

When are plans required?

You must submit structural plans or drawings for any new construction or for an addition or alteration to any existing building. Architectural plans are required for all commercial structures over 4,000 square feet.

Plans aren't required for non-structural repairs and work for which a permit isn't required. However, a change of use or occupancy shall require plans even if there are no structural alterations.

Check with the Building Division to determine whether a permit for change of use or occupancy is required.

What technical information do I need to submit with my plans?

You may be required to submit some or all of the following:

- ◆ Site plan
- ◆ Floor plans
- ◆ Specifications
- ◆ Elevations
- ◆ Mechanical, plumbing, and electrical drawings
- ◆ Foundation plan
- ◆ Energy documentation
- ◆ Structural calculations
- ◆ Required fire-protection equipment

Can a permit be issued before the plan review is complete?

No. All plans must be approved before any permits are issued.

Be an informed consumer:

When buying a product or contracting a service:

- ◆ Call the Building Division or Washington State Labor and Industries to verify active license and/or registration
- ◆ Call the Better Business Bureau
- ◆ Talk to other consumers
- ◆ Compare prices
- ◆ Ask for references and contact them
- ◆ Be sure you have a written contract and read it carefully before signing



4800 South 188th Street
SeaTac, WA 98188
General Information
Tel: 206-973-4750
Fax: 206-973-4769

4/2010

City of SeaTac

BUILDING DIVISION



COMMONLY ASKED QUESTIONS

When am I required to get a permit?

Permits are generally required for any new construction and alterations and additions to existing building, including structural, plumbing, mechanical and electrical work, as well as manufactured dwellings.

However, there are some exceptions to permit requirements. This is provided as general information. Please call the Building Division for specific information on permits and inspections or if you are unsure if you need a permit.

Why do I have to buy a permit to build on my own property?

Washington State law requires you to obtain permits—even on your own property—to ensure that minimum building standards are met for your safety and for the safety of future property owners and occupants.

Who is responsible for obtaining permits?

The property owner or contractor is responsible for obtaining building, mechanical, electrical and plumbing permits. For electrical work, the law requires that if an electrical contractor performs the work, the contractor is responsible for obtaining the permit.

How do I get a construction permit?

You must complete a permit application. Permit applications are available from the Building Division and on the City's website www.ci.seatac.wa.us.

When may I start work?

Work may begin when an actual construction permit is issued to you.

If you've submitted plans and specifications, one set of plans stamped "Approved" will be returned to you. These approved plans, along with the construction permit, must be on the job site and available to the inspector.

When am I required to obtain local zoning approval?

Before submitting permit applications, you're required to obtain local land use/zoning approval for any new structure and for any work that increases the area or height of a structure or changes the use of a structure.

For more information, contact the Planning Department at (206) 973-4830.

Can I get a permit by mail or fax?

You can mail in permit applications along with appropriate permit fees for most over-the-counter permits. Permit applications, checklist and fee schedules are available from the Building Division and on the City's website www.ci.seatac.wa.us.

The Building Division does not accept permit applications via fax.

How long will it take to get a permit through the mail?

After your application is received, you should receive your permit application in three to five working days.

If your project requires a plan review, application and plans must be submitted in person to the Building Division's permit counter. The permit and plans will be issued after your application submittal has been approved. Review times vary, depending on the complexity of the project and the level of information submitted with your application.

What happens if I don't send all the fees and paperwork with my permit application?

We'll contact you by phone or mail to request additional information or fees for processing your application. Please be aware that this may cause a delay.

How do I figure permit fees?

Fee schedules are available at the permit counter. Schedules may also be downloaded from the City's website. If you need assistance in calculating your permit fees, please contact the Building Division.

When does my permit expire?

Your permit expires if work isn't started within 180 days from the date of issuance. If you can't work within the 180-day period and don't wish to abandon the project, you may submit a written request to extend your permit.

Every building permit shall expire 2 years from the date of issuance.

Electrical, mechanical, and plumbing permits shall expire 180 days from date of issuance unless associated with a qualified building permit.