



Electronic Plan Requirements

Most permit applications administered by the Permitting Division of Department of Local Services are available online for the unincorporated areas King County. Online permit submittals can be made through [MyBuildingPermit.com](https://mybuildingpermit.com) (MBP). Since the number and types of online permit submittals is increasing over time, check current list of [available unincorporated King County online permits](#).

Additional information regarding the use of MBP, including user accounts and the application dashboard, can be found on the [MBP Help page](#).

General Requirements

The following is generalized information for all project types. Not all permit types require all of the documents listed below. Detailed information on plan formatting and submittal guidelines are outlined in the following MBP documents; Electronic Document Submittal Standards, [General Requirements](#) and [Increased Review Efficiency](#).

Drawing Scale

- The minimum scale for site plans is **1:20**.
- For all other plans, the minimum scale for is **1/4" = 1'**, except that the use of a 1/8" = 1' scale for full building floor plans, exterior elevations, or building sections is acceptable when unit plans, core plans, detail plans, detail sections and detail elevations are provided at the minimum scale of 1/4" = 1'.

Plan Sheet Size

- The minimum sheet size for commercial, multifamily, and nonresidential projects is **22" x 34"**.
- The minimum sheet size for single family residential projects is **11" x 17"**. *However, please note that the minimum drawing scale noted above may dictate a larger sheet size.*
- All sheets within a plan set shall be the same size, including across disciplines.
- Approved plans must be printed at full size to scale for inspection purposes.

Plan Templates

A number of plan templates, including CAD format, are available on the [Permit application forms listed by packet web page](#) under Computer Aided Design CAD Templates and Data Resources.

Site Plan Requirements

See [Residential Site Plan Requirements](#)

Electronic Permit Plan Requirements, continued

Architectural & Structural Plan Requirements

- All plan sets must include a **cover sheet** which includes:
 - Scope of Work
 - Drawing Index
 - List of Applicable Codes and Code Compliance Summary
 - General Notes
 - Vicinity Map
 - Project Specific Data
 - Project Team
 - Abbreviations & Symbols
- Architectural plan sheets, formatted to be the same size as structural plans, and stamped by an architect licensed in the State of Washington where required by code and/or state law.
- Structural plan sheets, formatted to be the same size as architectural plans, and stamped by an engineer licensed in the State of Washington where required by code and/or state law.
- Together, architectural and structural plans should include:
 - Existing & Proposed Floor Plan(s)
 - Foundation Plan(s) and Foundation Details
 - Floor Framing Plan(s) and Floor Assembly Details
 - Roof Framing Plan(s) and Roof Details
 - Exterior Elevations
 - Building Cross-sectional View(s)
 - Typical Wall Section(s) and Wall Assembly Details
 - Stair Details
 - Guardrail and Handrail Details
- Where an engineer has prepared plans, supplemental structural calculations stamped by the engineer should be provided and include:
 - Design Criteria, including ground snow load and roof design snow load
 - Applicable Codes, including editions
 - Gravity and Lateral Analysis
 - Retaining Walls
 - Post Frame Construction
- When prescriptive bracing methods are used, plans must clearly depict and detail braced wall lines, spacing, bracing methods and details.

Energy Code Information

- Residential [Energy Code Compliance forms](#), or
- Commercial [Energy Code Compliance forms](#)
- All mechanical and service water heating equipment and components should be shown on the architectural plans. Specifications should be provided upon request.
- Required ventilation should be shown on the architectural plans. Specifications should be provided upon request.

Additional Information

For additional information or questions, applicants may also:

- Call the Permit Center at 206-296-6600
- Email DPERWebInquiries@KingCounty.gov
- [Permit Center hours and location](#)