

Environmental Health Services Division

401 Fifth Avenue, Suite 1100
Seattle, WA 98104

206-263-9566 Fax 206-296-0189

TTY Relay: 711

www.kingcounty.gov/health

K-12 School Building Plan Review Process

The construction, conversion or remodel of a school facility (including adding or moving portables, changing sports fields, changing traffic routes, or moving or installing science labs) requires Health Department review and approval.

Use the enclosed School Plan Review Checklist to complete the plan review application packet. Incomplete application packets will delay the approval process.

Preliminary

- ☐ Contact local building, planning and zoning departments to determine any additional requirements.
- ☐ Get your Washington State Business License. You can apply online at www.dor.wa.gov.
- ☐ If the facility is connected to a well or septic system, obtain Certificate of Sewer Availability, or reach out to the [King County On-Site Sewage/Septic System Program](#).
- ☐ Conduct a noise study for new construction locations (not necessary for additions or replacements). Include the noise study report in your application packet.

Submit a Complete Application Packet

You can submit your application via email to schoolEHS@kingcounty.gov.

Application Review

- Health Department staff will review your submittal to ensure it complies with WAC 246-366.
- Notification of approval or a request for additional information will be sent by email to all contacts listed on the application.
- Turnaround time is approximately 4-5 weeks due to high request volumes.
- The plan review application base fee is \$486 that includes the first two hours and any additional hours will be billed at an hourly rate of \$243.

Preoccupancy Inspection

- A preoccupancy inspection is required before students may use any newly constructed or remodeled space.
- Contact the School Environmental Health & Safety (EHS) team at schoolEHS@kingcounty.gov to schedule a preoccupancy inspection. Please contact the team at least 1 week before the preoccupancy inspection is needed. If anything changes with building readiness for the preoccupancy inspection after reaching out to us, please contact us to reschedule the preoccupancy inspection.
- The preoccupancy inspection base fee is \$486 that includes the first two hours and any additional hours will be billed at an hourly rate of \$243. .

If you have questions, please reach out to the School EHS team at schoolEHS@kingcounty.gov.

Environmental Health Services Division

401 Fifth Avenue, Suite 1100
Seattle, WA 98104

206-263-9566 Fax 206-296-0189

TTY Relay: 711

www.kingcounty.gov/health



This page intentionally left blank.

Environmental Health Services Division

401 Fifth Avenue, Suite 1100
Seattle, WA 98104

206-263-9566 Fax 206-296-0189

TTY Relay: 711

www.kingcounty.gov/health

Submit Documents & Fees Checklist

Facility Name _____

Complete this checklist and submit the required documents and fees. New site construction projects are built on undeveloped site or site developed for other purposes; or converting an existing structure for a school facility. Check off completed items. Submit items in the order listed below. Make a copy of your packet for your records.

			Office Use Only
	Item	Description	Intake
☐ 1	Water Verification (for new site construction)	Provide proof that the facility is connected to an approved water system.	
☐ 2	Sewer/Septic Verification (for new site construction)	Provide proof that the facility is connected to an approved sewer or septic system. Large onsite sewage system (LOSS) systems must be approved by Washington State Department of Health. Smaller septic systems must be approved by Public Health – Seattle & King County.	
☐ 3	School Plan Review Application	Provide a complete School Plan Review Application.	
☐ 4	Noise Study (for new site construction)	Provide a noise study. Must be from the last year. Noise studies need at least 1 full weekday of data. Justify monitoring locations in your report. Show hourly Leq and Lmax readings in dBA.	
☐ 5	Plans	Provide one full size set of all drawings (except structural) for the entire facility, including a site plan and vicinity map. Do not submit structural drawings; they will be discarded.	
☐ 6	Specifications Manual	Provide a complete set of project specifications in electronic (.pdf) format.	
☐ 7	Additional Applications (as necessary)	Schools with a pool or spa must provide a Water Recreation Facility Plan Review Application for each pool or spa. Schools with a school kitchen, student store, concession stand, or coffee shop must provide a Food Plan Review Application for each food service. Schools with a playground must provide a Playground Plan Review Application.	
☐ 8	Safe Walking Routes Map (for new site construction)	Provide a walking routes map for all elementary schools. Walking routes should be determined by following Washington State Department of Transportation requirements and guidance.	
☐ 9	Fee	Pay plan review fee by calling the phone number on page 1 of this form.	

Environmental Health Services Division

401 Fifth Avenue, Suite 1100
Seattle, WA 98104

206-263-9566 Fax 206-296-0189

TTY Relay: 711

www.kingcounty.gov/health

Public Health
Seattle & King County



This page intentionally left blank.

Environmental Health Services Division

401 Fifth Avenue, Suite 1100
Seattle, WA 98104

206-263-9566 Fax 206-296-0189

TTY Relay: 711

www.kingcounty.gov/health

Public Health
Seattle & King County



School Building Plan Review Application

We will bill you for plan review,
site visits and final inspection
per our fee schedule.
*(\$486.00 base fee plus \$243 per
hour after two hours)*

HEALTH DEPARTMENT USE ONLY

Date Submitted: _____

SR #: _____

AR #: _____

Invoice #: _____

PR #: _____

Facility

Facility Name _____

Address _____

City _____ State _____ Zip _____

Estimated Date of Construction Completion _____

Estimated Date of Occupancy _____

Parcel Number _____

Owner

Business Name _____ Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Project Architect

Business Name _____ Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

School

Property Size _____ ☐ Square Feet ☐ Acres

Previous Year's Enrollment _____ Next Year's Projected Enrollment _____

☐ Elementary ☐ Middle School ☐ High School ☐ Small School

*Six or fewer general use classrooms with no special use
areas (e.g., labs, shops, art areas)*

Project Type

☐ Remodel ☐ New Construction ☐ Portable, General Use ☐ Portable, Special Use

Owner Name *(please print)* _____

Owner Signature _____

Date _____

Environmental Health Services Division

401 Fifth Avenue, Suite 1100
Seattle, WA 98104

206-263-9566 Fax 206-296-0189

TTY Relay: 711

www.kingcounty.gov/health

Public Health
Seattle & King County



This page intentionally left blank.

Environmental Health Services Division

401 Fifth Avenue, Suite 1100
Seattle, WA 98104

206-263-9566 Fax 206-296-0189

TTY Relay: 711

www.kingcounty.gov/health

Documents required with plan submittal

I. For new site construction only. All items below must be included.

1. Toxic contamination, air, soil, surrounding businesses.
 - Submit document stating a site assessment showed no health hazards for the above issues.
2. Site noise from traffic, air conditioner or other noise sources WAC 246-366-110 (2)
 - Submit document stating a site assessment showed no health hazards for the above issues.
3. Natural or topographical hazards (cliffs, water, woods, etc.)
 - Submit document stating a site assessment showed no health hazards for the above issues.
4. Water Supply WAC 246-366-060 [2]
 - Wells must be approved; specify approving agency, permit numbers and date of approval.
5. On Site Sewage Disposal WAC 246-366-070
 - Public Health - Seattle & King County must approve onsite disposal systems, specify permit numbers and date of approval.

II. Building requirements that will be approved at preoccupancy inspection

1. School grounds/play area fencing shall be designed to keep children in, animals and strangers out, and as protection from vehicular traffic.
 - Reviewed and approved at preoccupancy inspection
2. Sufficient lighting intensities, sun and glare control, WAC 246-360-050(9) and WAC 246-360-120
 - Reviewed and approved at preoccupancy inspection
3. Stage safety-warning strips
 - Reviewed and approved at preoccupancy inspection
4. Ventilation and other mechanical noise sources shall be installed to conform to noise limits, WAC 246-366-110 [1]
 - Noise limits reviewed and approved at preoccupancy inspection

III. Building design requirements below must be included on plans and /or specifications. Plans and specifications organized into one section or pages by the owner or architect will expedite plan review by Public Health - Seattle & King County, keeping the cost of service to a minimum.

Page number in plans or specifications should be noted below.

Environmental Health Services Division

401 Fifth Avenue, Suite 1100
Seattle, WA 98104

206-263-9566 Fax 206-296-0189

TTY Relay: 711

www.kingcounty.gov/health



Code Section	Component	Information Required	Location on Plans
WAC 246-366-050 (2)	Ceiling Projections	Indicate no projections from ceiling are less than seven feet from finished floor	
WAC 246-366-050 (2)	Ceiling Height	Indicate clear vertical distance of eight feet from finished floor to finished ceiling in instructional areas	
WAC 246-366-050 (3)	Handrails and stair treads	Indicate stairways and steps have handrails and nonslip treads	
WAC 246-366-050 (4)	Floor Surface	Indicate type of cleanable floor surface	
WAC 246-366-050 (7)	Storage Areas	Indicate storage areas for outdoor clothing, plan and instructional equipment are sufficient, easily accessible, well-lighted, heated, and ventilated.	
WAC 246-366-050 (8)	Classroom windows	Indicate sufficient windows to permit students to see outside in rooms occupied by students for more than 50% of the day.	
WAC 246-366-050 (9)	Sun control	Indicate exterior sun control to exclude direct sunlight from window areas and skylights of instructional areas, assembly rooms and meeting rooms during at least 80 percent of the normal school hours.	
WAC 246-366-060(4)(a)	Showers	Indicate showers provided for grades 9 and above.	
WAC 246-366-060 (4)(b,c)	Shower floor and wall	Indicate impervious, non-skid floor finish.	
WAC 246-366-060 (4)(b,c)	Shower wall	Indicate impervious wall finish up to the shower head height.	
WAC 246-366-060 [4][b,c]	Locker room	Indicate washable wall surface.	
WAC 246-366-060 [4][b,c]	Locker room	Indicate floor drains.	
Health and Safety Guide K-12	Roof vent and air intake	Indicate location and that air intake is down wind of exhaust with separation preventing exhaust from reentering the building.	
WAC 246-366-100	Room temperature controls	Indicate automatic room controls.	
Health and Safety Guide K-12	Safety glass	Indicate safety glass is installed in all doors, display cases, and other large glass areas as required.	
Health and Safety Guide K-12	Gym backboard	Indicate padded walls behind backboards and that wall projections behind backboards are padded.	
Health and Safety Guide K-12	Health/nurse room visibility	Indicate patients in the school health or nurse's room are visible to office staff (or another person) at all times.	
Health and Safety Guide K-12	Health/nurse room cots or sick beds	Indicate that cots or sick beds have non-absorbent surfaces that are easily sanitized.	
Health and Safety Guide K-12	Medication security	Indicate lockable storage for medication.	

Environmental Health Services Division

401 Fifth Avenue, Suite 1100
Seattle, WA 98104

206-263-9566 Fax 206-296-0189

TTY Relay: 711

www.kingcounty.gov/health



Health and Safety Guide K-12	Coat hooks	Indicate that coat hooks are designed, located, and protected so they do not create a hazard to students.	
Health and Safety Guide K-12	Grounded electrical receptacles	Indicate ground fault circuit interrupter devices are provided on all electrical receptacles within six feet of sinks and other grounding sources.	
Health and Safety Guide K-12	Play equipment	Indicate structures, location, surfacing, fall hazards, and visibility meet specification in the most current versions of U.S. Consumer Product Safety Commission "Handbook for Public Playground Safety" and ASTM 1487 "Standard Consumer Safety Performance Specifications for Playground Equipment for Public use."	
WAC 246-366-140 [2]	Science Lab	Indicate location of emergency eyewash, shower stations, and hand washing. NOTE: recommend following Labor and Industry requirements www.lni.wa.gov .	
Health and Safety Guide K-12	Storage for cleaning chemicals	Indicate location of emergency eyewash, shower stations, and hand washing. NOTE: recommend following Labor and Industry requirements www.lni.wa.gov	
Health and Safety Guide K-12	Storage for Science Lab chemicals	Indicate location of emergency eyewash, shower stations, and hand washing. NOTE: recommend following Labor and Industry requirements www.lni.wa.gov	
Health and Safety Guide K-12	Master gas shutoff signage	Indicate that master gas shutoffs are located within laboratory spaces and identified by signage stating, "Gas Shutoff."	
WAC 246-366-140 [2]	Vocational (auto, wood shop, art/ photography rooms, etc.)	Indicate location of emergency eyewash, shower stations, and hand washing. NOTE: recommend following Labor and Industry requirements www.lni.wa.gov	