CITY OF MERCER ISLAND

DEVELOPMENT SERVICES GROUP
9611 SE 36TH STREET | MERCER ISLAND, WA 98040
PHONE: 206.275.7605 | www.mercergov.org
Inspection Requests: Online: www.MyBuildingPermits.com VM: 206.275.7730

SUBMITTAL CHECKLIST FOR SINGLE FAMILY RESIDENCE

The following documents are required to be submitted. The referenced documents can be downloaded from the city's website: www.mercergov.org/dsg

		Submittal	N/A	Staff
1	**Building Permit Application** complete with site address and parcel number; owner's name, address and phone number; contractor's name, address, phone number, state contractor's license number, and Mercer Island business license number. (1 copy)	☑	☐	☐
2	**Site Development Worksheet** with all information completely and accurately filled out. (1 copy)	☑	☐	☐
3	**Geotechnical Report** completed by a Geotechnical Engineer. (2 copies)	☑	☐	☐
4	**Completed Energy Code Information Sheet**. (1 copy)	☑	☐	☐
5	**Structural Calculations.** (1 copy)	☑	☐	☐
6	**Storm Drainage Report/ Hydraulic Calculations**	☑	☐	☐
7	**Water Meter Sizing Worksheet** (1 copy)	☑	☐	☐
8	**Fire Area Square Footage Calculations Worksheet** (1 copy)	☑	☐	☐
9	**Topographic Survey*** stamped, signed and dated by the surveyor. (1 copy)	☑	☐	☐
10	**Plans** drawn at a minimum scale of ¼" = 1' showing conformance to applicable building codes and including notes and material specifications. Minimum size required 11" x 17". Include items a. through k. below plus any other sheets as necessary. **Include Owner Name & Project Address on all sheets.**	☑	☐	☐
a)	**Site Plans based on a Topographic Survey*** (min. scale 1"=20') including the following information: • legal description of property, unless a separate topographic survey* is required for this project; • north arrow and scale; • all property lines and easements with dimensions; • accurate existing and proposed topography at 2 foot maximum contour intervals; • all setbacks from property lines, shorelines, and watercourses with dimensions; • all critical areas and buffers (critical slopes, shorelines, streams, wetlands, geological hazard areas); • centerline of adjacent streets/alleys, street names and whether street is public or private; • location and dimensions of all *existing* buildings/structures including retaining walls and rockeries clearly marked whether they will remain or be demolished; • location and dimensions of all *proposed* buildings/structures including retaining walls and rockeries; • on-site parking and driveways; and • improvements in the city right-of-way, including driveways, utilities and landscaping.	☑	☐	☐
b)	**Foundation Plans**. Show dimensions, anchor bolts, hold-downs, vent size and location, size and location of crawl space access, and connection details (especially when connecting new foundation to existing).	☑	☐	☐
c)	**Floor Plans**. Show all dimensions, room names, and window sizes (with egress windows and safety glass clearly labeled). Include north arrow on all plan drawings.	☑	☐	☐

d)	**Structural Framing Plans**. Show all structural details for roof systems, floor systems, and deck framing.	☑	☐	☐
e)	**Cross Sections**. Show at least one full cross section taken at a location which describes the building best at a min. ¼"=1' or larger; at least one dimensioned section of each different foundation condition if not shown elsewhere; and at least one typical wall section fully detailed to show basic construction materials to be used at ½"= 1' scale min.	☑	☐	☐
f)	**Elevations.** Show one elevation view for each side of new construction, plus any needed to fully describe additions. Include the location of existing grade, average building elevation, and maximum building height allowed (both 30' from average grade and 35' on the downhill slope).	☑	☐	☐
g)	**Erosion Control Plans**. May be incorporated on the site plan or in the Stormwater/Utility Plan. Show location of all temporary erosion and sediment control measures.	☑	☐	☐
h)	**Site Restoration Plans**. *(if authorized to work in a critical area).* If critical areas (steep slopes, streams, shoreline, wetlands) are located on or adjacent to site, show detailed site restoration measures. Specify terrain, vegetation and trees (including size, spacing and species) which will be used to restore site to revegetated condition after foundation work and project completion.	☐	☐	☐
i)	**Stormwater/Utility Plan**. Utilities may be included on site plan or on a separate Stormwater/Utility Plan. Show stormwater systems, including drain lines, catch basins, watercourses, detention facilities, etc. Clearly draw all *existing* and *proposed* utilities such as side sewer, water service, fire hydrants, etc.	☑	☐	☐
j)	**Tree Plan**. Trees may be shown either on the site plan or on a separate Tree Plan. Must show the location, diameter and species of significant trees (conifers >6 feet tall or deciduous trees >6 inches in diameter at 4 ½ feet above the ground), including trees on site and in adjacent rights of way. Clearly designate all eagle perch/nest trees. Draw an "X" through trees to be removed and note tree protection fencing for trees near construction activities.	☑	☐	☐
k)	**Additional Details** as necessary with all details clearly referenced on the building plans and no notes or details on the plans that are not used for this project.	☑	☐	☐

Process for Submitting Plans for New Residences, Additions, and Remodels

Below are the 6 steps for submitting an application. Steps 1 and 2 are optional but highly recommended. Step 4 may or may not be required depending on the scope of your project. It is the goal of the Development Services Group (DSG) to provide you with as much information and assistance as possible in advance of your application submittal. This will ensure that the application contains information necessary to complete a thorough review in a timely manner, with minimal correction notices, requests for additional information, and other delays. Remember, all applicable land use applications must be approved before building plans may be submitted for review.

Step 1 – Review Site History

- Check your title report for special conditions or restrictions related to the development of your property including covenants, easements or other conditions.
- Ask to see the "Street File" for your project site at the front counter of DSG. The City has individual street files for most of the lots on Mercer Island with information on past development and activities at the site.
- Ask if there are any outstanding permits on the property.
- Look at the maps in DSG to find out more information about zoning, eagle habitats, utility locations, geologically hazardous areas, critical areas, storm water drainage and streams.

Step 2 – Talk to Staff in DSG about Your Project

- Find out more about the process of submitting and reviewing plans with a Permit Coordinator, including specific code and application requirement, fee estimates, and estimated turnaround times.
- Talk with a Planner about any planning and zoning issues associated with your project. Ask any questions you may have regarding setbacks, lot coverage, gross floor area, average building elevation

and maximum building height. *If this is a non-conforming structure or site or if a Variance or Deviation is required, you must complete the land use process with a Notice of Decision approval before submitting building plans for review.*

- Talk with a Development Engineer about utilities and earthwork on the site. Find out about existing utilities and utility work requirements for your project.
- Contact permit center to discuss fire and safety requirements including access to your site, water flow in your neighborhood, smoke detector/fire sprinkler requirements, and fire protection systems.
- Talk with the City Arborist if any trees will be removed as a result of your construction project. Find out what trees would need to be replanted and which trees need to be protected during the construction. Determine if your site contains any eagle perch trees or eagle nesting trees.
- Meet with the Building Plans Examiner to discuss your building plans, including structural calculations, increasing loads on existing foundations, energy calculation, geotechnical reports, and other building code issues.

Step 3 – Complete ALL of the Application Materials

- Pick up a packet of information and application materials and fill out the paperwork in advance of the pre-application meeting (if required) or plan submittal. Refer to the "Application Submittal Checklist" for a list of what materials are required for submittal.

Step 4 – Schedule a Pre-Application Meeting (if required)

- A Pre-Application Meeting is required for the following types of projects:
  1. All new single family residences;
  2. All major remodels;
  3. Additions of 500 square feet or more; and
  4. Additions that create 500 square feet or more of new impervious surface area
- Pre-application meetings are held once a week on Tuesdays, each 50-minute appointment is for a single site only.
- There is a $391 charge for each pre-application meeting and an additional $196 dollar charge for each additional pre-application meeting required due to incomplete or insufficient application materials, missed appointments or cancellation with less than 24 hour prior notice.
- The pre-application meeting is designed to have submittal accomplished in one visit. Applicants are expected to arrive with complete submittal materials. You will meet with various DSG staff, including a Planner, Development Engineer, Building Plans Examiner and Permit Coordinator, who will review your project proposal.
- See the handout titled "Pre-Application Meeting Information" for more information about scheduling a pre-application meeting with the City of Mercer Island.

Step 5 – Submit Application and Plans

- After the pre-application meeting is finished, you may be able to submit your plans IF your submittal packet is complete, all applicable land use actions have been approved and no additional information about the project is needed from DSG staff.
- If staff requires additional information or any changes to the plans, make the changes and then call your Permit Coordinator to schedule a meeting to submit (once all the changes have been made).
- At the time of submittal, you will be required to pay the fees for plan checking. This is roughly one-third of the fee for the building permit, based on the valuation of the project. The remaining two-thirds will be due when the permit is issued.

Step 6 – Checking on Project Status

- After the permit is submitted, the Development Services staff will review the proposed project to ensure it meets all City regulations as well as current building and fire codes. The project may be reviewed by the Planner, Development Engineer, City Arborist and Building Plans Examiner, and the Fire Code Official depending on the project's scope.

- You can check on the status of your permit by calling (206) 275-7605 and asking to speak with a Permit Coordinator or go to www.MyBuildingPermit.com, Permit Search. Normal turnaround times are as following:
- New SF Residences, Additions of 500 sf or more, Additions that create 500 sf or more new impervious surface = 8 weeks
- Additions of less than 500 sf that create less than 500 sf of new impervious surface or interior remodels = 4 weeks
- Revisions to approved plans or corrections to plans that are in review = 2 weeks
  These times are estimated durations based on past projects. During the busier times of the year when many projects are being submitted (usually April through August), review times may be longer. Similarly, if you have an unusually complex project or submit several corrections the review time will also generally be longer.
- When your permit is ready to be picked up, a Permit Coordinator will contact you. He/she can tell you if any other paperwork or information is required before the permit can be issued and what fees will need to be paid at the time the permit is picked up.

DO I NEED A LICENSED SURVEY FOR A PROJECT?

Although site boundary and topographic information are always required, a licensed survey may or may not be required for your project. Use the chart below as a guideline for determining if a licensed survey will be required by starting with question #1 and continuing down the page. ***This chart is intended to be a guideline only – for specific determination on whether or not a survey will be required for your project contact a planner.***

1 Will this project create more than 120 square feet of either new impervious surface or new gross floor area?

- Yes ☑ → Go to Question #2
- No ☐ → Go to question #4

2 Is the slope of the lot close to one of the thresholds for determining lot coverage? (13-15% or 28-30%, 48-50% slope)

Lot Slope	Allowed Lot Coverage
Less than 15%	No more than 40%
15% - 30%	No more than 35%
31% - 50%	No more than 30%
Greater than 50%	No more than 20%

- Yes ☑ → Topographic survey limited to information necessary to determine lot slope typically required unless project meets the lower coverage limit.
- No ☐ → Go to Question #3

3 Does the site contain critical lands, such as:

- critical slopes (12 foot elevation rise in any 30 foot run)
- **streams or wetlands**
- shorelines
- geologically hazardous areas

- Yes ☑ → Topographic survey typically required for all developments on sites that contain critical areas.
- No ☐ → Go to Question #4

4 Will the height of the proposed building or portion of the building be within 2 feet of the maximum allowable height? (30' from average building elevation to top of structure and 35'on downhill side to top of wall framing)

- Yes ☑ → Topographic survey typically required.
- No ☐ → Go to Question #5

5 Will there be any construction within 2 feet of a required setback line?
Front Yard = 20 feet
Rear Yard = 25 feet
Side Yards = Sum of side yards must be 15 feet, no side yard can be less than 5 feet.

- Yes ☑ → Survey of Property Line required only for the property lines that are near the construction. However, no survey is typically required if undisturbed and uncontested property corners are present.
- No ☐ → Typically no survey required if existing undisturbed property corners are present.