



Plumbing

Permit Application



Redmond
WASHINGTON

redmond.gov/BuildingPermits

Related to building permit: **BLDG-**_____

ENTER QUANTITIES

TOTAL # of Fixtures _____

_____ Backflow Preventer & Vacuum Breaker	_____ Roof Drain
_____ Backwater Valve	_____ Sewage Ejector
_____ Bathtub	_____ Shower/Valve Replacement
_____ Clothes Washer	_____ Sink (Bar)
_____ Dishwasher	_____ Sink (Bathroom)
_____ Drinking Fountain	_____ Sink (Floor, Mop)
_____ Electric Water Heater	_____ Sink (Kitchen)
_____ Floor Drain	_____ Sink (Utility & Laundry Tray)
_____ Garbage Disposal	_____ Sink (3 Compartment)
_____ Grease Interceptor	_____ Toilet
_____ Hose Bib	_____ Urinal
_____ Irrigation System	_____ Water Service
_____ Medical Gas Piping	_____ Water Softener
_____ Water Piping Repair/Replace	_____ Other: _____

☐ Residential

☐ Multi-family

☐ Commercial

☐ Mixed Use

Value of Plumbing Work: \$ _____

Include the prevailing fair market value of all labor, materials and equipment, whether actually paid or not, needed to complete the plumbing work.

SITE LOCATION

Site address: _____

Suite/FLR/RM: _____

Tax parcel number: _____

Project name/Tenant: _____

Plat name/Lot number: _____

Property owner: _____

Mailing address: _____

City _____ State: _____ Zip: _____

DETAILED DESCRIPTION OF WORK

APPLICANT

Contact person: _____

Email: _____

Phone: _____

Company name: _____

Address: _____

City _____ State: _____ Zip: _____

Contractors are required to obtain a City license prior to starting work: [WA State DOR](#)

PLUMBING CONTRACTOR

Company name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

UBI #: _____

WA State Contractor License #: _____

Expiration date: _____

Contractor has a Redmond Business License? ☐ Yes

BUILDING OWNER OR AUTHORIZED AGENT

*I hereby certify that I have read and examined this application and know the same to be true and correct, and I am authorized to apply for this permit. ***

Print Name: _____ Date: _____

Signature: _____

PLUMBING PERMIT - GENERAL INFORMATION

- A plumbing permit is required **before** a plumbing system or fixture is installed, altered, or remodeled. The City does not require a permit to stop leaks or clear stoppages unless the piping being repaired is altered or replaced.
- New or replacement **gas water heaters** are processed under a Mechanical Permit
- The Washington State Building Code Council did not adopt any fuel gas piping, combustion air or venting of equipment under the 2018 Uniform Plumbing Code. See the 2018 International Mechanical Code.
- The installation of a backflow prevention device (including those installed with a residential lawn sprinkler system) requires that a test report specified in Washington Administrative Code (WAC) 603.3.3 be provided at the job site at the time of final inspection.

PLAN REVIEW IS REQUIRED FOR THE FOLLOWING PROJECT TYPES

- New non-residential or mixed-use buildings
- New Multifamily projects with 3 or more dwelling units (except townhouses as defined in the IRC)
- Non-residential or mixed-use addition or alteration projects with more than 10 fixtures
- Roof drains/overflow systems.
- Tenant improvements involving: medical gas piping, commercial kitchens, food service installations (King Co. Health Dept. Approval required for restaurants/food preparation)
- Oil/water separators and 3-compartment sinks
- Grease removal devices
- Sumps (residential sump pumps need prior approval but not plan review)
- All types of laboratories

PLAN REVIEW SUBMITTAL REQUIREMENTS

- ☐ **System Sizes** - Size of sanitary and potable water systems
- ☐ **Plan view** - 1/8" minimum scale. Details - 1/4" minimum detail scale
- ☐ **Location** - Location and type of proposed fixtures
- ☐ **Riser diagram** - Riser diagram of waste and vent, potable water and rainwater systems, indicating sizes
- ☐ **Medical Gas Piping** - Medical gas piping riser diagram indicating type of gas, bottle storage room and size of piping
- ☐ **Equipment Schedule**
- ☐ **Fixture Amount**
- ☐ **Fixture Schedule**

Electronic Plan Standards:

- All plans must be drawn **to scale**, and have the scale noted on each sheet
- All documents must be uploaded as a **PDF**
- All plans must be uploaded in **landscape** orientation (horizontal position)
- All plans must be named accordingly per the submittal requirements in **BOLD**
- All plans must be **flattened, unlocked and reduced**

Any files that are improperly named and/or formatted incorrectly may be rejected. Paper plans, incomplete applications and applications delivered by courier will not be accepted.

HOW TO APPLY ONLINE

- **Make an Account** - To manage and pay for your permits online, register for a REPS account: [Civic Access \(redmond.gov\)](https://civicaccess.redmond.gov)
- **REPS Portal** - For permits that do not require plan review (also called over-the-counter or OTC permits), apply online through the Redmond ePermitting Service (REPS) portal: [Civic Access \(redmond.gov\)](https://civicaccess.redmond.gov) If the REPS system does not accept your submittal, fill out the [Plumbing Permit Application Form](#) and email it to: permitech@redmond.gov
- **PRO Portal** - For permits that require plan review: submit a request for a permit through the Plan Review Online (PRO) portal: [Form Center • Redmond, WA • CivicEngage](#)

** PERMIT EXPIRATION

Expiration of Permit Review: Applications for which no permit is issued within 365 days following the date of application, shall expire and all fees paid shall be forfeited. Upon written request of the applicant and prior to expiration, the Building Official may grant a single 365 day extension to the plan review time as specified in RMC Chapter 15.12. No application shall be extended for a period of more than 365 days. See the Fee Schedule for extension fee information.

Expiration of Permit: Permits for which no inspection has been performed will expire 365 days from the date of issuance. If an inspection is passed before the expiration date of the permit, the expiration date will be extended to 365 days from the date of the latest successful inspection (except for Final Inspections). The customer can choose to pay a fee in order to extend the expiration date of the permit an additional 365 days. Once the permit is expired the customer has 365 days to pay a fee to reinstate the permit. Any permits expired for more than a period of 365 days will not be able to be reinstated and a new permit will need to be applied and paid for. Permits cannot be reactivated across code cycle changes.