



Non-Building Permits (NONB): Information & Submittal Checklist

What is a Non-Building Permit?

A non-building permit is a permit for a project that doesn't involve building or altering a primary building. This includes things like installing a fence, building a dock, constructing an outdoor pool, putting in a retaining wall, stages, viewing platforms, or other accessory structures.

Apply On-Line at [MyBuildingPermit.com](https://www.kingcounty.gov/permits)

Select: King County | Building | Nonresidential | New Construction | Non-Occupied



Applicable Codes

King County Permitting Division staff will check to see if a project meets the following code requirements:

1. International Building Code (IBC) or International Residential Code (IRC) for One- and Two-Family Dwellings, as applicable;
2. International Mechanical Code (IMC);
3. International Fire Code (IFC);
4. King County Code (KCC);
5. Critical Areas Code and Administrative Rules;
6. Drainage Ordinance;
7. Other Ordinances and Policies adopted by King County;
8. Shoreline Management Act;
9. Washington State Energy Code; and
10. Other Ordinances and Policies adopted by Washington State.

To begin the process:

- Review the codes and standards above and the requirements listed in this information sheet.
- Get more information by visiting [Permitting Division Permit Forms, Application Materials, and Resources](#) or by contacting us through [Customer Service](#).

Should Site Work be included for Non-Building Permit Application?

Any proposed structure should include all details related to the site work being done unless these details are covered by another permit. Site work details should include:

- Clearing & Grading: Include all clearing and grading work related to the proposed structure.

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- Surface Water, Stormwater, and Groundwater: Include all stormwater and surface water drainage facilities per the [King County Surface Water Design Manual](#).
- Fire Department Access: Provide emergency access information to the site, fire hydrant(s), fire department connections (FDCs), and water flow details.
- Landscape: You might need perimeter and surface parking area landscape for new structures on non-residential use sites, per King County Code (KCC) 21A.16. If you are in the urban growth area, then you will need to address significant tree retention requirements per KCC 16.82.156 as part of the landscape requirements.
- Road Frontage Improvements: If the proposal includes changes to road frontage, then provide road design details on the plans in accordance with the [King County Road Design & Construction Standards](#).
- SEPA: A [State Environmental Policy Act \(SEPA\) checklist and greenhouse gas emission sheet](#) may be required if the project exceeds the threshold exemption requirements in WAC 197-11-880 and/or KCC 20.44.040.

Other Notable Requirements

- Compliance with plumbing and electrical provisions of energy code is reviewed by Permitting.
- Civil engineering plans and Technical Information Report (TIR) stamped by a civil engineer licensed in the State of Washington, required if thresholds for review of the King County Surface Water Design manual are exceeded.
- Structural plans stamped by an engineer licensed in the State of Washington.
- A stamped land survey licensed in the State of Washington may be needed depending on the project type.

Other Permits May Be Required:

- [Mechanical permit](#)
- [Fire Systems, Fire Sprinkler, and Fire Alarm Permits](#)
- [Electrical Permit from the Washington State Department of Labor and Industries](#)
- [Plumbing & Gas Piping Permits from the Seattle-King County Department of Public Health](#)
- [On-site Septic System Permit from Seattle-King County Department of Public Health](#)
- [Well Permit from Seattle-King County Department of Public Health](#)
- [Right-of-Way Use \(ROWP\)](#) permit application for off-site road improvements
- [Permit\(s\) from King County Real Estate Service](#), except right-of-way use permits issued by King County Permitting Division.
- **Prior to the Permit Application, the following permits must be obtained** (where applicable):
 - **Land Use Permits**: Certain commercial uses may need a land use permit approval (e.g. [Conditional Use Permit](#) or [Special Use Permit](#)) to determine if the use is allowed.
 - **Shoreline Permits**: [Shoreline Substantial Development Permit](#) or [Shoreline Exemption Permit](#), for uses and modifications within a shoreline jurisdiction.
 - **Floodplain Permits**: [Floodplain Development Permits and Flood Hazard Certificate](#) for parcels or portions of parcels located in the FEMA floodplain or unmapped floodplains.

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Submittal Checklist: Non-Building Permits

Non-building permits can relate to a wide range of projects, so the submittal requirements depend on the specific changes. Here's a list of what you might need to submit:

1. **Legal Description:** Complete legal description of property
2. **Legal Lot Status:** Proof of legal lot status or [Legal Lot Determination](#) approval, applicable for developments on vacant lots.
3. **Construction Documents / Complete Set of Plans (pdf) including:**
(See [Electronic Plan Requirements](#))
 - (a) **Cover sheet, including:**
 - Project description and scope of the work
 - List applicable codes
 - The tenant's or building owners name and contact information
 - The applicant's name and contact information
 - Property Tax Account Number
 - The permit or application number for any related permits
 - The specific fire safety information about the building (whether it is sprinklered, alarmed, monitored, or has fixed systems, etc.)
 - Required setbacks (KCC 21A.12.030-040 or KCC 21A.12.220)
 - Parking and parking calculations, including accessibility, electric, compact, car/vanpool, loading and or drive-through stalls that are required. (KCC 21A.18)▪ Existing and proposed impervious surface (KCC 21A.12.030-040)
 - (b) **Site plan drawn to scale, with dimensions indicated, including:**
 - Scale bar, legend, north arrow
 - Location of all property boundary lines, buildings, structures, parking, walkways, setbacks, driveways, and general landscape areas.
 - Location and type of impervious surfaces identified
 - (c) **Architectural plans drawn to scale, with dimensions indicated, including:**
 - Scale bar, legend, and north arrow
 - The barrier-free accessibility to and within the space
 - The uses, storage, or processing of flammable or combustible liquids or hazardous materials
 - Illustrate size and location of portable fire extinguishers
 - (d) **Structural plans, including:**
 - Foundation plan(s).
 - Structural plans for all structures
 - Construction details with section cuts identifying where they can be located on the plans.
 - (e) **Electrical plans showing compliance with the Washington State Energy Code (WSEC) and King County amendments, including:**
 - lighting schedules
 - lighting plans and controls
 - power plans
 - controlled receptacles.
 - (f) **Civil plans & supplemental documents are required in relation to any clearing/grading site work, access improvements, and surface water drainage systems, which include:**
 - [Site Areas Worksheet](#)
 - Temporary Erosion and Sediment Control (TESC) Plan
 - Road & drainage plans designed per the [King County Surface Water Design Manual](#) and [King County Road Standards](#)
 - Drainage Assessment or Technical Information Report (TIR)
 - Site Improvement Bond Quantity Worksheet
 - (g) **Landscape plans**
 - Landscape plans and [Landscape Bond Quantity Worksheet Form](#) will be required if the proposal includes or requires new or revised landscape.
4. **Structural Calculations (if applicable)**
 - Engineering calculations for gravity and lateral loads (wind and/or seismic) and special connections.
 - The plans and calculations must specify all design parameters as listed in International Building Code (IBC) Section 1603.
 - The plans and calculations must specify all special inspection, structural observation, and quality assurance requirements of IBC Sections 1704 and 1705.

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5. **Energy code compliance forms:**
 - [Lighting Budget Calculation Form](#), where there is new lighting, or the use in a space changes from one use to another use in WSEC Table C405.4.2(1) or (2)
 - Energy Code Compliance forms
6. **Mechanical equipment specifications and installation instructions** (unless mechanical will be under a separate permit)
7. **Fire District Approval:** [Fire District Receipt](#)
8. [Sewer Availability Certificate](#) or Approved On-Site Sewage Design and related documents from [King County Public Health On-Site Septic System \(OSS\) Program](#) (may be required for certain proposals)
9. [Water Availability Certificate](#) or Recorded Well Covenant and Copy of Approval from [King County Public Health Well Program](#) (may be required for certain proposals)
10. **Critical Areas Assessment or Report** (applicable if there are on-site or critical areas within proximity to proposed area of work)
11. **Contractor's valid Registration Number will be required.**
12. **Fees:** Review fees will be required at the time of the permit submittal. Any additional review fees required to be added during course of review and related inspections fees will be charged at issuance. See online [fee guides](#) for details.

Additional Resources

- [Property Research Guide](#) and [Property Research Video](#)
- [Energy Codes](#)
- [Building and Fire Codes](#)
- [Fees](#)
- [Green Building Handbook](#)