

# CITY OF MERCER ISLAND

## COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: 206.275.7605 | [www.mercergov.org](http://www.mercergov.org)

Inspection Requests: Online: [www.mybuildingpermit.com](http://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.	<b>Building Permit Application</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	<b>Site Development Worksheet</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.	<b>Geotechnical Report</b> (If work is proposed in a geohazard area)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.	<b>Critical areas study</b> (If work is proposed in a critical area)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.	<b>Completed Energy Code Information Sheet</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F.	<b>Structural Calculations</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G.	<b>Stormwater Site Plan/Report</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H.	<b>Water Meter Sizing Worksheet</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I.	<b>Residential Fire Area Square Footage Calculations</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J.	<b>Tree Inventory and Replacement Submittal Information Form</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K.	<b>Arborist Report</b> (If removing or working within the dripline of one or more trees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L.	<b>Construction Management Plan</b> (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.	<b>Transportation Concurrency Application or Certificate</b> (If developing a vacant lot)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N.	<b>Topographic Survey</b> stamped, signed and dated by the surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O.	<b>Plans</b> 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". <b>Include Owner Name &amp; Project Address on all sheets.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1. <b>Site Plans based on a Topographic / Boundary Survey*</b> . See survey guidance on the last page (min. scale 1"=20')	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	2. <b>Foundation Plans</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	3. <b>Floor Plans</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	4. <b>Structural Framing Plans</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	5. <b>Cross Sections</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	6. <b>Elevations</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7. <b>Temporary Erosion and Sediment Control Plans</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	8. <b>Site Restoration Plans</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	9. <b>Stormwater/Utility Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10.	<b>Tree Plan</b> please see Tree Submittal Checklist form for more details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	<b>Additional Details</b> as necessary with all details clearly referenced on the building plans and no notes or details that are not used for this project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**STEP 1 – SCHEDULE AN INTAKE SCREENING MEETING (IF REQUIRED)**

A.	An Intake Screening is required for the following types of projects:
1.	All new single family residences;
2.	Additions/Remodels where more than 40% of the existing exterior wall is to be modified;
3.	Additions that expand the building footprint, or a net increase of impervious surface, by 500 sq. ft or more
4.	Projects that alter a critical area or buffer, except those alterations that are identified as allowed uses under MICC 09.07.030(A)(1) through (5), (8), and (12)
B.	Intake Screenings are held on Tuesdays by appointment.
C.	Fees for each Intake Screening must be paid when scheduling. Additional fees will be due for each additional intake meeting required due to incomplete or insufficient application materials, missed appointments or cancellations with less than a week prior notice.
D.	See the handout titled Intake Screening Request Form for more information about scheduling an Intake Screening with the City of Mercer Island.

**STEP 2 – SUBMIT APPLICATION AND PLANS**

A.	After the Intake Screening 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 staff.
B.	If staff requires additional information or any changes to the plans, make the changes and then upload your submittal to the Mercer Island File Transfer Site
C.	Once you have submitted a complete building permit application, City Staff will email you requesting intake fee payment. Payment is due within a week of the fee request email.

**STEP 3 – CHECKING ON PROJECT STATUS**

A.	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.
B.	You can check on the status of your permit by going to <a href="http://www.MyBuildingPermit.com">www.MyBuildingPermit.com</a> then permit search or calling (206) 275-7605. Normal turnaround times for the first review round are as following:
1.	New SF Residences, Additions of 500 sf or more, Additions that create 500 sf or more new impervious surface = 6 weeks.
2.	Interior remodels or small additions (less than 500 sft) with a project value of less than 100k = 4 week.
3.	Revisions to approved plans or corrections to plans that are in review = 2 weeks
C.	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.
D.	When your permit is ready to be picked up, a Permit Coordinator will contact you. They 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.