

## 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](http://www.kingcounty.gov/health)

# K-12 School Building Plan Review Application Checklist

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 this School Plan Review Checklist to prepare for the plan review process and application submission via the King County [Public Health Permit Center](#) (PHPC).

## 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](http://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 an Online Application Packet for Plan Reviews

- Sign up for an account on the King County [PHPC](#).
- Submit your application via the King County [PHPC](#). See the required Documents below.
- Submit base fee during application via the [PHPC](#). The plan review application base fee covers two hours. Any additional hours will be billed at an hourly rate. For current fee rates, visit [School plan review - King County, Washington](#).

## 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 via the PHPC and will appear on your dashboard.
  - Turnaround time is approximately 4-5 weeks.

## Preoccupancy Inspection

- Complete the online [Preoccupancy Inspection Request Form](#) to request a preoccupancy inspection. Please submit this request 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 at [SchoolEHS@kingcounty.gov](mailto:SchoolEHS@kingcounty.gov) to reschedule the preoccupancy inspection.
- A preoccupancy inspection is required before students may use any newly constructed or remodeled space.

## Have Questions?

Contact our team at [SchoolEHS@kingcounty.gov](mailto:SchoolEHS@kingcounty.gov)

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## Documents Checklist

Use this checklist in preparation for plan review application submission via the online King County Public Health Permit Center. Some documents are required for only new site construction projects. New site construction projects are built on undeveloped sites or sites developed for other purposes; or converting an existing structure for a school facility. Check off completed items for your own preparation.

	<b>Item</b>	<b>Description</b>
<input type="checkbox"/> 1	<b>Water Verification (for new site construction)</b>	Provide proof that the facility is connected to an approved water system.
<input type="checkbox"/> 2	<b>Sewer/Septic Verification (for new site construction)</b>	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.
<input type="checkbox"/> 4	<b>Noise Study (for new site construction)</b>	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.
<input type="checkbox"/> 5	<b>Plans</b>	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.
<input type="checkbox"/> 6	<b>Design Requirements - Plan Locations Form</b>	Complete the <b>Design Requirements – Plan Locations Form</b> found on our website. This form lists the building design requirements that must be included on plans and /or specifications. Plans and specifications organized into one section or pages by the owner or architect will help expedite the review.
<input type="checkbox"/> 7	<b>Specifications Manual</b>	Provide a complete set of project specifications in electronic (.pdf) format.
<input type="checkbox"/> 8	<b>Additional Applications (as necessary)</b>	Schools with a playground must submit a Playground Plan Review Application via the online King County <a href="#">Public Health Permit Center</a> .
<input type="checkbox"/> 9	<b>Safe Walking Routes Map (for new site construction)</b>	Provide a walking routes map for all elementary schools. Walking routes should be determined by following Washington State Department of Transportation requirements and guidance.
<input type="checkbox"/> 10	<b>No hazard letter (for new site construction)</b>	<ul style="list-style-type: none"> <li>• Toxic contamination, air, soil, and surrounding businesses.</li> <li>• Natural or topographical hazards (cliffs, water, woods, etc.).</li> </ul> Submit document stating a site assessment showed no health hazards for the above issues.