

How to Apply for a Building Application in the Public Health Permit Center

The Building Application (BA) approval is required **before** most building permits can be issued so that Public Health—Seattle & King County (PHSKC) can review the project for any impacts to your septic system.

If seeking information on what building projects require a PHSKC review, please see [Appendix D](#).

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Before You Begin

Each application has specific documentation requirements. **Submissions that are incomplete, or do not contain all required documents will be rejected and a new application and fee will be required.** Please thoroughly review [Appendix A](#) at the end of this document for a full list of application types and required documents.

Commonly required documents include:

- A current septic system maintenance inspection report
 - Dated **within the past 3 years** for gravity and pump to gravity septic systems.
 - Dated **within the past year** for OSS using a pump.
- An approved OSS Record Drawing/As-built (see [Appendix B](#) for more information).
- Existing and proposed floor plans for every level of the house, including areas that construction is not taking place in.
- A detailed site plan that includes the septic system layout and reserve areas (see [Appendix C](#)).

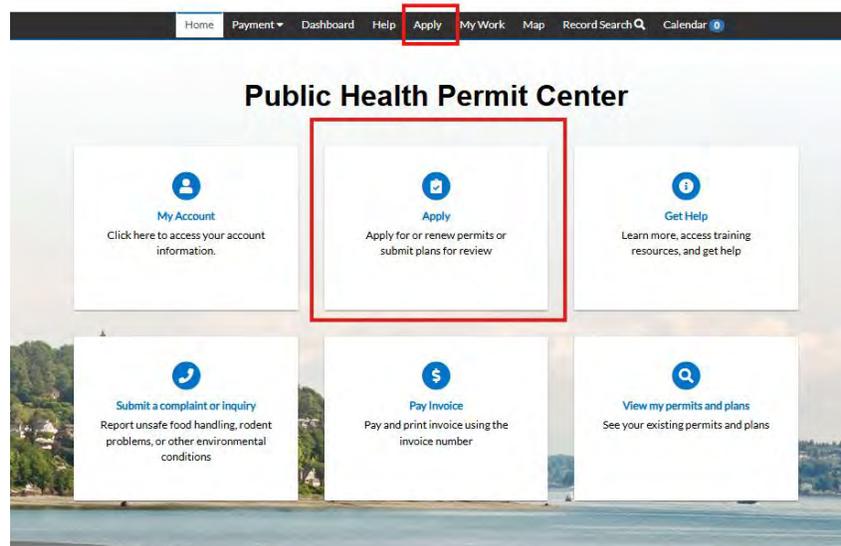
How to Apply

Note: To apply, you first need to be logged into the [Public Health Permit Center](#) (PHPC). For detailed instructions on registering for an account, see [How to Use the Public Health Permit Center](#).

Prior to uploading documents, you can save your application as a draft to easily come back and finish it later. The documents will be lost if you close the application after uploading them. We recommend waiting to upload documents until you are ready to submit the application.

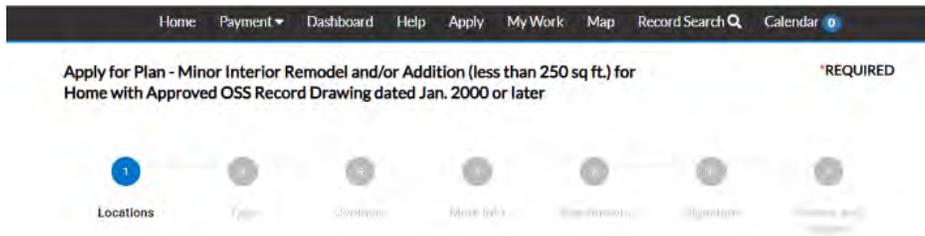
- **Find Draft Applications:** If you saved your work, log back into PHPC > click your name (top right) > select **Saved Work**.

1. Select **Apply** and search for the correct Building Application type.



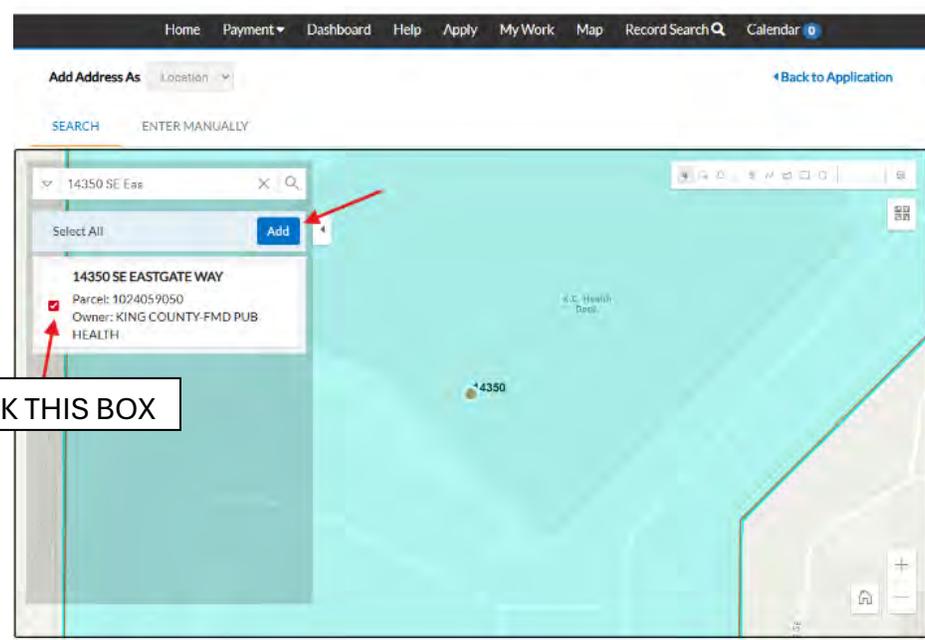
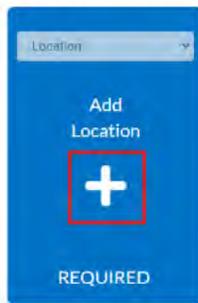
2. Search for the correct Building Application type. (See [Appendix A](#))
3. Add your property location.

Click the + sign, search by address or parcel number, check the box, then click **Add**.



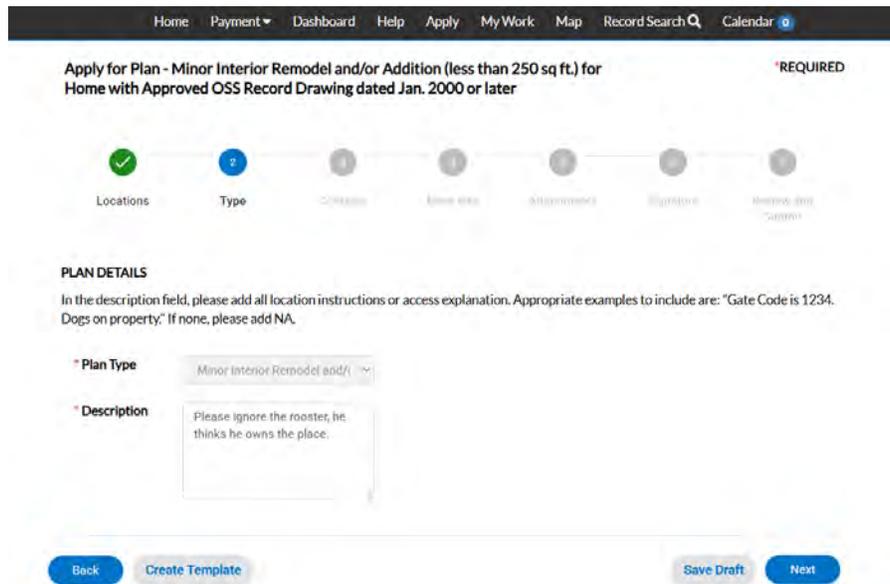
LOCATIONS

For properties with an existing address, enter the address number and street name only. Tip: If search results do not include the property, check for typos in the address or misspelling of the street name.



4. Provide instructions for access.

Enter clear instructions for accessing the property. (i.e. “gate code is 1234”, “dogs are friendly”, “call for access”)



Home Payment Dashboard Help Apply My Work Map Record Search Calendar

Apply for Plan - Minor Interior Remodel and/or Addition (less than 250 sq ft.) for Home with Approved OSS Record Drawing dated Jan. 2000 or later **REQUIRED**

Locations Type **3** **1** **1** **1** **1** **1**

PLAN DETAILS
In the description field, please add all location instructions or access explanation. Appropriate examples to include are: "Gate Code is 1234. Dogs on property." If none, please add N/A.

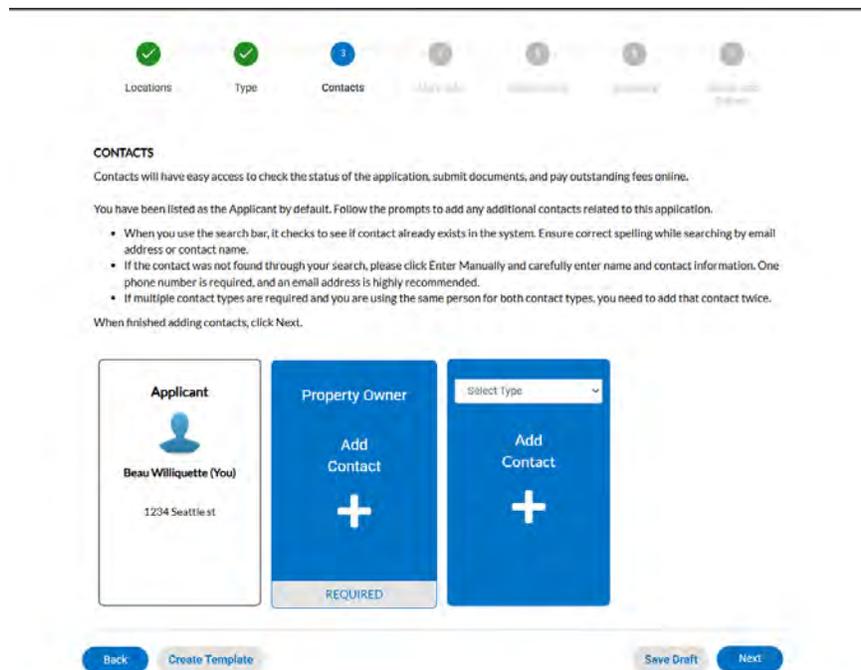
Plan Type Minor Interior Remodel and/or Addition

Description Please ignore the rooster, he thinks he owns the place.

Back Create Template Save Draft Next

5. Add contacts.

You will automatically be listed as the applicant. Add the property owner and any other contacts as needed. A valid email address MUST be included for each contact or the application may be rejected.



Locations Type **3** **1** **1** **1** **1** **1**

CONTACTS
Contacts will have easy access to check the status of the application, submit documents, and pay outstanding fees online.
You have been listed as the Applicant by default. Follow the prompts to add any additional contacts related to this application.

- When you use the search bar, it checks to see if contact already exists in the system. Ensure correct spelling while searching by email address or contact name.
- If the contact was not found through your search, please click Enter Manually and carefully enter name and contact information. One phone number is required, and an email address is highly recommended.
- If multiple contact types are required and you are using the same person for both contact types, you need to add that contact twice.

When finished adding contacts, click Next.

Applicant: Beau Williquette (You), 1234 Seattle st

Property Owner: Add Contact (+)

Select Type: Add Contact (+)

Back Create Template Save Draft Next

6. Provide project details.

Fill out all required fields (marked with a red asterisk). Examples of information you may be asked for include:

- Age of the house
- A description of the proposed project, be thorough
- Existing square footage and proposed additional square footage
- Number of existing bedrooms and proposed new bedrooms
- Whether there are detached buildings on the property
- Whether any detached buildings have plumbing
- Distance to nearest public sewer
- Additions or repairs to on-site sewage system
- Water supply

7. Upload required documents.

Attach all required reports and plans. You may add additional documents if helpful.

8. Sign electronically.

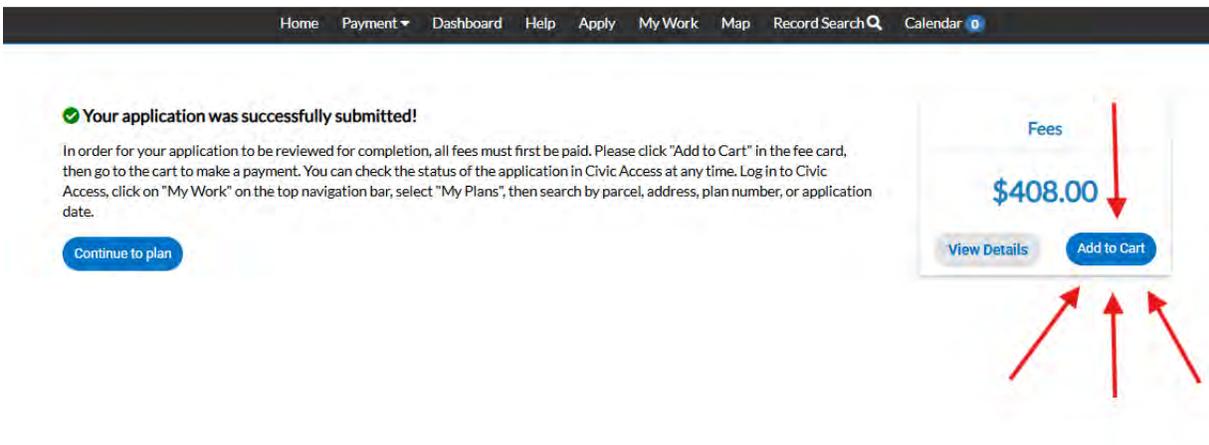
Type or draw your signature.

9. Review and submit.

Double-check your information. Click **Submit** when ready.

A confirmation screen will appear showing the applicable fees. **Note: Your application WILL NOT BE REVIEWED fees are paid.** To pay immediately, click **Add to Cart**. If an individual other than the applicant will be paying later, click on **Continue to Plan** to be directed to the Application Summary Page, and note the Plan Number at the top of the screen for reference (i.e. **OSS-BLDG-...**), this is the Record ID for the application.

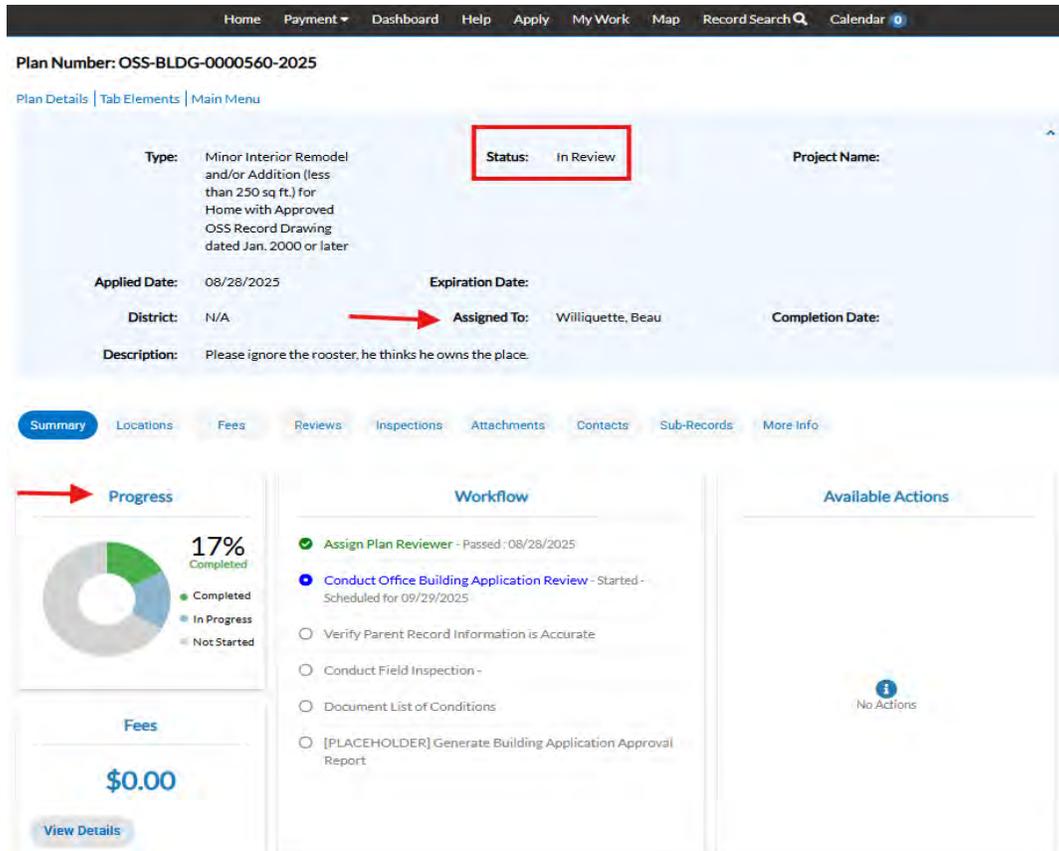
Within the Application Summary Page, you will see a tab called **Fees**, click on this tab and note the invoice number (i.e. **INV-#####**), which can be paid by anyone by entering the number in the **Pay Fees** tab on the home screen of the [Public Health Permit Center](#).



Your application will not be reviewed until fees are paid.

Tracking Your Application Progress

- From the application summary screen, you can:
 - See required actions, resubmittals, or reinspections
 - Upload additional documents under the **Attachments** tab
 - Add additional contacts under the **Contacts** tab
 - View related inspections and sub-records
 - Find your assigned inspector and review status



Home Payment Dashboard Help Apply My Work Map Record Search Calendar

Plan Number: OSS-BLDG-0000560-2025

Plan Details | Tab Elements | Main Menu

Type: Minor Interior Remodel and/or Addition (less than 250 sq ft.) for Home with Approved OSS Record Drawing dated Jan. 2000 or later

Status: **In Review**

Project Name:

Applied Date: 08/28/2025 Expiration Date:

District: N/A Assigned To: Williquette, Beau Completion Date:

Description: Please ignore the rooster, he thinks he owns the place.

Summary Locations Fees Reviews Inspections Attachments Contacts Sub-Records More Info

Progress: 17% Completed

Workflow:

- ✓ Assign Plan Reviewer - Passed - 08/28/2025
- Conduct Office Building Application Review - Started - Scheduled for 09/29/2025
- Verify Parent Record Information is Accurate
- Conduct Field Inspection -
- Document List of Conditions
- [PLACEHOLDER] Generate Building Application Approval Report

Available Actions: No Actions

Fees: \$0.00

View Details

Tips & Reminders

- Fees must be paid before review begins.
- Make sure your uploaded documents are clear and complete.
- If an inspector requests additional information, upload it under **Attachments** in your application summary.
- Save your Plan Number (i.e. **OSS-BLDG-...**) for reference.

Appendix A: Building Application Types & Required Documentation

Simple Applications (requires approved OSS record drawing with reserve area & CURRENT maintenance inspection)

→ **Fee: \$338 (one time)**

All required documents must be submitted at the time of application. If the application is incomplete, it will be rejected and new application and fee will be required. If you need assistance determining whether you have an approved OSS record drawing with a reserve area, please call us at 206-477-8177.

Eligible Projects

- Minor interior remodel or addition under 250 square feet for a home with an approved OSS record drawing dated January 2000 or later (may also be used for pools with an approved record drawing/reserve area)
- Deck construction with an approved OSS record drawing that includes a designated reserve area
- New building with no plumbing with an approved OSS record drawing

Required Documents

- Current maintenance inspection report
 - Within 3 years for gravity systems
 - Within 1 year for systems with a pump
- Approved OSS record drawing showing a designated reserve area (see [Appendix B](#))
- Existing and proposed floor plans, if proposing an interior remodel
- Detailed site plan (see [Appendix C](#))

Applications (full review) – Processed in 2 stages

→ **Total Fee: \$788**

- **Step 1: Application Intake Fee \$338**
- **Step 2: Plan Review Fee \$450**

The Intake Fee covers screening only. Staff will confirm that required documents are submitted and identify issues that may require a licensed OSS designer or professional engineer before the full fee is paid. If the application passes screening, the \$450 Plan Review Fee will be added and full review will begin.

Projects Requiring Full Review

- Commercial to commercial change of use
- Residential to commercial change of use

- Conversion of garage or shop to living space
- Deck construction without an approved OSS record drawing
- General interior remodel or addition to an existing home (may also be used for pools with no approved record drawing or reserve area)
- Mobile home replacement
- Any new building without an approved OSS record drawing
- Any new building with plumbing

Required Documents at Intake

- Existing and proposed floor plans for the entire residence, *if interior space is being modified or a new structure is being connected to the system*
- Detailed site plan (see [Appendix C](#))

Required AFTER Intake, but Before Plan Approval

- Current maintenance inspection report
 - Within 3 years for gravity systems
 - Within 1 year for systems using a pump

Additional Documents That May Be Required

- Easements or covenants affecting the property or drainfield
- Reserve area designation by a licensed OSS designer or professional engineer, including soil logs
- Certificate of Sewer Availability. Required if property is located within an Urban zoned area and within 200 feet of public sewer
- OSS locate or site sketch from a licensed maintenance provider if no approved record drawing exists

Incomplete applications will be rejected and a new application and fee will be required.

Please note: Applications rejected while under review in the initial application review process are not eligible for appeal. These reviews are meant to verify application completeness and to identify conditions which would require the involvement of a licensed OSS designer or engineer before the full fee is paid.

If the application was rejected as requiring a designer or engineer, and you would like the opportunity to appeal, you may request to pay the remaining balance of the application fee (\$450) and move forward with the full inspector review.

Once a full review has been completed, the final decision may be appealed in accordance with the established appeal process.

Appendix B: How to Tell if You Have an Approved Record Drawing

Step 1: Search for Your Septic Records

1. Go to the King County septic records map: [Septic & Group B Records](#).
2. Enter your **address** or **parcel number**.
3. Select your parcel to view associated septic permitting records.

Step 2: Identify a Record Drawing

When reviewing the septic permitting records for your parcel, look for a document labeled:

- **“(yyyy-mm-dd) Asbuilt”** for most systems, or
- **“(No Date) Unindexed”** for older systems.

An **approved record drawing** will have:

- A cover letter titled **“As-Built Sewage Disposal Plan”**
- A drawing stamped or signed by a licensed OSS designer or professional engineer, and
- Stamped or signed by Public Health – Seattle & King County (PHSKC) with the words **“As-Built”**

Step 3: Upload to PHPC

Once you locate your approved record drawing:

1. Save a copy of the PDF to your computer.
2. Log into the **Public Health Permit Center (PHPC)**.
3. During your Building Application, upload the document under the **Attachments** section.

Identifying an Approved Reserve Area

Every septic system must have a reserve area, which is a designated backup location for a replacement drainfield if the primary system fails.

- **Newer systems:** The reserve area is clearly labeled on the record drawing, usually with the type of system specified.
- **Older systems:** The reserve area may be labeled only as **“reserve area”** without details.
- **Very old systems:** The reserve area may not appear at all on the record drawing. In these cases, it may be shown only on the original site application design plans.

If the reserve area is missing from your record drawing:

- Combine the **approved record drawing** and the **site application page showing the reserve area** into a single PDF before uploading it in PHPC.

Important Note on Reserve Areas

If the reserve area shown on your documents has been impacted by development or if setbacks have not been maintained, it is no longer considered an approved reserve area. In this case, you may need to work with a **licensed On-Site System (OSS) designer** or **professional engineer** to designate a new reserve area and provide soil logs for review. You can contact the Septic Expert at 206-477-8177 for more guidance on what to do in this scenario.

Appendix C: Site Plan Requirements

- A 1"=20' scale **or** 1"= 30' scale is used and the parcel plot plan is 11" x 17" or smaller
- Entries on the plot plan are legible
- A North arrow is indicated on the plan
- Property and easement lines are shown, (specific lengths are indicated)
- Direction(s) of surface drainage is/are shown
- The plans show all existing structures present on the site, including all outbuildings and connections to the septic system, **existing and proposed**
- Plan shows the location of existing wastewater tank(s) – (e.g. septic tanks, pre-treatment tanks, dosing/pump tanks, containment vessels)
- Plan shows the location of existing sand filter(s), if present
- Location of the primary sewage disposal area (e.g. drainfield, mound, up-flow sand filter) is shown
- Location of the designated reserve sewage disposal area is shown, if present
- Location of other septic components are shown (e.g. tightlines, d-box, pressure lines)
- *Existing Horizontal Separations (e.g. the proposed addition setback to sewage system components)*

The above scaled site plan depicts the accurate locations(s) of all the following:

- Driveways and parking areas
- Wells, other water sources – show a 100' radius for each well location
- Abandoned wells
- Water supply lines, **existing and proposed**
- Drainage features (e.g. footing drains, curtain drains, drainage ditches)
- Cuts, banks, areas of filled terrain
- Retaining walls
- Surface water, streams, bodies of water
- Seasonal water
- Stormwater containment, dispersion and infiltration components, **existing and proposed**
 - **Note:** most stormwater components require a 100-ft setback to septic components

Appendix D: Building Projects That Require a Building Application Review by PHSKC

Proposal to add additional bedroom(s) or kitchen(s)	These projects require the expertise of a licensed OSS Designer or Professional Engineer. They will submit a Site Application on your behalf for review by PHSKC.
Proposal to do a major interior remodel or renovation that will extend the useful life of the residence	PHSKC review required. Please call the Public Health Sanitarian of the Day at 206-477-8177 to determine which application will need to be submitted.
Bathroom and kitchen fixture replacements without plumbing line modifications (i.e. sinks, toilets, baths, showers)	No PHSKC review required.
Appliance replacement in the same location without modification to gas, plumbing lines, or electrical circuits (i.e. dishwashers, ranges, ovens, gas logs, washers, dryers)	No PHSKC review required.
Painting, nonstructural siding, papering, tiling, carpeting, cabinets, countertops, and similar finish work	No PHSKC review required.
Changing to composting or incineration toilets Note: if the property is served by public sewer – composting toilets are allowed via a plumbing permit	PHSKC review required. Please be aware that an approved septic system is still required for gray water disposal.
Walls moving or floor plans changing	PHSKC review required. If unclear after reading this document, call the Public Health Sanitarian of the Day at 206-477-8177 to determine which application will need to be submitted.
Adding new outbuilding with or without plumbing, pools, hot tubs, sports courts, deck construction/replacement	PHSKC review required. If unclear after reading this document, call the Public Health Sanitarian of the Day at 206-477-8177 to

determine which application will need to be submitted.