



City of Covington
Community Development Department
16720 SE 271st Street • Suite 100 • Covington, WA 98042
Phone: (253) 480-2400 • www.covingtonwa.gov
For appointments: PermitServices@covingtonwa.gov or call (253) 480-2400, ext. 0.

SINGLE FAMILY SUBMITTAL CHECKLIST

This checklist applies to new single-family residences, residential remodels, and additions. Some items may not be required based on the scope of the project. Please contact permitservices@covingtonwa.gov with questions.

View the [Single Family Minimum Drawings Checklist](#) for detailed requirements for plans/drawings.

When submitting for an ePermit (electronic plan review), please submit in accordance with the Electronic Submittal Naming Convention and Requirements for Electronic Documents. A sample of each electronic document name is provided below.

Prerequisites for Submittal: (Please factor time for obtaining these items into the project schedule)

[Certificate of Water Availability](#) (OS1WaterAvailability.pdf)

Contact Covington Water District: (253) 631-0565 www.covingtonwater.com

OR Lake Meridian Water District (253) 631-3770 www.lakemeridianwater.com

OR Private Well - King County Health Department approval required: (206) 296-4932

www.kingcounty.gov/depts/health.aspx

[Certificate of Sewer Availability](#) (OS1SewerAvailability.pdf)

Contact Soos Creek Water & Sewer District: (253) 630-9900 www.sooscreek.com

OR [Septic Tank](#) – King County Health Department approval required: (206) 296-4932

www.kingcounty.gov/depts/health.aspx

Four (4) copies of the following:

Site Plan ([Sample Site Plan](#)) (OS1SitePlan.pdf)

Two (2) copies of the following:

Construction Drawings (OS1ConstDrawings.pdf)

Engineers Calculations (OS1EngCalcs.pdf)

Roof Truss Package (OS1RoofTrusses.pdf)

Engineered Floor Joist Layout (OS1FloorJoist.pdf)

[Energy Code Worksheet](#) (OS1EnergyCode.pdf)

[Certificate of Water Availability](#) (OS1WaterAvailability.pdf)

[Fire Impact Fee Information Sheet](#) (OS1Fire Impact Form.pdf)

One (1) copy of the following:

[Building Permit Application](#) (OS1Application.pdf)

[Certificate of Sewer Availability](#) (OS1SewerAvailability.pdf)

Permit Fees:

The plan review fee and technology surcharge fee are due at time of submittal. Remaining fees will be paid at permit issuance. Please contact permitservices@covingtonwa.gov for a fee estimate prior to permit submittal.

Appointments Required:

Appointments are required for permit submittals and pickups and you may schedule by email: permitservices@covingtonwa.gov or by phone: 253-480-2400, dial 0 to reach reception.