

# Single Family Interior Remodel Application Requirements

## How to Apply

### Electronically Online

1. Gather your plans and supporting documents per the application checklist and plan set requirements
2. Save the documents in PDF file format per our [PDF File Format Requirements](#)
3. Apply and upload your plans to [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).  
Select the following options when applying:  
**Building – Single Family Residential – Remodel – Residence**
4. Plans are reviewed, commented and approved electronically as PDF documents.
5. You print your approved set upon permit issuance.

## I. Application Checklist

Important Note: All remodel building permits include plumbing and mechanical with them in one package. If plumbing and mechanical drawings are required for your project, they must be included with the architectural drawings set.

<b>APPLICATION DOCUMENTS</b>	
✓	
<b>Plan Set must include:</b>	
	Cover sheet (see section II.2 for details)
	Architectural drawings (see section II.3 for details)
	Architect/Engineer of Record Stamp: If plans are prepared by an architect or engineer then all sheets and/or calculations must be stamped.
<b>Supplemental Forms</b>	
	<a href="#">Plumbing/Mechanical fixture schedule</a> if adding / altering plumbing or mechanical fixtures
<b>Supporting Documents Required</b>	
	Structural Calculations if applicable
<b>Fees</b>	
	An invoice will be sent via MyBuildingPermit.com once application is accepted. Credit card accepted on-line only. <b>Cash or check accepted in person at City Hall NW Permit Center.</b> <i>(other permit fees will apply and be assessed at permit issuance)</i>

## II. Plans and Drawings

Note: Minimum size is 18" x 24", preferred size of plans is 24" x 36" or 30" x 42". Unless the site size dictates a different scale, site drawings are to be in an engineer's scale and should be at a scale of 1" = 10' or 1" = 20' (or 1" = 30', if applicable). Architectural floor plans are preferred to be 1/8" = 1' or 1/4" = 1" scale.

### 1. Format

All drawings submitted shall conform to the following requirements:

- a. **Sheet size:** 18"x24" or 24"x36" or 30"x42"
- b. **Title Block:** Locate on right hand margin and provide:
  - Project name
  - Drawing title and drawing number
  - Revision block
  - Project address
  - Name and address of firm or contact responsible for the drawing
- c. **Scale:**
  - Unless site size dictates a different scale, site (civil) drawings: 1' = 10'
  - Architectural plans: 1/4" = 1'-0" unless impractical
- d. **Details:** All construction details **must** be referenced and included in the full size plan set. Do not submit details in a separate document packet.
- e. Show **North Arrow:** All drawings must include a north arrow.

### 2. Cover Sheet

- a. Address and parcel number of project.
- b. Owner's contact information
- c. Preparer's contact information
- d. Sheet Index
- e. Fire sprinkler and alarm information. (Yes / No and type)
- f. Construction codes used for design

### 3. Architectural Drawings

- a. Provide a drawing of the entire floor plan of where the improvement is located
  - Include the scale of plans drawings.
- b. Scaled floor plan of the new or remodeled area showing:
  - All rooms and spaces (identify), corridors and exits, door & window locations and sizes, plumbing fixtures and mechanical equipment. Clearly identify any structural elements to be removed or altered.
  - Details showing wall and ceiling construction.

### 4. Plumbing / Mechanical

A fixture schedule showing the number, types and locations of all fixtures

### III. Tip Sheets

- [Garage Separation](#)
- [Residential Attic HVAC Equipment](#)
- [Residential Emergency Escape & Rescue Openings](#)
- [Safety Glazing](#)
- [Smoke Alarms](#)
- [Water Heaters](#)

### IV. Additional Permits Required

#### 1. Irrigation Backflow Device

A backflow device is required for any irrigation system. A separate over the counter plumbing permit must be pulled by the contractor performing the work.

#### 2. Fire Sprinkler

Site, plat or building construction may require that a fire sprinkler system be installed. If a fire sprinkler system is installed, a separate fire sprinkler permit is required.

#### 3. Electrical Permit

Electrical permits are reviewed and issued by the Washington State Department of Labor and Industries. Many permits may be obtained [online](#). The closest L&I office is located in Bellevue:

616 120th Ave. N.E.  
Ste. C201  
Bellevue, WA ([map](#))  
Ph: 425-990-1400

### V. Business Licenses

A City of Issaquah business license **is required** for anyone who operates or engages in any business within the City of Issaquah. The City of Issaquah issues a Master Business License endorsement through the State of Washington Department of Revenue (DOR). The endorsement and master business license may be obtained online at <http://www.bls.dor.wa.gov/cities/issaquah.aspx>. Please contact the Permit Center for more information (425) 837-3100.