



Residential Building Permits

Brochure #2

What information is needed to obtain a Building Permit?

1. A completed building permit application form.
2. Written legal description of property, including Snohomish County Assessor's tax parcel number.
3. Three site plans and construction plans drawn to scale.
4. A completed building height worksheet.
5. Water, sewer, and power availability letters (for new construction).
6. If your site is located in the shorelines, floodplain, or in a geologically sensitive area, or if there are critical areas on your site, special conditions may be required.
7. Grading, clearing, utility and erosion control plans.
8. Drainage plans. Calculations may be required depending upon the amount of new impervious surface.
9. Plans must be compliant with the 2009 International Building Code.

City of Mukilteo
Planning and Community Development Department
11930 Cyrus Way
Mukilteo, WA 98275
(425) 263-8000

What is the require information on my site plan?

Applications require the following information to be included on three site plans. The minimum acceptable site plan size is 11" x 17". The site plan shall use a scale of 1" = 10' or the largest engineering scale that will fit the plan sheet:

Checklist Information

1. Name, address, phone number of property owner and builder or general contractor.
2. Property address and legal description.
3. Plans shall show north arrow at top of page.
4. Dimensions of all property lines and existing/proposed structures, including decks, porches, cantilevered structures, chimneys and roof overhangs.
5. Location and square footage of existing roof area (if any) along with location and square footage of existing walkways, driveways and paved areas (if any).
6. Location, dimensions and square footage of proposed constructed roof area. Location, dimensions and square footage of proposed walkways, driveway and paved areas.
7. Location of any creeks, drainage ditches, surface water, shoreline, etc.
8. Location and distance from proposed structure to any existing structure(s) on the subject site and adjacent properties.
9. Design of proposed storm drainage facility.
10. Identify adjacent streets, sidewalks, alleys or other public property, show dimensions and type of surface.
11. Identify all utility and access easements and provide verification to utilize easements (recorded document/s).
12. Identify and show dimensions of front, side and rear setbacks.
13. Show a cross section or elevation of the proposed structure; indicate height of structures at a scale of 1" = 4'.
14. Location of nearest fire hydrant, water and sewer stubs.
15. Identify all significant trees (evergreens that are 8" or greater in diameter and deciduous trees 12" or greater in diameter - all measurements taken 4' above ground level).
16. Identify location of retaining walls, rockeries - engineered design required if over 4' in height or supporting a surcharge.
17. A building height worksheet is required for all new construction.
18. All site plans submitted must show existing and proposed topography of site in 2 to 5 foot increments.

A grading plan may be required showing existing and proposed grade contours, grade slopes, finished grade. Indicate the cubic yards to be removed, filled or graded.

Most sites will require temporary drainage and erosion control for the construction phase as well as plans for permanent drainage and erosion control. This will likely be required during the pre-application phase.

A copy of contractor's license is required if the owner is not the person doing the construction work. If the owner is the builder and is not a licensed contractor, he must sign a waiver stating that no contractor required to be registered will be used on this project.

When will my permit expire?

Permit issued by the Building Official under the provisions of the Uniform Building Code will expire if work authorized is not commenced within 180 days from the date of such permit, or if the building or work authorized is suspended or abandoned at any time after the work is commenced for a period of 180 days. (Uniform Building Code Section 106.4.4)

Can I request an extension?

Any permittee holding an unexpired permit may apply for an extension of the time within which work may commence (180 days from issuance) under that permit when the permittee is unable to commence work within the time required by the Uniform Building Code for good and satisfactory reasons. The building official may extend the time for action by the permittee for a period of 90 days on written request by the permittee showing that circumstances beyond the control of the permittee have prevented action from being taken. An additional 90 days may be approved by the Building Official under certain circumstance. Contact the Building Department for further information.

For questions or additional information:

Call.....

City of Mukilteo
Planning Department
(425) 263-8000
Fax(425) 212-2068
24 Hour Inspection Line – (425) 263-8075

Location...

11930 Cyrus Way.
Mukilteo, Washington 98275

Hours...

Monday - Thursday
7:30 a.m. to 5:00 p.m.
Friday
7:30 a.m. to 4:30 p.m.

**IF YOU WISH TO APPLY BE SURE TO HAVE THE
FOLLOWING FORMS**

- ◆ Building Permit Application
- ◆ Building Height Worksheet
- ◆ Single Family Residential Checklist

THIS BROCHURE IS INTENDED TO BE A GUIDE FOR INFORMATION ONLY. PLEASE BE ADVISED THAT THE INFORMATION CONTAINED IN THIS BROCHURE MAY NOT BE COMPLETE AND IS SUBJECT TO CHANGE.