

# CONSTRUCTION PERMIT APPLICATION

*Published: 12/22/2016*

1. Fill out Construction Permit Application form and Project Cost Estimate.
2. Schedule an Intake Meeting with the assigned City Development Engineer.
3. The following items are all required at the First Intake meeting:
  - One (1) Construction Permit Application
  - One (1) Copy of the Intake Checklist
  - Three (3) Full Size (22" x 34") Complete Sets of Plans
  - One (1) Complete Technical Information Report (TIR)
  - One (1) Electronic Copy of the Bond Quantity Worksheet (.xlsx format)
  - One (1) Complete Electronic Copy of All Plans, Complete TIR, and all supporting reports and studies
  - Draft copy of easement and/or right-of-way dedication documents (note: not applicable to plats; documents will be recorded at project close-out)
4. Upon completion of a successful and complete intake, the City has accepted the submitted materials for review and the first review cycle has begun. The City reviewers will evaluate your plans for compliance with development standards, applicable codes and regulations, and satisfaction of Land Use Decision conditions as applicable to the construction permit.

**Note:** The Applicant has the option to schedule an informal pre-screen meeting prior to preparing the required number of copies for the formal intake meeting. Applicants should coordinate with the assigned City Development Engineer to determine if a pre-screen meeting is appropriate for their project. One complete copy of the application package (including all items noted above) is required for informal review by the City Development Engineer. Please allow approximately 45 minutes for the application screening.

## Specific Code Section(s) related to this document

- [RMC Ch 4-6](#) Street and Utility Standards
- [RMC Ch 4-8](#) Permits – General and Appeals

## Additional Design Resources and City Standards

- [City of Renton Surface Water Design Manual \(RSWDM\)](#)
- [City of Renton Standard Details](#)
- [Development Engineering Forms](#)

## CONSTRUCTION PERMIT APPLICATION

|   |              |   |  |
|---|--------------|---|--|
| <b>Project Name:</b>                                  |              |   |  |
| <b>Project Address/Location:</b>                      |              |   |  |
| <b>Parcel #(s):</b>                                   |              |   |  |
| <b>Description of Project:</b>                        |              |   |  |
| <b>Related Permit(s):</b>                             | <b>LUA#:</b> | <b>B#:</b>  | <b>PRE#:</b>                                       |
| <b>Type of Construction:</b>                          |              |   |  |
| <input type="checkbox"/> Short Plat (9 or fewer lots) |              | <input type="checkbox"/> Subdivision (10+ Lots)                                   | <input type="checkbox"/> Commercial / Multi-Family |
| <input type="checkbox"/> Tenant Improvement           |              | <input type="checkbox"/> Addition to Existing - Approximate Value of Addition: \$ |  |
| <input type="checkbox"/> Clear and Grade & TESC Only  |              |   |  |

### Applicant Information

|                 |               |             |  |
|-----------------|---------------|-------------|--|
| <b>Name:</b>    |               |             |  |
| <b>Address:</b> |               |             |  |
| <b>City:</b>    | <b>State:</b> | <b>Zip:</b> |  |
| <b>Phone:</b>   |               |             |  |
| <b>Email:</b>   |               |             |  |

### Property Owner Information

|                 |               |             |  |
|-----------------|---------------|-------------|--|
| <b>Name:</b>    |               |             |  |
| <b>Address:</b> |               |             |  |
| <b>City:</b>    | <b>State:</b> | <b>Zip:</b> |  |
| <b>Phone:</b>   |               |             |  |
| <b>Email:</b>   |               |             |  |

### Engineer Information

|                 |               |             |  |
|-----------------|---------------|-------------|--|
| <b>Firm:</b>    |               |             |  |
| <b>Address:</b> |               |             |  |
| <b>City:</b>    | <b>State:</b> | <b>Zip:</b> |  |
| <b>Contact:</b> |               |             |  |
| <b>Phone:</b>   |               |             |  |
| <b>Email:</b>   |               |             |  |

### Public Improvements

|   |                                       |  |
|---|---------------------------------------|--|
| <b>Utilities Improvements</b> (check all that apply):   |                                       |  |
| <input type="checkbox"/> Water  | <input type="checkbox"/> Wastewater   | <input type="checkbox"/> Stormwater    |
| If not a City of Renton Utility, list provider jurisdiction and service (i.e. Soos Creek Water & Sewer District): |                                       |  |
|   |                                       |  |
| <b>Streets Improvements</b> (check all that apply):   |                                       |  |
| <input type="checkbox"/> Curb/Gutter  | <input type="checkbox"/> Sidewalk     | <input type="checkbox"/> Planter Strip |
| <input type="checkbox"/> Street Lights  | <input type="checkbox"/> Street Trees | <input type="checkbox"/> Roadway       |
| If any right-of-way is not owned by the City of Renton, list the jurisdiction (i.e. King County, WSDOT):          |                                       |  |
|   |                                       |  |

### Earthwork and Clearing

|  |               |               |  |
|--|---------------|---------------|--|
| <b>Earthwork Volumes (cubic yards)</b>       |               |               |  |
| <b>Cut:</b>                                  | <b>Fill:</b>  | <b>Total:</b> |  |
| <b>Total Site Area (SF):</b>                 |               |               |  |
| <b>Area of Site Disturbance</b>              | <b>Acres:</b> | <b>SF:</b>    |  |
| (If more than 1 acre, NPDES Permit Required) |               |               |  |

**Project Costs and Permit Fee Calculation**

As outlined in City Ordinance No. 4345, 50% of the plan review and inspection fees are to be paid at Permit Submittal. The balance is due at Permit Issuance. Significant changes or additional review cycles (beyond 3 cycles) during the review process may result in adjustments to the final review fees.

It is required that you provide an itemized estimated cost of construction for proposed improvements to water (if the project has City of Renton water service), wastewater (if the project has City of Renton wastewater service), stormwater, and transportation facilities, both on-site and off-site.

| Enter estimated costs in items (A) through (D): |           |
|---|-----------|
| (A) Water                                       | \$        |
| (B) Wastewater                                  | \$        |
| (C) Stormwater                                  | \$        |
| (D) Roadway                                     | \$        |
| <b>(E) Total of Improvements<br/>(A thru D)</b> | <b>\$</b> |

| 50% Inspection/Approval Fee for Total Improvements:             |           |
|---|-----------|
| (F) 3% of First 150,000 of (E)                                  | \$        |
| (G) 2.5% of over \$150,000 but less than \$300,000 of (E)       | \$        |
| (H) 2% of over \$300,000 of (E)                                 | \$        |
| <b>(I) Estimated Plan Review Fee*<br/>(F) + (G) + (H) = (I)</b> | <b>\$</b> |

\* **NOTE:** The estimated plan review fee is due at Intake. At permit issuance, a 3% Technology Surcharge Fee will be added to all permit fees. This fee will **NOT** be collected at the time of plan submittal.

**This application does not constitute a permit to work. Work shall not commence until a construction permit is issued and the pre-construction meeting has been held.**

I certify that the information on this application is accurate to the best of my knowledge and I will be responsible for any additional fees resulting from a different valuation.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accepted By:

\_\_\_\_\_  
Construction Permit #

\_\_\_\_\_  
Date

## Intake Checklist

Use the following checklist as a guide to prepare the permit submittal package. The applicant should contact the assigned City Development Engineer if there are any questions regarding submittal requirements. Marking an item as “Not Applicable” or “N/A”, without acceptable justification, may result in the submittal being rejected at Intake.

### Plans

Organize the plans such that they are separated into type of improvement and drawing order. Each improvement type should include all plans, profiles, notes, sections, details, schedules, diagrams, etc. for that facility. All plans shall be designed in accordance with the City of Renton “Construction Plan Drafting Standards” as required per RMC 4-8-120. The required order of drawings is as follows:

| Included                 | N/A                      | All Plans Required Unless Waived by City Staff   |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Cover Sheet  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sheet Index (If not on the Cover Sheet)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing Conditions/Topography Plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | Horizontal Control Plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | Temporary Erosion and Sediment Control Plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | Grading Plan (may be combined with Temporary Erosion and Sediment Control Plan or Storm Drainage Plan)                         |
| <input type="checkbox"/> | <input type="checkbox"/> | Conceptual Structural/Retaining Wall and/or Detention Vault Plans Associated with Civil Improvements                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Composite Utility Plan   |
| <input type="checkbox"/> | <input type="checkbox"/> | Road/Paving/Storm Drainage Plan and Profiles (Large Projects May Require Separate Street Improvement and Storm Drainage Plans) |
| <input type="checkbox"/> | <input type="checkbox"/> | Wastewater and Water Utility Plan and Profiles(Large Projects May Require Separate Wastewater and Water Plans)                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Plumbing Plan [Commercial/Industrial] – For informational purposes only  |
| <input type="checkbox"/> | <input type="checkbox"/> | City Standard Details (Organized by Private vs. Public)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Street Lighting Plan and Details   |
| <input type="checkbox"/> | <input type="checkbox"/> | Traffic Signals Plan and Details   |
| <input type="checkbox"/> | <input type="checkbox"/> | Signing and Channelization Plan and Details  |
| <input type="checkbox"/> | <input type="checkbox"/> | Landscaping Plan and Details   |
| <input type="checkbox"/> | <input type="checkbox"/> | Tree Retention/Land Clearing (Tree Inventory) Plan   |
| <input type="checkbox"/> | <input type="checkbox"/> | Wetland or Stream Mitigation Plan  |
| <input type="checkbox"/> | <input type="checkbox"/> | Miscellaneous Plans (Structural, Architectural, etc.)  |

## Technical Information Report

The Technical Information Report (TIR) shall be a complete report in accordance with the current Surface Water Design Manual adopted by the City. Each section of the report shall be clearly identified and all supporting documents clearly indexed within the report.

| Included                 | TIR shall Include the Following Items as detailed in the Surface Water Manual  |
|--------------------------|--|
| <input type="checkbox"/> | <b>Section 1: Project Overview</b>   |
| <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Figure 1 – TIR Worksheet</li> </ul>   |
| <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Figure 2 – Site Location</li> </ul>   |
| <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Figure 3 – Drainage Basins, Sub-basins and Site Characteristics                             <ul style="list-style-type: none"> <li>○ Show acreage and boundaries of sub-basins</li> <li>○ Identify all site characteristics</li> <li>○ Show existing discharge points to and from the site</li> <li>○ Show routes of existing, construction, and future flows at all discharge points and downstream hydraulic structures</li> <li>○ Topographic map as a base for the figure comparable to USGS or better. Show (and cite) the length of travel from the farthest upstream end of the proposed storm system in the development to any proposed flow control facility.</li> </ul> </li> </ul> |
| <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Figure 4 – Soils (Show the soils within the following areas):                             <ul style="list-style-type: none"> <li>○ The project site</li> <li>○ The area draining to the site</li> <li>○ The drainage system downstream of the site for the distance of the downstream analysis</li> </ul> </li> </ul>   |
| <input type="checkbox"/> | <b>Section 2: Conditions and Requirements Summary</b>  |
| <input type="checkbox"/> | <b>Section 3: Off-Site Analysis</b>  |
| <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Task 1: Study Area Definition and Maps</li> <li>• Task 2: Resource Review</li> <li>• Task 3: Field Inspection</li> <li>• Task 4: Drainage System Description and Problem Descriptions</li> <li>• Task 5: Mitigation of Existing or Potential Problems</li> </ul>  |
| <input type="checkbox"/> | <b>Section 4: Flow Control, Low Impact Development (LID), and Water Quality Facility Analysis and Design</b>   |
| <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• Existing Site Hydrology (Part A) – Topographical map with listed site information</li> <li>• Developed Site Hydrology (Part B) – Data/narrative for developed site conditions</li> <li>• Performance Standards (Part C) – Summarize flow control and On-Site BMPs</li> <li>• Flow Control System (Part D) – Illustrative sketch and documentation</li> <li>• Water Quality System (Part E) – Illustrative sketch and documentation</li> </ul>   |
| <input type="checkbox"/> | <b>Section 5: Conveyance System Analysis and Design</b>  |
| <input type="checkbox"/> | <b>Section 6: Special Reports and Studies</b><br>(Geotechnical Reports, Wetlands Reports, Floodplains Analysis, etc.)  |
| <input type="checkbox"/> | <b>Section 7: Other Permits (Special Use, WSDOT, DOE Permit with WAR #, etc.)</b>  |
| <input type="checkbox"/> | <b>Section 8: CSWPPP Analysis and Design</b>   |
| <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• ESC Plan Analysis and Design (Part A)</li> <li>• SWPPS Plan Design (Part B)</li> </ul>  |
| <input type="checkbox"/> | <b>Section 9: Bond Quantities, Facility Summaries and Declaration of Covenant</b>  |
| <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• City of Renton Bond Quantity Worksheet</li> <li>• Flow Control and Water Quality Facility Summary Sheet and Sketch</li> <li>• Declaration of Covenant for Privately Maintained Flow Control and Water Quality Facilities</li> <li>• Declaration of Covenant for Privately Maintained Flow Control BMPs</li> </ul>   |
| <input type="checkbox"/> | <b>Section 10: Operations and Maintenance Manual</b>   |