Development Services
1775 12th Ave NW
Issaquah, WA 98027
PH: 425-837-3100
issaquahwa.gov

Site Work Permit Submittal Requirements

The following items must be provided in order to properly apply for a site work permit, including new construction and additions. Plans and application will not be reviewed if information is incomplete. The applicable department director may require additional information or materials when necessary to augment a permit application.

NOTE: A Pre-Submittal Meeting may be required prior to a permit submittal. Please contact the Permit Center at 425-837-3100 for more information.

How to Apply

1. Gather all documents as required by this submittal requirement packet
2. Save all documents in PDF format per the PDF File Format Requirements
3. Go to MyBuildingPermit.com and apply for the permit

I. Application Checklist

The checklist below is an overview of the City's submittal requirements for all written documentation. For a comprehensive list of requirements, please review the remainder of this guide. Please note that permit applications missing one or more items listed are considered incomplete and will delay the permit review process.

✓= Required • = If Applicable, contact the permit center for verification

Forms		
	✓	Site Work Permit Application
	✓	Utility Application (Only for Stormwater)
	✓	Construction Stormwater Pollution Prevention Report Form for Single Family Residence Construction Stormwater Pollution Prevention Report Form for Commercial/Plat (Includes Temporary Erosion and Sediment Control)
Plans and Drawings		
	✓	**Plan set** must be in one pdf and comply with our Electronic Plan Requirements. See the **Plan Set Components** section of this document for plan set detail. ✓ Cover Sheet ✓ Site Plan ✓ Survey ✓ Civil Grading Plan ✓ Civil Drainage Plan ✓ Civil Utilities Plan ✓ Civil Paving and Signage Plan ✓ TESC Plan ✓ Landscape/Composite Utility Plan – Conceptual ✓ Tree Retention Plan ✓ Lighting Plan

Supporting Documents		
	✓	**Land Use Condition List** List all land use conditions and explain how they have been met by this permit or alternatively in which other construction permit they will be satisfied
	✓	**Geotechnical Design Report** (See Soils Report Requirements handout)
	✓	Copy of **Recorded Easements**
	✓	**Civil Structural Calculations** stamped by Washington State Professional Engineer
	✓	**Stormwater Technical Information Report (TIR) aka Drainage Report** Required for all projects adding or replacing 2,000 square-feet or greater of hard surface/impervious area • For projects 2,000 – 5,000sf submit Stormwater Technical Information Report (TIR) for small sites • For projects over 5,000sf submit Stormwater Technical Information Report (TIR) for large sites.
	✓	**Hazardous Material Construction Inventory List** Required for all projects within a Class 1 or 2 Critical Aquifer Recharge Area (CARA). For more information see CARA map and brochure
	•	**Transportation Management Plan**, if applicable (see land use conditions)
	•	**Flood Hazard Information,** if applicable (see **Additional Permit Required** section of this document). If development activities occur within the 100-year floodplain boundary, a separate Flood Hazard Permit may be required.
Intake Fee		
	Plan check fee deposit (50% of the Permit Fee) required at time of submittal. **Cash or check only**. *(other permit fees will apply – see Permit Technician for more information)* Based on project valuation.	

II. Plan Set Format Requirements

All drawings submitted shall conform to the following requirements:

a. **Sheet size:** 24"x36" (preferred) or 30"x42"
b. **Volumes:** Maximum of 120 sheets per volume. Each volume must have its own cover page and index
c. **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
   - Washington State registered Architect / Engineering stamp and signature
d. **Approval Block**
e. **Scale:** Unless site size dictates a different scale, site (civil) drawings: 1'=20'
f. **Orientation:** All plan sheets must be printed in the same orientation. We do not accept plans that are reflected or mirrored images.
g. **Details:** All plans must include appropriate details from the City's Water, Sewer, and Street Standards. All construction and structural details must be cross referenced and included in the full-size plan set. Do not submit details in a separate document packet.
h. **Construction Notes:** All plans must include appropriate notes from the City's General Notes for Roads and Utilities document.
i. **North Arrow:** All plan sheets must include a north arrow

III. Plan Set Components

The information described under the drawing titles is a minimum requirement for building permit submittal. The logical arrangement of the required information is left up to the applicant.

1. Cover Sheet

a. **Site area** in square feet and acres
b. **Vicinity Map**
c. **Sheet Index**
d. **Site data Summary**
   I. Parcel number
   II. Legal property description
   III. Address
   IV. Gross site area
   V. Applicable code
   VI. Zoning
   VII. Existing pervious and impervious surfaces
   VIII. Proposed pervious and impervious surfaces
   IX. Cubic yards of cut / fill
e. **Project Contact Information**

2. Site Plan

a. **Property lines:** Show the location and dimensions. Please indicate point of beginning if the legal description is a metes and bounds description.
b. **Adjacent right-of-way:** Locate and label the existing centerline, curb, sidewalk, and all proposed surface hardware. Distances to right-of-way centerline must be indicated. Indicate road type and design speed.
c. **Streets and alleys:** Show location, name or number of all streets and alleys adjacent to the site. Show any off-site easements or private streets that provide access from the site to a public road. Show edge of pavement, curb, gutter, sidewalk, street trees, and any other road appurtenances.
d. **Easements:** Show the location for all existing and proposed utility, open space, drainage, native growth protection, and access easements, and accurately dimension. Show all Tracts.
e. **Existing and proposed structure:** Show location, overall dimensions and use of all existing and proposed buildings and structures on the site; show distances to property lines.
f. **Setbacks** to property lines, including between buildings, architectural features and retaining walls.
g. **Utility lines and facilities** including side sewer, gas, power, water and storm. Show water meter locations, meter sizes, supply line sizes, standpipes and fire department connections.
h. **Pedestrian circulation:** Show the layout of all internal walkways and connection to public sidewalks, trails and/or right-of-ways. Provide details and enlargement of pedestrian areas, including handicapped ramps.
i. Clearly indicate **demolitions** and **additions**.
j. **Street furniture**: Show all plazas, patios, courtyards, and play areas.
k. Show location of mailboxes, utility vaults, hydrants, fire department connection, electrical equipment pads, flagpoles, all exposed HVAC equipment, and traffic signs.
l. **Parking and circulation:** Locate and dimension all entry drives. Show the proposed layout including parking stall angle, bay and aisle width, and provide typical dimensions for stall width and length to the wheel stop. Locate and dimension on-site loading areas.
m. Indicate compact, full size, and accessible **parking** spaces. Show dimensions of all garages and indicate proposed tandem parking spaces. Indicate signage for compact and handicapped spaces. Indicate bike racks and loading spaces. Indicate overhangs.
n. **Walls, rockeries and fences:** Indicate location, length and height. Provide section and elevation details for new construction. Indicate utility crossings.
o. **Spot and topography elevations:** Show surface elevation at each corner of the site. For sites with slopes greater than 10%, show existing and proposed contours at two (2) foot intervals. Indicate portions of sites with slopes greater than 15%. Locate temporary and permanent benchmarks.
p. Show the location and size of **dumpster(s) or trash enclosure(s)**
q. **100-year floodplain boundary:** Show location and elevation of 100-year floodplain boundary (per FEMA), if applicable.

3. Survey

A Survey shall be based on actual site data, and not solely on previously recorded information. A Survey showing existing site conditions is required, including items:

a. Survey shall be stamped by a licensed surveyor.
b. Topographic plans shall extend 100 feet beyond the exterior property lines. Indicate location and detail (including size and use) of all natural and manmade features on-site and off-site, including buildings, easements, utilities, critical areas, critical area buffers, setback lines, floodplain area, tree drip-lines, etc.
c. Show the existing site topography at maximum five (5) foot intervals. For sites with slopes greater than 10%, show existing and proposed contours at two (2) foot intervals. Spot elevation of existing and proposed conditions may be shown for flat sites with no more than five (5) feet of total elevation change. Show surface elevations at each corner of the site.
d. Show all streams, wetlands, ditches, channels, bridges, culverts, catch basins and show direction of flow.
e. If project is within 100 feet of a FEMA 100-year Floodplain or Floodway, show boundaries and the base flood elevation using NAD 83-91 and NAVD 88.
f. Show property lines, including dimensions, distances, bearings, and corner markings, parcel numbers, lot numbers.
g. Include name or number of all streets.
h. Locate and label all existing adjacent right-of-way, private street, existing driveways and similar improvements including name or number, center line, curb, sidewalk, and all surface hardware, width of right-of-way, and distances to right-of-way centerline.
i. Show all on-site rights-of-way, easements and their purposes, areas to be dedicated, and open space areas, including parks, plazas, and woonerfs.
j. Indicate the width, material, classification (as appropriate), and location of all on-site roads, trails, sidewalks, and walkways. Show their connections to adjacent and off-site improvements. For roadways, indicate their slope in percent of grade.
k. Show the location of all easements including existing utilities, open space, drainage, native growth protection, and access easements. Include King County recording number with all easements.
l. Indicate location of utility vaults, hydrants, electrical equipment pads, traffic signals, power poles, exposed HVAC equipment, refuse/recycling enclosures and routes of all utilities, including domestic water, sewer, and storm.
m. Indicate height and material of all retaining structures, rockeries, and fences.
n. Show all exterior freestanding light fixtures (including street lights)

4. Civil Grading Plan

a. Show existing contours as established by the topographical survey.
b. Show proposed contours and clearly identify each.
c. Locate temporary and permanent survey markers.
d. Spot and topography elevations: Show surface elevations for sites with slopes greater than 10%, show existing and proposed contours at two (2) foot intervals. Indicate portions of sites with slopes greater than 15%.
e. Spot elevations: Provide finished grade spot elevations for the following locations:
    I. Around the structure(s) base at all corners
    II. Within proposed paved areas at all corners, high and low points
    III. At the top and bottom of all existing and proposed walls (rockery, retaining, etc.). Elevation at ends and high and low points

IV. At the top and bottom of all steps
V. At the top and bottom of all ramps

f. Distinguish between areas of 15% to 40% slopes and slopes of 40% and greater.
g. Show location, buffers, and building setbacks of all critical areas on site and adjacent to the site.
h. Location and type of all retaining walls and/or rockeries and details.
i. Show limits of clearing and grading.
j. Show surveyed floodplains, surface waters and wetlands.
k. Show excavation and fill quantities.
l. Show location of all proposed structures and impervious surfaces.
m. Provide typical curb and gutter section showing elevations and dimensions (Indicate location of all existing utilities and lines, including electrical, telephone, gas, water, sewer, cable TV, storm, and fiber optic cables, structures and easements. Show sizes and types.
n. Plans shall be stamped and signed by a Washington State licensed civil engineer.

5. Civil Storm Drainage, Utilities, Paving Plans

a. Storm drainage plans and calculations in accordance with the City of Issaquah's Development Standards, edition current at the time of application for permits. Plans must be stamped and signed by a Washington State licensed civil engineer
b. Surveyed location of all surface water features, floodplains, and/or wetlands
c. Location of all contributing off-site drainage
d. Location of existing storm drainage system
e. Provide details of pollutant separation and treatment (oil/water separators, etc.)
f. Location of proposed water and sewer service lines from mainline facility to building(s)
g. Location of all proposed impervious surfaces
h. Identify impervious surface details (i.e. asphalt, concrete, gravel, etc.)
i. Show surface design (i.e. scoring, finish, color, pavement markings, etc.)
j. Location of roof downspout and footing connections to storm drain system
k. Location and elevation of 100-year floodplain boundary (per FEMA), if applicable.

6. TESC Plan

Refer to Ecology's 2014 Stormwater Management Manual for Western Washington and the City's 2017 Addendum to the Storm Manual. Provide a TESC plan sheet containing the following items (at a minimum):

a. Show location and identification of all TESC Plan elements, including clearing limits
b. Include details for all TESC Best Management Practices (BMPs)
c. Include TESC Notes.

7. Landscape/Composite Utility Plan

Should the landscaping be reviewed as part of the Site Work Permit, please submit the necessary documents outlined in the Landscape Permit Submittal Requirements. If a separate Landscape Permit is required, which is dependent on the scope of work, the Landscape/Composite Plan must be submitted and should consist of the following:

a. **Vegetation**: Locate all existing and proposed groundcover, shrubs and trees in relation to above and underground utilities. (Depict plants at 85% of mature size)
b. **Site furniture:** Show the locations of benches, bike racks, bollards, flagpoles, mailboxes, play structures, traffic signs, waste containers, etc.
c. Show all plazas, patios, courtyards, and play areas.

d. **Site distance:** Show sight distance triangles and potential sight obstructions for all driveways, corners, and street intersections
e. **Tree Retention:** Clearly identify all significant trees (6" diameter measured at 4.5' above grade) currently on or immediately abutting the site. Trees to be removed shall be indicated by an "X"

8. Tree Retention Plan

a. **Property lines:** Clearly show the location of the property boundaries.
b. **Easements:** Show the location for all existing and proposed utility, open space, drainage, native growth protection and access easements, and accurately dimension. Show all Tracts
c. **Tree location:** Clearly identify all significant trees (6" diameter measured at 4.5' above grade) currently on or immediately abutting the site. Trees to be removed shall be indicated by an "X"
d. Tree density calculations
e. Identify drip lines of any trees that overhang or overlap a construction line
f. Show locations of future buildings
l. Identify applicable code

9. Lighting Plan

a. Site Plan with lighting calculations overlaid
(Depending on scope of work on-site and off-site lighting may be required)
   - Point by point calculation with grid points a maximum of ten (10) feet on center.
   - Stairs and ramps should be separate enlargements with grid points one (1) foot on center and elevation changes modeled.
   - Locations of all existing and proposed new luminaires. Each luminaire should be identified by a type that correlates to fixture schedule and fixture cut sheets.

b. Fixture schedule (may be on drawings or a separate attachment)
c. Fixture cut sheets with a key that corresponds to the fixture schedule. Lumen output, color temperature, optical control and any other features selected for the fixture must be identified on the cut sheets.
d. Residential projects: porch lights and other lights controlled by tenants do not have to be included in calculations, but cut sheets must be provided.
   - Any lights controlled automatically by time switch or photocell must be included in calculation.
e. Building elevations if any fixtures are building mounted

IV. Additional Permits Required

- ☐ **Irrigation Backflow Device.** Separate site work permits may be required; see page 1 for additional information. 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.

- ☐ **Flood Hazard Permit.** Development activity on a parcel containing floodplain. Areas may require a flood determination and/or a flood hazard permit. See Flood Hazard Permit Submittal Requirements document and contact Stacey Rush, Senior Development Engineer, at 425-837-3089 for more information on development within a floodplain.

- ☐ **Underground Fire Line.** Contact the engineer reviewing your project for more information.

- ☐ **King County Department of Health (Septic)** For lots not served by sewers, an approved septic design from the King County Department of Public Health is required prior to submitting a building permit application. Should you have any questions or concerns, see contact information below:

  Eastgate Environmental Health Services (website)
  14350 SE Eastgate Way (map)
  Bellevue, WA 98007
  Phone: 206-296-4932