

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | www.mercergov.org

Inspection Requests: Online: www.mybuildingpermit.com VM: 206.275.7730



SUBMITTAL CHECKLIST FOR SINGLE FAMILY RESIDENCE

Please note: The applicant for a building permit is responsible for the preparation and submission of all required plans or other documents necessary to obtain a permit and to determine compliance with applicable regulations. The following checklist is a general summary of the normal submittal requirements; additional documentation by the applicant may be necessary to demonstrate compliance with applicable regulations. Please fill out all submittal materials as completely and accurately as you can.

	Submittal	N/A	Staff
A. Building Permit Application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Site Development Worksheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Geotechnical Report (If work is proposed in a geohazard area)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Critical areas study (If work is proposed in a critical area)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Completed Energy Code Information Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Structural Calculations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Stormwater Site Plan/Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Water Meter Sizing Worksheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Residential Fire Area Square Footage Calculations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Tree Inventory and Replacement Submittal Information Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Arborist Report (If removing or working within the dripline of one or more trees)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Construction Management Plan (If overall gross floor area is greater than 6000 square feet; or if added gross floor area is greater than 3000 square feet)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Transportation Concurrency Application or Certificate (If developing a vacant lot)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
N. Topographic Survey stamped, signed and dated by the surveyor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. Plans drawn at a minimum scale of 1/4" = 1' showing conformance to applicable building codes and including notes and material specifications. Minimum size required 11" x 17". Include Owner Name & Project Address on all sheets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. Site Plans based on a Topographic / Boundary Survey* . See survey guidance on the last page (min. scale 1"=20')	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Foundation Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Floor Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Structural Framing Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Cross Sections	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Temporary Erosion and Sediment Control Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Site Restoration Plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Stormwater/Utility Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>