

## Single-Family Building Permit Checklist for New Construction, Additions, Remodels, Accessory Structures

12/28/2016

NOTE: The following information has been prepared to assist you in having a positive experience as you work through the City of Bellevue's building permit process. Before you begin to design your project, look over the "General Requirements" to determine if they apply to your site. As you prepare your plans for submittal, complete the checklist beginning on page 3 to ensure your application is complete before presenting it to the city for review. You are responsible for verifying and accurately depicting all listed information. In some circumstances, the city may require additional information as needed.

If you have questions regarding these requirements, visit or contact the Permit Center (425-452-4898) between 8 a.m. and 4 p.m. Monday through Friday (Wednesday, 10 a.m. to 4 p.m.) or contact the Land Use Desk at 425-452-4188 or [landusereview@bellevuewa.gov](mailto:landusereview@bellevuewa.gov) or the Building Desk at 425-452-4121 or [buildingreview@bellevuewa.gov](mailto:buildingreview@bellevuewa.gov).

### General Requirements

Before you prepare a site plan for your project, please review the following requirements to determine if they are applicable to your site.

#### 1. Surveys

*Boundary survey, including existing structures:* A boundary survey--including the footprint of existing structures, along with the minimum dimensions of these structures from the property boundaries--is required when:

- All new single family residential construction
- Construction is along an existing legal non-conforming setback.

*Boundary and Topographic survey:* A boundary and topographic survey is required for sites that contain Critical Areas. Critical Areas include slopes 40 percent and above in grade, including a 50-foot top of slope buffer, and/or toe of slope structure setback; wetlands, including the required primary setback and structure setback; streams, including the required primary setback; floodplains; and coal mine areas.

*Title-verified survey:* Title-verified surveys will be required by the city on a case-by-case basis, depending upon the location and features of your site. This is the most comprehensive type of survey. It is highly recommended that a title-verified survey be performed prior to any project. Often there are easements and dedications identified on the title report for your property that may impact the location of your development. A copy of a title report prepared within the last 30 days must accompany the survey.

*Post Issuance Surveys:* Post issuance surveys may be required for structures that result in Lot Coverage by Structure, Impervious Surface, Hardscape, and/or Greenscape within 2% of the maximum allowed of the underlying zone. A Building Height Verification survey may be required when a proposed structure height is within 2 feet of the maximum allowed height of the underlying zone. These surveys will be required at specific points during the construction process, and will be clearly indicated on the approved site plan. All post issuance surveys will be required prior to the final building inspection of the structure.

#### 2. Plat Restrictions

Does the plat or short plat in which your property is located contain any restrictions for development on your site? This information is available from the King County Records web site at [www.metrokc.gov/recelec/records/](http://www.metrokc.gov/recelec/records/), on your title report, or from the planner at the Land Use desk in the Permit Center.

### 3. Easements

You can get easement information from a number of sources. The most inclusive source is the title report that you received when you purchased your property. If you have misplaced your title report, you can get a new one through a private title insurance company. Additionally, access, utility, and Protected Area easements are often included on newer plat maps. Staff at the Utilities Help Desk in the Permit Center can assist you with locating public utility easements on your property.

### 4. Environmental Critical Areas

Does your site contain any Critical Areas that restrict development? Critical Areas include steep slopes, wetlands, streams, floodplains, coalmine areas and species of local importance. Many times, there are setbacks from the Protected Areas that restrict development as well, so please be sure to familiarize yourself with all Land Use Code (LUC) requirements for Critical Areas prior to submitting for a building permit.

Geotechnical Report	A geotechnical report is required when any work is proposed within a Critical Area (see LUC 20.25H for regulations). If there are unstable soil conditions or plat requirements, a geotechnical report will be required even if work is not proposed within a Protected Area. Please refer to submittal requirement sheet #25 for information on what needs to be included in a geotechnical report.
Wetland Delineation	A Wetland Delineation Report is required for lots containing wetlands Report or abutting a site with wetlands. Delineation must be completed prior to application for a building permit. To have a delineation performed on your property, please fill out a Land Use Services application, including an Environmental Services request form.
Stream Typing	A Stream Typing Report is required for sites containing streams or Report abutting other sites containing streams not previously typed and/or documented in the city's Sensitive Areas Notebook. A stream typing assessment must be completed prior to application for a building permit. To have a stream typing assessment performed on your property, please fill out a Land Use Services application, including an Environmental Services request form.
Floodplain Elevation	If your property contains a riparian corridor or is located on a lake, there may be an associated floodplain on your property. The floodplain elevation can be found by consulting the FIRM maps and Flood Profiles prepared by FEMA. This information can be accessed by visiting the Land Use Desk in the Permit Center. A licensed surveyor will need to locate the appropriate floodplain elevation on your property. See survey requirements under item #1.

### 5. Ordinary High Water Mark (OHWM)

OHWM is required on all sites containing or abutting lakes and/or streams. The OHWM is the mark that will be found by examining the bed and banks and ascertaining where the presence and action of waters are so common that a distinct change in vegetation occurs. A 25-foot building setback is required from the OHWM location.

### 6. Utilities

Determine the location of the existing sewer, water and storm drainage utilities serving the site. Also, identify any utilities easements that cross your property, even if the utilities do not directly service your

home. Show any new utility connection points necessary to service the structure. To verify the location of existing services, visit the Utilities Desk in the Permit Center, call 425-452-4187, or request field locates through the locate service at 1-800-424-5555.

## 7. Construction Stormwater Pollution Prevention Plan (CSWPPP)

All new development and redevelopment projects are responsible for preventing erosion and discharge of sediment and other pollutants into receiving waters. A Construction Stormwater Pollution Prevention Plan (CSWPPP) must be submitted for all projects that require a clearing and grading permit. The CSWPPP must include a narrative and drawings that show areas that are to be cleared and graded, areas of potential erosion problems, on-site or adjacent surface waters, critical areas, and the locations of Best Management Practices (BMP) and other required CSWPPP elements, among other things.

For projects that involve clearing less than 7,000 square feet and grading less than 100 cubic yards, the CSWPPP may consist of a completed "CSWPPP Short Form for Small Construction Projects" and a site plan that includes Erosion and Sediment Control (ESC). A blank CSWPPP Short Form is included in the Clearing and Grading Development Standards, or can be obtained from the Permit Center or on-line.

## 8. Fire Requirements

Bellevue uses the International Fire Code (IFC) to evaluate access, gates, fire hydrants, and fire flow. When one or more of these code requirements cannot be met, fire reviewers can sometimes allow the codes to be mitigated with the installation of residential fire sprinklers.

### *Access*

Access roads can be drastically different from one area to another. Access is an important aspect, not only for a fire situation but also for medical, police, and other emergencies. Fire access must be designed and maintained to support the loads and physical size of apparatus and to provide a surface for all-weather driving capabilities.

Fire department access roads must be designed with a minimum width of 20 feet and a maintained vertical clearance of 13½ feet.

### *Exceptions:*

- a. Roads serving no more than two single-family homes may be reduced to 16 feet.
- b. A driveway for an individual single-family home can be a minimum clear width of 10 feet.

Dead-end access roads in excess of 150 feet must be provided with a turn-around.

*Exception:* Driveways serving one single-family home may be increased up to 300 feet.

Access grade is limited to a maximum of 12 percent for non-sprinkled homes and 15 percent for sprinkled homes. The driveway approaches must be kept at a maximum 10 percent grade for the first 20 feet.

### *Gates*

Although walls, gates, and fences do a good job of helping to secure the property, these physical barriers also keep out first responding emergency crews. This can result in significant delays to responding fire, police, emergency medics, utilities, etc.

Gates crossing driveways less than 150 feet in length and serving one single-family residence are allowed when they are in compliance with IFC Section 503.6. These gates will require a KNOX switch and a minimum clear gate width of 12 feet when fully opened.

### *Fire Hydrants*

Fire hydrants are a key resource in the ability for fire crews to fight a fire. To assure that crews have access to these resources, the home must be located within 400 feet of the nearest fire hydrant. This measurement is taken along the approved fire access so that when fire hose is laid out, the crew has enough hose to reach the home.

### *Fire Flow*

Fire flow is the measurement of available water. The requirement for fire hydrants is reliant upon the available fire flow.

The available fire flow comes from computer models of the Utilities network of water mains. The larger the water main feeding the hydrant, the greater the available fire flow. The **available** fire flow is compared to the **required** fire flow in IFC Appendix B. The flows from the table are based on the construction type (typically type V-B for single-family residence) and the square footage of livable space and attached garages. The **available** fire flow must be equal to or greater than the **required** fire flow.

## Building Permit Submittal Checklist

### Site Plan

#### Plan Sheet 1

As you prepare your site plan, please go through the following checklist and make sure all required items are included on the site plan. Questions regarding these requirements should be directed to the Land Use Desk in the Permit Center at 425-452-4188 or [LandUseReview@bellevuewa.gov](mailto:LandUseReview@bellevuewa.gov).

- Paper size** – Minimum paper size is 18" x 24" (do not include architectural or structural information on the site plan sheet)
- Scale** – 1:10 or 1:20 (engineering scale only)
- Title block** – Include name of preparer, project address, contact number and e-mail.
- North arrow**
- Property lines** – Show and dimension all property boundaries.
- Streets** – Label the road surface(s) and show other features of the right of way (including drainage ditches, rockeries, bridges, culverts, curbs, and edge of pavement). To obtain street widths in your neighborhood, call Transportation at 425-452-4189 or [RightofWayUse@bellevuewa.gov](mailto:RightofWayUse@bellevuewa.gov).
- Structure(s) footprint** – Show and label, the location, size and use of all *existing* and *proposed* structures, including: decks, exterior stairs, patios, and rockeries that are more than 30 inches in height.
- Setbacks** – Show and label the required front, side, and rear distances from the property lines to structures and private street access easements.
- Easements** – Show, label, and dimension all public and private easements on the property and access easements on adjacent properties.
- Mechanical Equipment** – Identify the location of all mechanical equipment at scale, outside of building envelope. Mechanical equipment is not permitted within any required setback.
- Utilities** – Show and label all existing and proposed utilities serving the home or passing through the property.
- Retaining walls and rockeries** – Show top and bottom elevations at both ends, at 10-foot intervals, or where a 2-foot change in height occurs along a retaining wall or rockery.

- Driveway slope** – Identify the slope of the driveway. **Note:** The maximum allowed slope for new construction is 15% – 10% for 20' after driveway approach, 15% thereafter. (See Trans. Design Manual, Part 1, Section 5, (L).
- Lot coverage calculations** – Show lot coverage calculation, including all structures over 30 inches in height on the lot; provide both existing structure footprint square footage & proposed structure square footage.

For sites with Critical Areas: To calculate lot coverage, provide the total lot area; then subtract any Critical Area(s) along with the primary setback(s) for streams.

<p><i>Example for property <b>without</b> Critical Areas</i></p> <p>Lot Area = 10,000 sq ft          Existing Footprint Area = 2,500 sq ft          Proposed Addition = 500 sq ft          New Footprint = 3,000 sq ft</p> <p><math>3,000 / 10,000 = 30\%</math> (structure coverage)</p>	<p><i>Example for property <b>with</b> Critical Area</i></p> <p>Lot Area = 20,000 sq ft          Steep Slope Critical Area = 1,000 sq. ft          Stream Critical Area Buffer = 500 sq. ft.          Revised Lot Area = 18,500 sq ft          Existing Footprint Area = 2,500 sq ft          Proposed Addition = 500 sq ft          New Footprint = 3,000 sq ft</p> <p><math>3,000 / 18,500 = 16.2\%</math> (structure coverage)</p>
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- Building height calculations** – Show existing elevations around the foundation at evenly spaced at 10-foot intervals. Provide this height information in a table on the site plan and calculate the Average Existing Grade. Identify the Average Existing Grade, and the actual height of the proposed structure on both the site plan and elevation sheet. (Refer to [Handout L-11, Calculating Building Height](#))
- Trees** – Identify all trees on site, and those to be removed because of the project. Include size and species of each tree.
- Impervious surfaces** – Show walkways, parking areas, path surfaces, driveways, sport courts, etc. Identify each one as *existing* or *proposed*. Impervious surface calculations must include the eaves on the structure. For all *existing* and *proposed* impervious surfaces, include the square footage.
- Hardscape surfaces** – Show walkways, parking areas, path surfaces, driveways, sport courts, etc. which are to be constructed of permeable materials. Identify each one as *existing* or *proposed*. For all *existing* and *proposed* permeable hardscape surfaces include square footage
- Critical Areas** – Identify, dimension including area and label all protected areas on the site, including the appropriate buffers and structure setbacks
- Floor Area Ratio** – Calculate the enclosed square footage within the structure. Areas open on at least two sides, such as porches, decks and carports, are not included in the calculations, nor areas less than 5 feet above grade. Areas greater than 18 feet in height are counted twice.

For projects that include a clearing & grading disturbance of 1,000 square feet or 50 or more cubic yards of grading, include the following elements on your site plan: Questions regarding these requirements should be directed to the Clear and Grade Desk in the Permit Center at 425-452-2019 or [ClearandGradeReview@bellevuewa.gov](mailto:ClearandGradeReview@bellevuewa.gov)

- Contour elevations** – Show both the existing and proposed contour lines (using different line types) at 2-foot intervals (the city datum is NAVD 88).
- Erosion and Sediment Control BMPs (Best Management Practices)** – Indicate the locations of erosion and sediment control BMPs that are proposed in the CSWPPP (Construction Stormwater Pollution Plan).

# SITE PLAN REQUIREMENTS

Lot Coverage by Structure	
Existing House w/ Garage	2500 SF
Porch	150 SF
Decks & Stairs > 30" above Grade	150 SF
Addition	250 SF
<b>Total</b>	<b>3050 SF</b>
Total Lot SF	10737 SF
Minus Critical Area	500 SF
Net Lot Square Footage	10237 SF
% of Lot	30% SF

Impervious Surface Coverage	
All Rooves (including eaves)	3300 SF
Driveways	500 SF
Walkways	150 SF
Patios	250 SF
New parking/circulation area	100 SF
<b>Total</b>	<b>4300 SF</b>
Total Lot SF	10737 SF
% of Lot	40% SF

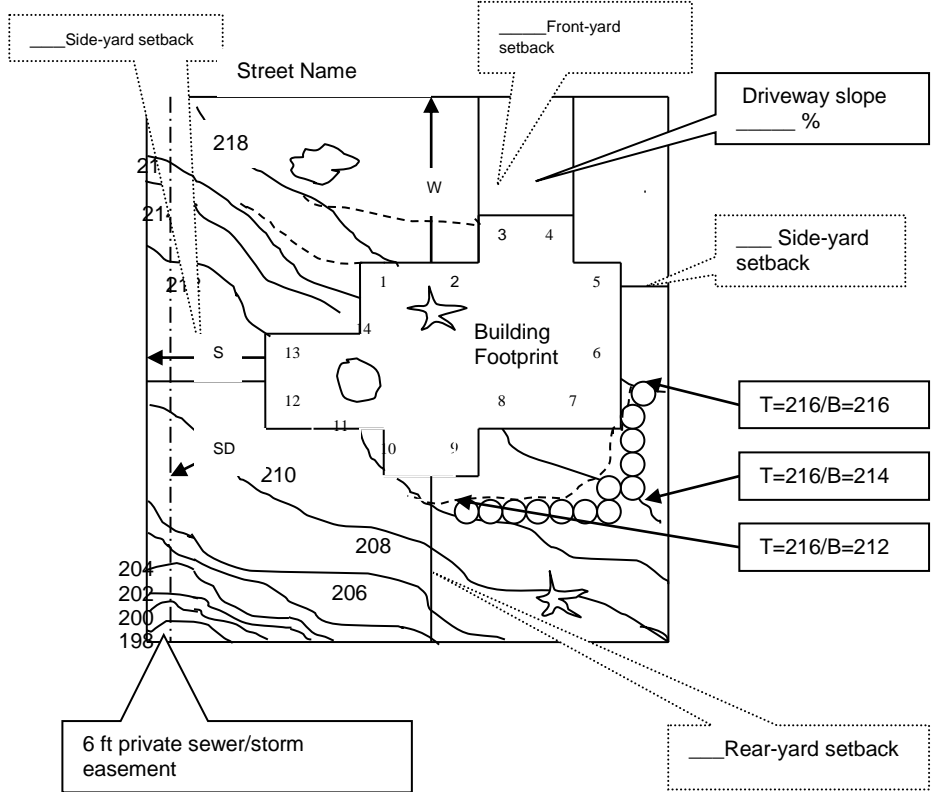
Hard Surface Coverage	
All Impervious Surfaces	4300 SF
Permeable Walkway Pavers	200 SF
Permeable Patio	300 SF
<b>Total</b>	<b>4800 SF</b>
Total Lot SF	10737 SF
% of Lot	45% SF

Greenscape	
Total Area of Front Setback	1600 SF
Hardscape	700 SF
Greenscape	900 SF
% Greenscape in Front Setback	56%

FAR Calculations	
Basement Floor	1000 SF
First Floor (including Garage)	2750 SF
Second Floor	1500 SF
<b>Total Enclosed SF (from outside of exterior wall in)</b>	<b>5250 SF</b>
Total Lot SF	10737 SF
FAR	0.49

24-hr erosion control  
Contact name & phone  
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Spot Elevations for Height Calculations	
1 = 216	8 = 216
2 = 216	9 = 216
3 = 218	10 = 212
4 = 218	11 = 212
5 = 216	12 = 211
6 = 216	13 = 212
7 = 216	14 = 214
Total = 3009.00 / 14 = 214.92 AEG	
Top of garage slab = 218	
Peak of Roof = 232.28 (17.36 ft)	
Allowable building height = 244.92	



Key	
Existing Grade	_____
Proposed Grade	-----
New Rockery	_____
Footprint	_____
Setbacks	_____
Water Meter	W
Storm Stub	SD
Sewer	S

Scale 1"= \_



Prepared by:  
Name, Address, Phone #, E-mail

Owner's Name

Site Address Lot # & Plat Name

Revision # and Date

Sheet #

# Architectural Plan

## Plan Sheet 2

*As appropriate for your project*

Questions regarding these requirements should be directed to the Building Desk in the Permit Center at 425-452-4121 or [BuildingReview@bellevuewa.gov](mailto:BuildingReview@bellevuewa.gov)

### Floor Plan

- Give the square footage for each floor (or area to be added), including decks and garages.
- Floor layout: Show the arrangement of walls. Note the proposed use and the dimensions of all areas.
- Windows and doors: Show the location and dimensions of new, removed, or replaced windows, doors, and skylights. Indicate the opening direction and size.
- Fixture location: Show the location of fans, vents, smoke detectors, bathroom fixtures, mechanical equipment, etc.
- When structural changes are made, the building plans examiner may require that plans be stamped by a licensed Washington State architect or engineer.
- Provide the information requested on the Energy Code Data Sheet.
- Provide exterior door size, direction of swing, and U-value.
- Provide window schedule, including location, size opening direction and size, and U-value.

### Building Elevations and Improvements

- Provide full elevation drawings for each side of the structure. Provide finished floor level for each floor. Show maximum site slope. Refer to Handout L-9, Calculating Building Height.
- Total height: Indicate total height based on average existing grade for upland sites.
- Roof: Show roof overhang and chimney clearances from the roof. Indicate the pitch of the roof or minimum slope to drain. Indicate roof-covering materials.
- Projections: Show eave overhangs, exterior balconies, decks, and similar architectural features extending beyond the floor area.
- Decks: Indicate height of guards and spacing of intermediate railing.
- Siding: Show exterior siding material.
- Openings: Show doors, windows, skylights, or other types of openable vents.
- Foundation: Show foundations and footings for the structure below grade.
- Show average existing grade elevations.
- Show average finished grade elevations, when applicable.

### Cross Sections and Details

- Show a typical wall section with all materials labeled. Indicate size, spacing, and structural grading of all members. Include all dimensions. Show insulation, sheathing, connections, siding, weather resistive and vapor barriers, interior wall coverings, etc.

- Show a typical roof section with all materials labeled. Indicate size, spacing, and grading of all members. Include all dimensions, venting, insulation, connections, sheathing, type of roofing, and slope of roof. Show scupper, overflow, and downspout locations and details.
- Show a section of the fireplace, including hearth and hearth extension. Include dimensions, materials clearance from combustibles, height above roof, reinforcing, seismic anchorage, and foundation details.
- Show all connection details, including post-beam, post-footing, wall-footing, wall ceiling, wall-roof, collar ties, strong backs, etc.
- Show a section of the stairs. Include rise, run, handrail height and grasp dimensions: distance between any intermediate rails, fire blocking, minimum headroom, and landing size. Specify a minimum one-hour fire protection for usable space under the stairs.

## **Required Structural Elements**

### Plan Sheet 3

*As appropriate for your project*

Questions regarding these requirements should be directed to the Building Desk in the Permit Center at 425-452-4121 or [BuildingReview@bellevuewa.gov](mailto:BuildingReview@bellevuewa.gov)

### **Foundation Plan**

- Foundation Wall: Show foundation plan, shape, and all dimensions; include maximum wall height(s) and all connections. Provide typical foundation sections at various points around the foundation system. Provide a connection between the existing and the proposed foundation.
- Posts and footings: show the location and size of beams, posts, interior footings, and connections.
- Crawl spaces: If the crawl space is included, show the location and size of all vents and the access size and location.
- Foundation and floor section: Show a typical foundation and floor section with all materials labeled. Indicate size and spacing of all members and all dimensions. Include wall and footing dimensions, reinforcing bar size/spacing/clearance, footing depth below grade, clearance between grade and sill plate, maximum wall height, connections, anchor bolt size and spacing, connection between floor diaphragm and foundation, slab thickness, slab or floor insulation, and drainage for foundation retaining wall.
- Other spaces: Show and label space within foundation (e.g. basement, garage, recreation room).
- Retaining walls: Retaining structures higher than 5 feet require engineered design with calculations.

### **Framing Plans**

- Roof, floor, and deck joists: Show joist and rafter sizes, spacing, direction, supports, connections, blocking, etc.
- Bracing and bearing walls: Identify the lateral support and show the location and details of the walls and/or post-beam support and connection to the foundation.
- Show all header sizes for doors, windows, and other openings.
- Show connections for all framing elements in structural details.

### **Structural Notes**

- Specify all design load values, including dead, live, snow, wind. Lateral retaining wall pressures, and soil bearing values.



- Specify grading and species of all framing lumber, including sheathing.
- Specify GLU-LAM beam stress grade and combination symbols.
- Specify maximum design concrete strength, concrete sack mix, and reinforcing bar grade.
- Specify metal connectors, including joist hangers, clips, post caps, post bases, etc.
- Engineered Foundation: Stamped engineered plans with calculations are required for non-conventional foundation systems and/or sites with special soil conditions.
- Mobile structures: Show a layout and detailing of the anchoring or bracing system, showing cables, rods, tie-downs, or dead men. Provide approval/testing information per industry standards.