

Who must review my project?

An International Code Council certified plans examiner will review your plans to ensure the proposed project meets code requirements. If additional information or changes are necessary, you will receive a plan review comment letter.

Who obtains the permit?

As the owner of a one or two-family dwelling, you may hire a WA State registered contractor or may obtain the permit and do the work yourself.

How long does it take to obtain a permit?

Plan review may take up to four weeks, depending on the complexity of the project and the completeness of the application submittal.

When submitting plans, you will be asked to pay the plan review fee. The permit fee will be due at the time of permit issuance.

When your plans have been reviewed, stamped "approved" and signed, one set will be returned to you with your permit.

When can work start?

Once your permit is issued, work can begin. Both your permit and approved drawings must be on the job site and available to the inspector. If there are changes to your approved scope of work, you must submit for a revision to the Building Division.



How do I get an inspection?

To schedule an inspection, call the Building Division's inspection request line at (206) 973-4764.

You will need to provide the permit number, project address, type of inspection needed, the date you would like the inspection and if you prefer a morning or afternoon inspection time. Inspection requests called in before 4PM will be scheduled for the following business day unless otherwise specified.

An adult needs to be at the site to provide inside access for the inspector.



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

4/2010

City of SeaTac

BUILDING DIVISION



DO I NEED A BUILDING PERMIT?



The purpose of every permit is to protect what you value most—your family and your home. Faulty installations can cause house fires, flood damage and structural instability. But permits and inspections help protect your loved ones from these potentially deadly mistakes. Permits also help you avoid costly repairs down the line and preserve your biggest financial investment—your home. When selling your home, you are required by law to fully disclose all remodeling work and whether or not permits were obtained. With permits and inspections, you can expect a smoother closing process, free of last-minute hassles, inspections and repair work if the home isn't up to code. So insist on permits.

When do I NOT need a building permit?

A building permit is **not required** for the following types of construction projects:

- ◆ One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet (11 m²).
- ◆ Fences not over 6 feet (1829 mm) high.
-  ◆ Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
- ◆ Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons (18 925 L) and the ratio of height to diameter or width does not exceed 2:1.
- ◆ Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade, and not over any basement or story below and are not part of an accessible route.
- ◆ Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- ◆ Temporary motion picture, television and theater stage sets and scenery.
- ◆ Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
- ◆ Swings and other playground equipment.
- ◆ Window awnings supported by an exterior wall that do not project more than 54 inches (1372 mm) from the exterior wall and do not require additional support.
- ◆ Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.
- ◆ Certain types of decks depending upon their size, location, and distance above grade.



If you are unsure if you need a building permit, contact the Building Division.

BUILDING PERMITS

Safety First

For the safety of your family and your home's future occupants, please don't attempt any building work that is beyond your skill level. When in doubt, hire a licensed, bonded professional.

How do I obtain a building permit?

You may apply for a building permit at the Building Division's permit counter.

What information will I need to obtain a permit?

- ◆ A completed permit application.
- ◆ If you are hiring a contractor, you must provide contractor information including Labor and Industries' registration number and City business license information. **Note: A permit will not be issued if contractor is not registered with WA State and/or if they do not have a City business license.**
- ◆ Construction details - Typical plans include a site plan, floor plans, and structural details. For complete submittal requirements, contact the Building Division or refer to the City's website (www.ci.seatac.wa.us).