property Owner (“Applicant”) is Responsible for Fees and Application Materials

Please fill out the Project Property Information, Property Owner Information, and Applicant Information (if applicable) sections below, check the appropriate boxes on page 2, and sign.

Project Property Information

Property Address: _____
Snohomish County Tax Parcel Number(s): _____
Development Name (if applicable): _____
Project Description: _____

Property Owner Information

Owner Name: _____ Company (if applicable): _____
Owner E-mail: _____ Title: _____
Owner Address: _____
Owner Phone: _____

Applicant Information (If Applicable)

Applicant Name: _____ Company (if applicable): _____
Applicant E-mail: _____ Contractor L7I No.: _____
Applicant Address: _____
Applicant Phone: _____

Affidavit of Applicant Status

Select one of the following:

- Owner hereby certifies that Owner is the legal owner(s) of the Project Property described above, and is legally entitled to acquire permits and approvals for the Project.
- Owner hereby certifies that Owner is the legal owner(s) of the Project Property described above. Owner further certifies that _____ (“Applicant”) is authorized to act on Owner’s behalf to acquire permits and approvals for the Project, and designates Applicant as the primary contact to work with City staff for such purposes.

Acceptance of Financial Responsibility

Select one of the following:

- As Owner(s), I/we accept financial responsibility for all fees associated with this permit for reviews and approvals performed by the City or contracted agencies. I/we agree to pay all permit fees, costs of review, and other associated fees, regardless whether the permit is issued or whether the application is canceled before permit issuance. Refunds will be mailed to Owner unless the City has received written authorization from Owner stipulating payment to a third party. If my/our address changes at any time before the City has received full payment for all fees billed or owing, I/we will immediately notify the City of the new address.
- As Applicant(s), I/we accept financial responsibility for all fees associated with this permit for reviews and approvals performed by the City or contracted agencies. I/we agree to pay all permit fees, costs of review, and other associated fees, regardless whether the permit is issued or whether the application is canceled before permit issuance. Refunds will be mailed to Applicant unless the City has received written authorization from Applicant stipulating payment to a third party. If my/our address changes at any time before the City has received full payment for all fees billed or owing, I/we will immediately notify the City of the new address. (Applicant(s) must sign below.)

Signatures

Property Owner’s Signature: _____ Date: _____

Property Owner’s Signature: _____ Date: _____

Applicant’s Signature (if applicable): _____ Date: _____

Applicant’s Signature (if applicable): _____ Date: _____

DIMENSIONAL AND BULK REQUIREMENTS

Dimensional Requirements Table				
	Residential Zoning Districts			
	RS 8400	RS 7200	RS 4800	RS-T
Maximum Building Height	3 stories, not to exceed 35 feet	3 stories, not to exceed 35 feet	2 stories, not to exceed 30 feet	3 stories, not to exceed 35 feet
Front Yard Setback (minimum)	20 feet	15 feet, except that any garage entry that faces the street, shall be at least 20 feet from property line	15 feet, except that any garage entry that faces the street, shall be at least 20 feet from property line	0 feet for townhome ¹ ; 3 feet for commercial parking lot ² ; otherwise same as for RS 4800
Rear Yard Setback (minimum)	20 feet	15 feet	15 feet	15 feet ⁶
Side Yard Setback (minimum)	5/10 feet ²	5/10 feet ³	5/10 feet ³	0 feet for townhome ¹ ; 3 feet for commercial parking lot ² ; otherwise same as for RS 4800
Lot Width at Building Setback (minimum)	55 feet	45 feet	40 feet	40 feet
Lot Width at Street (minimum)	40 feet ⁴	30 feet ⁴	30 feet ⁴	30 feet
Lot Coverage by Structures (maximum)	40% of lot area	40% of lot area	40 % of lot area	60% of lot area
Mean Lot Depth (minimum)	80 feet	70 feet	70 feet	70 feet
Lot Area (minimum)	8,400 square feet	7,200 square feet	4,800 square feet	4,800 square feet
Maximum Floor Area Ratio (FAR)	None	None	0.6	None

¹ The minimum dimension is also subject to MTMC 19.30.064.C.2 and other applicable requirements.

² The minimum dimension is also subject to MTMC 19.30.065.D.3 and other applicable requirements.

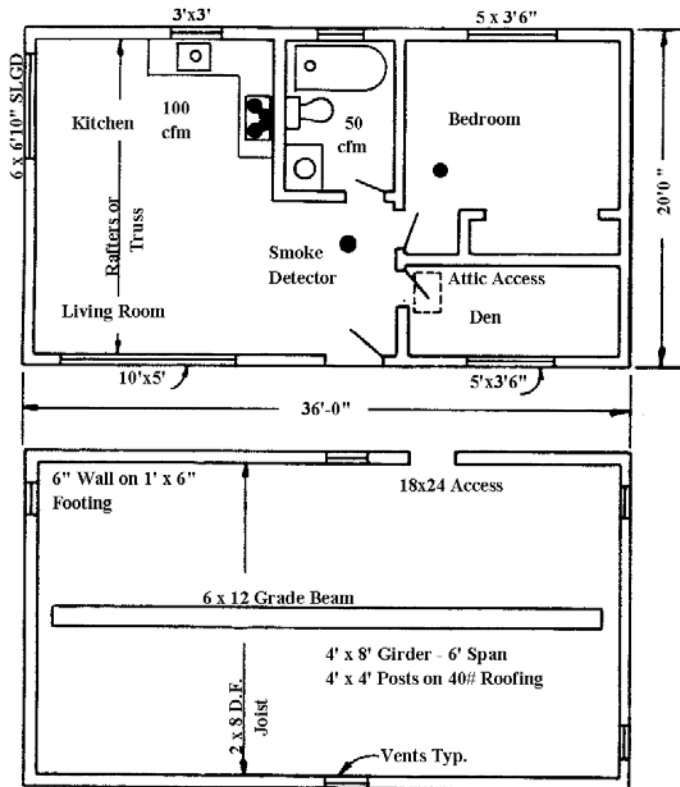
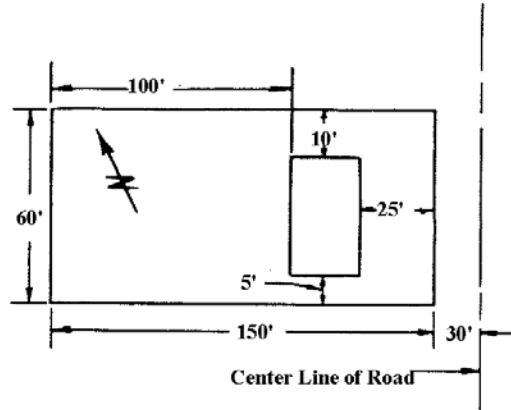
³ For a corner lot as defined in this section, the larger number shall be used for any side yard that is adjacent to a street but is not the front yard as defined in this section.

⁴ Exception: Flag/panhandle lots shall be a minimum of 12 feet at the street.

⁵ Exception: Lots in this district that have frontage on the west side of 58th Avenue W or the north side of 230th Street SW must have a minimum lot area of 7,200 square feet.

⁶ Exception: A 10-foot setback, instead of a 15-foot setback, may be approved where: (a) no portion of the townhome development, between 10 and 15 feet of the rear property line, is more than two stories and greater than 25 feet in height as measured from the roof's midpoint; and (b) the area in the front yard setback is increased by the same area as the square footage of the building footprint within the reduced setback.

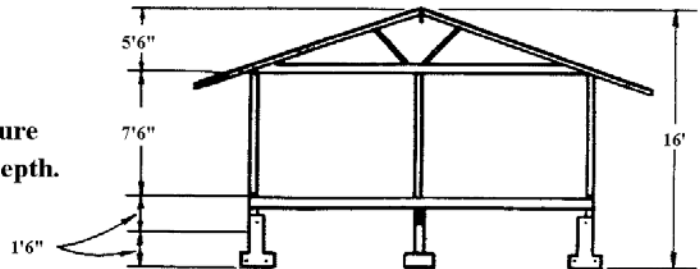
PLOT PLAN: Show size and shape of property, location and size of all existing and proposed buildings, including decks and porches. Show distances of existing and proposed building from property lines. Identify all roads, streets and easements abutting or across the property.

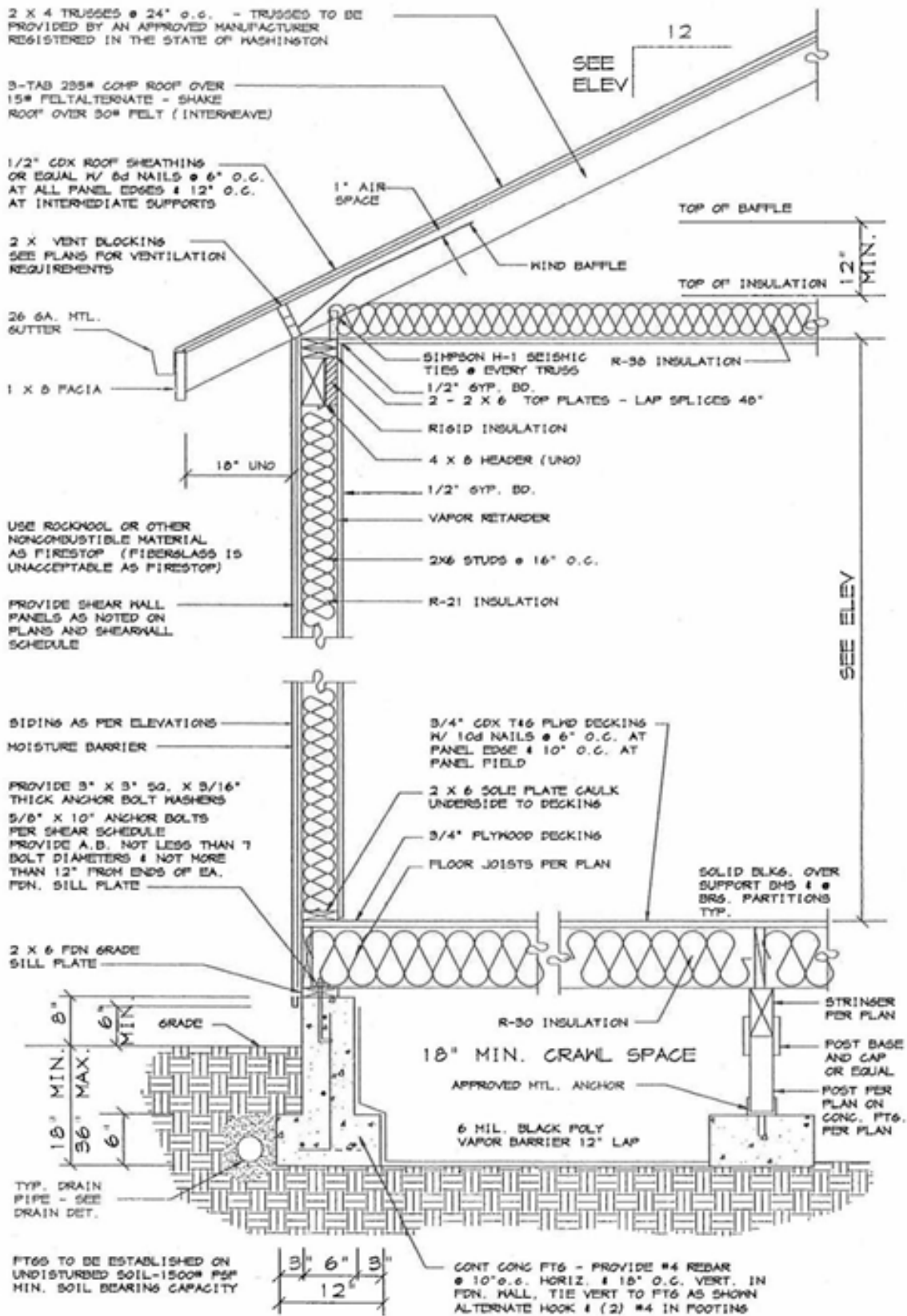


FLOOR PLAN: Show location of partition walls and rooms, plumbing fixtures, cabinets, appliances, windows, doors, etc. Indicate size, spacing, direction of beams, joist, rafters, truss, etc.

FOUNDATION PLAN: Show size, shape or general configuration of foundation and all related members including but not limited to grade beams, pad, etc. Indicate location and size of access, venting, etc.

DETAILED CROSS SECTION: Show method of framing, roof pitch, type of roof, bracing, amount of overhang, floor, posts, beams, foundation structure height, ceiling, floor, finish grade and excavation depth.





TYPICAL WALL SECTION

3/4" = 1'-0"

19.30.80 General residential design standards.

The development of all principal dwellings within the RS districts shall comply with the following design standards upon the effective date of the ordinance adopting this section. Such standards do not apply to dwellings legally established prior to June 1, 2008, except as provided by the nonconformance provisions of this title for building alterations and replacement:

A. Roof pitch must be a minimum of four feet of rise for twelve feet of run (4:12) for at least 80% of the dwelling's roof area.

B. The roof's eave projections must be a minimum of ten inches, not including a gutter around the perimeter of the home, unless the roof pitch is at least 7:12.

C. A perimeter wall of masonry shall enclose the foundation of the home.

D. The front of the home shall have one or more transparent windows totaling at least eight square feet and a decorative door that face the street. On a corner or through lot, any other facade of the home that faces a street shall include at least eight square feet of glass area in a window and/or door. Any accessory structure with a façade greater than twenty feet in length that directly faces and is visible from the street shall include glazing in a total amount of at least eight square feet.

19.30.090 Off-street parking and circulation.

A. Off-street parking is required pursuant to Chapter 19.125 MTMC, as now or hereafter amended, except as otherwise provided by this chapter.

B. To preserve on-street parking capacity, the following applies to residential driveways added to or constructed after June 1, 2008, except as otherwise provided by this chapter:

1. Each single-household residential lot shall have no more than one driveway from a street; and

2. A residential driveway shall comprise no more than twenty-five feet of width [including wings] in any portion of the public right-of-way in which it is located.

(Ord. No. 2480, 05/19/08)