King County Local Services

PERMITS

Residential Building Permit, Site Plan Requirements

Two Site Plans are required for a Residential Building Permit (new construction) application.

- Building, Drainage and Critical Areas Site Plan; PDF Template or CAD Template
- Temporary Erosion and Sedimentation Control (TESC) Site Plan; PDF Template or CAD Template

Please use the Department of Local Services, Permitting Division (Permitting) Site Plan, Residential Templates (See Computer Aided Design (CAD) Templates and Data Sources). Specific information and definitions for each site plan begins on page three.

Provide site plans that clearly depict the site and the site plan required elements. In some cases, it may be necessary to create additional site plans. For example, a site plan rendering for a very large lot will not be able to show sufficient detail of the area to be developed. For large parcels, provide a two or more page site plan, the first page depicting the entire lot at a convenient engineering scale and additional pages depicting developed area(s) at a larger scale (for example 1" = 20' or 1" = 40').

Large and Complex v. Small and Simple Site Plans

Permitting recognizes development projects can range in size and complexity, so too will the level and sophistication of site plan submittals. Before preparing the site plans, carefully review the requirements for each review discipline to determine the requirements for with your project. Depending upon the level of review, your project may require licensed professionals to prepare site plans and/or reports. If a licensed professional is not required by a review discipline, Permitting will accept hand-drawn site plans for small and simple projects. Hand-drawn site plan submittals must be properly scaled and contain all of the required elements.

Site Plan Requirements

The Site Plan Requirements table on the next page outlines the possible site plan requirements. Each project must include all applicable elements, but do not need to include elements that do not pertain to your project.

Site Plan Examples and Templates, and Minimum Plan Sheet Size

Site Plan examples and templates are available in PDF and DWF formats. Site Plans must be prepared for submittal as minimum 11" x 17" documents*. Electronic submittals must be unlocked PDF files. See Electronic Permit Plans Requirements and the Computer Aided Design CAD Templates and Data Resources packet on the Permitting packets web page.

**Note that larger plan sheet sizes for site improvement plans may be required pursuant to the 2021 King County Surface Water Design Manual Section 2.3.1.2.*

Residential Building Permit, Site Plan Requirements, continued

Residential Building Permit, Site Plan Requirements	**Building, Drainage & Critical Areas**	**Temporary Erosion**
Identification	X	X
Scale	X	X
North arrow and Legend (if needed)	X	X
Location and Dimensions	X	X
Easements and Restrictions	X	X
Existing vs. New Structures	X	X
Parking and Driveways	X	
Sewer Connection **or** On-Site Sewer (Septic) System	X	
Water Connection **or** Well Location with Well Radius	X	
Elevations	X	X
Past Excavation, Filled Areas or Cleared Areas	X	X
Existing and Proposed Contours	X	X
Survey Benchmark Location	X	X
Datum	X	X
Impervious Surface Areas	X	X
Location of Drainage Features	X	X
Critical Areas	X	X
Temporary Erosion and Sediment Control (TESC) Measures	X	X
Construction Access		X
Proposed Drainage Facilities and Flow Control Best Management Practices (BMP's)	X	X
Driveway/Road Fire Access Improvements	X	

Site Plan Element Descriptions and Definitions

Residential Building Permit, Site Plan Requirements, continued

Identification – Permit number (if available), parcel number and site address of subject property.

Scale - Engineering scale is required (the standard is 1” = 20’; however any standard engineering scale that will accurately depict the property on the required size of paper is acceptable).

North arrow and legend

Location and dimensions - Show entire parcel with all property lines and building setback distances. Indicate and label any streets abutting the property.

Easements and Restrictions – Show all easements, including critical area tracts, critical area setback areas, or Native Growth Protection Easements. Include any plat or short plat restrictions and easements.

Existing vs. New Structures - Show all structures on the property and clearly indicate existing and new areas. Structures include all buildings, porches, decks, retaining walls, rockeries, and roof overhangs. Also, show all points of entry to the structure, including front or rear doors and garage doors. Identify existing buildings to remain, those scheduled for demolition, and/or those scheduled for removal.

Parking and Driveway(s) - The driveway must be indicated and dimensioned, from the street to the garage or parking area. Also, indicate the surface type of the driveway, such as gravel, asphalt, concrete, etc.

Sewer Connection or On-Site Sewer (Septic) System - For sites that are connecting to a public sewer system, show the routing of the sewage pipe from the residence (or other structures with plumbing) to the connection with the public sewer main.

For sites with onsite septic systems, show the location of the septic tanks, routing of sewer pipes, primary drain field, and reserve drain field areas. The location of septic system elements must be identical to the location approved by the Seattle – King County Public Health Department septic design application. If the site plan does not match the approved septic application, a revised septic design application approval from Public Health will be required.

Water Connection or Well Location with Well Radius – For sites that are connecting to a public water system, show the routing of the water line from the watermain connection to the residence or structure.

For sites that are connecting to either an existing or proposed well, provide the well location and the required protective well radius (standard is 100’ well radius, unless otherwise approved by Public Health, Environmental Health Services).

Elevations – Show parcel corner elevations of the property. Specify the finished floor elevation of the first floor of the building, garage finished floor elevation, and if applicable the basement finished floor elevation. For retaining walls or rockeries, provide callouts for both the top and bottom of wall elevations.

Past Excavation, Filled Areas or Cleared Areas - Indicate depth of cut/fill. Show existing and proposed clearing limits.

Existing and Proposed Contours - Show existing and proposed contours at 2-foot intervals. For very flat sites (less than 2% slope), spot grade elevation callouts may be used at the edges of pavement, structures or grading to show how the grade will slope.

For sites with slopes steeper than 15%, 5-foot contour intervals may be used. King County iMap application does provide existing 5-foot contours; however, these contours are a very rough approximation and may not match the actual existing grade of the site. If using iMap, contours should be revised as necessary to match the actual conditions of the site. Note that the proposed contours or grade transitions around buildings shown on the site plans, and must match the building elevation profiles shown within the architectural or foundation building plan set.

Survey Benchmark Location – Location of permanent survey marker indicating elevation and serving as a reference for the topographic survey if provided.

Datum - Provide vertical datum reference used for obtaining elevations, for example: NAVD88, NGVD29, or King County iMap.

Impervious Surface Areas – Delineate new, replaced and/or removed impervious areas. Include square feet for each.

Location of Drainage Features - Location of all existing and proposed drainage features and infrastructure, including, but not limited to, ditches, swales, drainage pipes, and other related features.

Critical Areas - Delineation of all steep slope hazard areas, landslide hazard areas, wetlands, streams, rivers, lakes, ponds, areas of saturated ground, wildlife habitat conservation areas and corridors, coal mines hazard areas, and all associated buffers and building setback lines.

Temporary Erosion and Sediment Control (TESC) Measures - Location of silt fences, straw wattles, stockpile areas, and other erosion and sediment control measures required during construction.

Construction Access – Show construction access location to the site, and provide temporary construction entrance as necessary.

Proposed Drainage Facilities and Flow Control Best Management Practices (BMP's) – If required per the King County Surface Water Design Manual (KCSWDM). Show location, and clearly indicate type of Flow Control BMP being used (such as Full Dispersion, or Limited Infiltration, etc.). If Full Dispersion BMPs are proposed, then delineate an area on the overall site plan for the required Native Growth Retention Area (NGRA).

Provide size and/or required volume, length of flowpath segments and the applicable standard details for each of the Flow Control BMPs from the KCSWDM on the site plans. Show proposed downspout locations, catch basins, yard drains and storm drainage pipe that are being routed to each of the Flow Control BMPs.

Driveway/Road Fire Access Improvements – Show any changes to existing driveways and/or roads needed to meet fire access requirements.

References

Department of Local Services, Permitting Division (Permitting)

- Electronic Permit Plans Requirements
- Permit application forms listed by packet
  - Computer Aided Design (CAD) Templates and Data Resources
  - Residential New Construction – Single Family
- Property research and maps

Department of Natural Resources and Parks (DNRP)

- King County Surface Water Design Manual (KCSWDM)

Seattle & King County Public Health, Environmental Health Services

- Wells, Septic, Plumbing, and Gas Piping
- On-Site Sewage System (OSS) record drawings