



## MULTI-FAMILY SUBMITTAL CHECKLIST

- Four (4) Copies** of Site Plan indicating the property lines and dimensions; proposed location of all structures and the setbacks from the foundation to the property lines. The site plan shall also indicate any easements (public or private), wetland or stream corridors and greenbelts or buffer areas. Utility hookups (water and sewer) must be identified on site plan. If property is on a septic system; show location of septic tank and drain field.
- Four (4)** complete sets of construction drawings containing architectural, structural, civil, sprinkler, electrical, and mechanical plans, stamped by a Washington State licensed Architect or Engineer (stamp may be waived if structure is less than 4,000 sq ft in area).
- Two (2)** copies of 2012 International Commercial Energy Conservation Code Compliance forms.
- Two (2)** copies of Structural Calculations stamped by a Washington State licensed Engineer.
- Site Development Permit approval ***required prior to permit issuance.***
- Complete Building Permit Application
- Certificate of Transportation Concurrency
- Certificate of Water Availability:  
Contact Covington Water District (253) at 631-0565 or Water District #111 (253) 631-3770.  
**OR**  
**Private Well** - King County Health Department approval required (206) 296-9744.
- Certificate of Sewer Availability:  
Contact Soos Creek Water & Sewer District (253) 630-9900.  
**OR**  
**Septic Tank** – King County Health Department approval required (206) 296-9744.
- Copy of valid Washington State Contractor's Registration is ***required prior to permit issuance.***
- Declaration of Easement form completed

Plan Review Fee and Technology Surcharge are due at submittal. All remaining fees shall be paid at issuance.