



4480 Chennault Beach Road, Mukilteo, WA 98275
(425) 355-4141
Fax (425) 347-4544

Single Family Submittal Checklist (New construction, garages, and all additions)

Site Address: _____

Staff Name/Date _____

Welcome to Mukilteo City Hall and our Permit Processing and Information Center!

We realize that the building permit process can be complicated and complete applications, accurate information, and clear communications will speed up the permit process. Please be aware that this checklist may not include all the information required to complete our review of your project, and additional documents or information may be requested, when needed. We are interested in working with you to make this process as friendly and as efficient as possible. This checklist is designed to achieve this goal. Your ideas and/or suggestions are welcomed as you go through the building permit process with us and your help to reach our goal is appreciated. Thank You!

General Information:

Yes/No/NA

- Pre-submittal conference for new SFR with the Engineering Dept. to determine if street improvements are required. Engineering Staff _____ Type of ROW Improvement required if any: _____
- Applicant advised that Mukilteo Municipal Code 15.04.060 requires street improvements to be installed as part of the building permit process. Improvements may include, but are not limited to, paving and/or widening of streets, installation of curb, gutter, sidewalks and storm drainage.
- Type of construction: _____ (new single family residence, deck, garage, bedroom, den, etc.).
- Are you the contact person for this project? Name: _____, Phone _____.
- Have you been working with anyone else at the City on your project? If, yes identify staff person _____.

Critical Areas Screening:

Yes/No/NA

- What is the soil category? _____
- Is there any ground water seepage on the property?
- Is the project within one hundred (100) feet of a hazardous slope area, this will be field verified.
- If in a critical area, is the geotech letter/report in the file and signed by a Professional Eng. licensed in the State of WA?
- Location and identification of all critical areas and associated buffers; including: Native Growth Protection Areas (NGPA), steep slopes, geologic hazard areas, streams, wetlands, shorelines, endangered species, and similar areas.
- Landscape plan showing re-vegetation if any modification is proposed to a Critical Area (per MMC 17.52).
- If critical area, site assessment analysis completed (grading Clearing, landscape re-vegetation).**

Submittal Requirements:

Yes / No/NA

- Application describing project with key contact person identified.
- Plan Check Waiver signed (required for new construction if plans submitted).
- Vicinity map.
- Two (2) site plans:
- Completed right-of-way permit application if new single family residential construction, frontage improvements, and/or if work in the right-of-way is proposed.
- Completed Street Cleaning Agreement Form.
- Two (2) sets of building elevation/floor plans/ construction plans (optional, at this time but will be required later).
- Sewer and Water availability letters required, unless NOT new construction.
- Is the owner doing the work? If so, complete "owner not using a licensed contractor" document.
- Is a contractor doing the work? If so, contractor needs a City Bus. License and provide copy of valid contractor's license.
- Building Height worksheet submitted. Is Building Height within three (3) feet of the maximum building height? Y/N If yes Building Height Certification by a Licensed in the State of Washington Land Surveyor is required. Followed by a re-certification at the foundation and framing inspection time.
- Identify all non-conforming uses: _____.

Yes/No/NA

- How much material will be excavated outside the building footprint for the construction? Amount: _____ Cu.Yds. Will material be exported off site? Destination: _____.
- NOTE:** Excavation related to the approved building foundation is exempt from permits and environmental review. Up to 50 Cubic Yards and one (1) foot depth of material may be used for landscaping, anything over that requires additional review and permits.
- How much material will be imported, filled and/or graded for the construction. Amount : _____ Cu. Yds.

Minimum Site Plan Requirements:

General Information

Yes/No/NA

- Site plan sheet size minimum of 11" x 17" and must be clearly legible.
- Site plan scale the largest engineering scale that will fit the plan sheet of 1" = 10', 1"=20', 1"=30', 1"=40', 1"=50', or 1"=60'. No other scale will be accepted.
- Existing and proposed topography lines/grade contours of site shown in two (2) foot increments. Existing lines shown as dashed lines and proposed lines shown as solid lines. Five (5) foot increments allowed with approval from the Public Works Department.
- Name, address, and phone number of property owner.
- Name, address, and phone number of contact person.
- Name, address, and phone number of builder/general contractor.
- Legal description of property.
- Street address of property (if known).
- North arrow placed at top of page and North oriented to the top or right.
- Length of all property lines.
- Location of nearest fire hydrant.
- Locations of sewer, water and storm drainage connections.
- If the property is on a septic system show location.
- Identify location and height of retaining walls and rockeries.
- Structural design and calculations by a Licensed Professional Engineer in the State of Washington required if over four (4) feet in height or supporting a surcharge (vehicular and/or structural load).
- Building Height calculations shown on site plan?

Zoning Requirements

Yes / No/NA

- Location, dimensions, and square feet of roof area and footprint area of all existing and proposed structures/additions and improvements including decks, porches, cantilevered structures, chimney, roof, overhangs, walkways, driveways, and paved areas.
- Actual width of front, side(s) and rear setbacks.
- All significant trees shown (evergreens that are 8" or greater in diameter and deciduous trees 12" or greater in diameter - all measurements taken 4' above ground level).
- Location of additional outside parking if not included in a garage.
- If property is a corner lot, clearly identify front setback.

Access Requirements

Yes / No/NA

- Identify adjacent streets, sidewalks, alley, or other public property. Show dimensions and type of surface (asphalt, concrete, gravel).
- Show driveway location, width, slope, surfacing (asphalt, concrete, gravel), and the distance (measured along curb or pavement edge) to adjacent driveways.
NOTE: Maximum driveway width for residential development is twenty (20) feet at property line. Minimum separation of driveway from other existing or approved driveway locations is twenty (20) feet of full height of curb or if no curb, measured at property line. Maximum driveway slope of 5% for twenty (20) feet from edge of pavement. If proposed driveway and/or street grade exceeds 14%, a centerline profile is required. Driveways shall have a paved surface for twenty (20) feet from edge of pavement.
- Are all utility and access easements shown and do you have verification to utilize easements.
- Show all access locations. Is there access off an alley and is it shown? Is it open for vehicular travel? Y/N. Is it paved or graveled? _____
- If on a private road, how many properties access off the private road?
- Location of any drainage ditches.

Storm Drainage Requirements

Yes/No/NA

Less than 1,000 Square Feet. Is proposed construction creating less than 1,000 sq. ft. of new impervious surface (decks, porches, cantilevered structures, chimney, roof overhangs, walkways, driveway, and paved areas). Amount: _____ Square Feet. No additional requirements unless required by the Public Works Director at time of review.

1,000 – 5,000 Square Feet. Is proposed construction creating between 1,000 and 5,000 sq. ft. of new impervious surface (decks, porches, cantilevered structures, chimney, roof overhangs, walkways, driveways, and paved areas). Amount: _____ Square Feet. Storm drainage improvements including detention required according to Ordinance 599 (Standard Design Specifications).

NOTE: The following must be included on the site plan:

Yes/No/NA

- Location, type, and rim & invert elevations (top of grate and bottom of pipe) of catch basins.
- Length, diameter, type, elevation, and slope of pipes.
- Location of proposed detention system.
- Type (pipe and pipe material or vault), dimensions, and slope of detention system.
- Profile of detention system with details.
- Orifice size.
- Roof and driveway drains tight-lined to detention system.
- Detention system tight-lined to existing storm drainage facilities or outlet point.
- Temporary Erosion Control measures shown on site plan.

Over 5,000 Square Feet. Is proposed construction creating over 5,000 sq. ft. of new impervious surface (decks, porches, cantilevered structures, chimney, roof overhangs, walkways, driveways, and paved areas). Amount: _____sq. ft. Drainage plan and calculations by a Civil Engineer licensed in the State of Washington is required according to Ordinance 599 (Per the Department of Ecology’s Stormwater Manual for the Puget Sound Basin; or as approved by the Public Works Director).

NOTE: The following must be included on the site plan:

Yes/No/NA

- Location, type, and rim & invert elevations (top of grate and bottom of pipe) of catch basins.
- Length, diameter, type, elevation, and slope of pipes.
- Location of proposed detention system.
- Type, dimensions, and slope of detention system.
- Orifice size.
- Roof and driveway drains tight-lined to detention system.
- Detention system tight-lined to existing storm drainage facilities or outlet point.
- Temporary Erosion Control measures shown on site plan

City Disclosure/Additional Information:

Yes/No/NA

- Advise applicant standard time for permit processing. Non-critical area lots are generally four (4) weeks for approval. Critical area lots generally take twelve (12) weeks for permit approval. (Does not include time for applicant re-submittals.)
- Advise applicant that courtesy Construction Notices will be sent to adjoining property owners within two (2) days of permit issuance.
- Projected start date is _____ Projected completion date is _____
- Advise applicant that covenants, conditions, and restrictions (CCR’s) placed on plats are not enforced by the City however, permit is subject to all other plat conditions and restrictions.
- Advise applicant that School and Park Mitigation is required for new Single-Family Residential Construction. If the mitigation fees were not paid with the plat, they will be due at permit issuance. Proof of payment of school mitigation paid to the Mukilteo School District is required prior to permit issuance. The City will send a letter to the School District advising if a fee will be assessed to the District.
- Is project within ULID 90-1 area? If “Yes”, review by engineering will be completed and latecomer’s fees will be required prior to permit issuance, unless previously paid.

Acknowledgment:

I acknowledge and understand that the City disclosure section is an attempt to advise me of all known (at the time of application) impacts to the proposed project. This information may not be complete and is subject to change. A complete review and approval by the various departments of my permit application is needed to assure that all project issues are covered and all known impacts are identified. I also acknowledge that all the checklist items were reviewed with me on this date. I further understand that the processing clock will stop and my permit will be put on hold should I wish to submit my application without all the required information on the checklist.

Applicant Phone Number Date