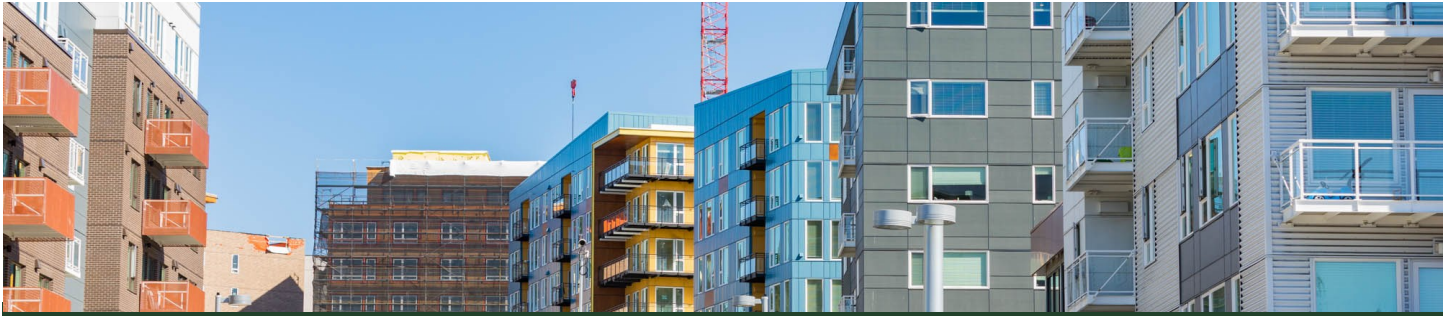




Residential

Application Packet



Redmond
WASHINGTON

redmond.gov/BuildingPermits

Link to current International, Washington State Amendment and City of Redmond building codes

Plan review fees are non-refundable.

Depending on your project, some or all of the following fees will be collected after the application is deemed complete for intake.

- Building, Fire, Planning, and Civil Engineering Plan Review Fees
- A Technology Surcharge based on the total permit cost will be assessed

City of Redmond Design Requirements

Design Wind Speed	110 mph (IRC 302.1.1.1)
Ground Snow Load	15 psf (snow drift per ASCE 7-16)
Rain-on-Snow Surcharge	5 psf added to flat roofs per (ASCE 7-16)
Seismic Design Category	D
Rainfall	1"/hr (UPC Table D101.1)
Frost Line Depth	12"
Soil Bearing Capacity	1500 psf unless a Geotechnical report is provided (IBC Table 1806.2)

City of Redmond Business License:

Contractors are required to obtain a City of Redmond business license prior to working in the City.

Get a Redmond City business license here: WA State DOR

For questions, contact the business license office at 425-556-2193 or businesslicense@redmond.gov

Apply for Permits Online:

Submit a request for a permit through the [PRO \(Plan Review Online\) portal](#). Once your permit request is processed, you will receive detailed instruction about how to upload the submittal documents.

Application forms and information can be found here: [Development Services Center | Redmond, WA](#)

Electronic Plan Standards:

Files that are improperly named or formatted incorrectly may be rejected at intake.

Paper plans, incomplete applications and applications delivered by courier will not be accepted and will result in the application being deemed incomplete.

- All plans must be drawn **to scale** and have 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 and reduced**

SUBMITTAL CHECKLIST

For more detailed submittal information see the [Building Permit Guide](#)

Demolition, mechanical, electrical, plumbing and fire permits are applied for separately.

Planning Requirements for New Single Family Residential buildings only:

Include Building Orientation, Transition Area, Primary Features and Secondary Features. These requirements are necessary and if not portrayed on plans, the plans will be rejected.

Place a checkmark in front of each of the items listed below to confirm that they are included in the permit submittal.

[Accessory Dwelling Unit \(ADU\) supplemental submittal requirements.](#)

☐ **General Application & Submittal Checklist**

☐ **Site Plan - Required** with all submittals. The site plan must include ALL of the information detailed in the examples linked below.

⇒ Provide one of the following:

- New Residential Home: [site plan example](#)
- Residential Addition: [site plan example](#)

⇒ Planning Tables are required. See Sheets 1 and 2 on the example site plans linked above.

⇒ For Residential Remodels with no footprint increase: a vicinity map is required.

⇒ Include a Tree Removal Plan as needed. A separate Tree Removal permit may be required.

☐ **Landscape Drawings** - required for new residential developments. See specific requirements in the [Building Permit Guide](#).

☐ **Copy of recorded final plat document** - new SFR only

☐ **Washington State Energy Code Forms**
[WSU Energy Program > Building Efficiency > Energy Code](#)

- Prescriptive Worksheet - if applicable
- Glazing Schedule - if applicable
- Heating System Sizing Worksheet - if applicable

☐ **Structural Calculations** - if required. Structural calculations are not required if the information is straight out of the IBC or IRC.

Calculations must be stamped and signed by a Washington State Design Professional.

☐ **Plans:**

See page 4 for a table with the specific submittal requirements based on the project type.

Include cover sheet, foundation plan, floor plan, roof plan, code summary, framing plans/details, structural sheets and elevation plan sheets.

- Footing plan - Show location of new footings with section cuts and dimensions, spacing of anchor bolts, location, type of holddown fasteners to the foundation (per registered design professional, if required) and provide information showing change of grade.
- If applicable: deck framing plan - Show new deck footprint location at existing house, structural details and attachment to the house, materials used for deck framing. Provide framing details that include solid blocking, joist span, beam span, joist hanger identification, knee brace requirements, post to post beam connections, ledger attachment, location of holddown tension devices (if required) and a stair detail showing rise, run, handrails, guardrails and size and spacing for stair stringers (if required).
- If applicable: notate that fire sprinklers are required on the cover sheet.

☐ **Geotechnical Engineering Report** - if applicable. May be required due to difficult soils, steep slopes or other lot requirements.

☐ **King County Health Approval** - if applicable. If you are proposing work and have a septic system or a well system contact the King County Health department: 206-477-8050. King County Health approval is required at time of building permit submittal, no exceptions.

☐ **Flood Elevation Certificate:** If the project lies within the 100 year floodplain.

IMPORTANT NOTICE

*The following information must be submitted with **all lots** in a plat.*

- Notice of Decision with the Conditions of Approval of the Plat
- Recorded Final Plat - If the final plat is not recorded, provide an approved preliminary plan.
- Tree Preservation Plan
- Landscape Plan
- Completed Affordable Housing and Impact fee Credits Table. (See page four for checklist.)

FIRE DEPARTMENT INFORMATION

If any of the items below are answered YES, a fire plan review is required.

For questions, contact: FireDevelopmentServices@redmond.gov or 425- 556-2237

	Yes	No	
Is the one or two family dwelling greater than 3,600 square feet? *			All new residential dwellings, including ADUs, will require FIRE SPRINKLERS . * Some additions and alterations may require Fire Sprinklers due to Ordinance 2324.
Is the home located in the City of Redmond low flow water zone?			
Is the access grade (on or off site) greater than 10% (RFDS 2.1.1.5)?			
Is the access roadway less than 14 feet wide or longer than 150 feet (RFDS 2.1.1.6)?			
Is the distance of the building to the nearest hydrant >300 feet (RMC 15.06.013, Amendment 30)?			
Do the total construction costs on all building permits within a three year period exceed the King County assessed value** of the structure at the beginning of the three year period (RMC 15.06.024)?			For questions about water meters and water meter permits, contact: 425-556-2876
Will there be a 100% or greater increase in gross square footage (RMC 15.06.024)?			
Has a non-conforming structure been destroyed, damaged or incurred a loss equal to or greater than 50 percent of its **King County assessed value (RMC 15.06.024)?			
* For additions to existing homes resulting in a total existing plus new square footage (SF) over 3,600 SF, fire sprinklers will be required. Existing SF totals are based on King County Assessor information. The total SF includes: dwelling, covered decks, covered porches and attached garages. Detached garages located ten feet (10') or less from the residence shall also be included in the total SF calculations. ** King County Assessor Value can be found at: King County Department of Assessments: eReal Property			

ENGINEERING/TRANSPORTATION INFORMATION

Off-site street or frontage improvements may be required for new residential homes, remodeling or additions per Redmond Zoning Code. If any of the items below are answered YES, Off-Site Street or Frontage Improvements, Right-of-way dedication, a public easement may be required. For information: DevelopmentEngineering@redmond.gov or 425-556-2876

	Yes	No	
Does the remodeling or addition(s) to the existing residence increase the gross floor area by 100 percent or more, or any improvement costs exceed 100 percent of the existing value (using the King County's Appraised Improvement Value)?			For more information call: 425-556-2876 Or reference: RZC 21.17.010(F)
Is this NEW construction?			
Is there an existing sidewalk along the frontage?*			
Is there an existing planter strip along the frontage?*			
* If lot is adjacent to multiple street frontages, all sides are subject to frontage improvements, right-of-way dedication and public easement.			

SIDE SEWER INFORMATION

The City of Redmond is concerned with the potential contamination of the ground and surface water. If any of the items below are answered "YES" it is required that the side sewer be TV'd to the sewer main and that the recording and TV report be turned in with the building permit application. Determine the route and material of the side sewer and look for trees above the line, roots from aggressive trees can create a problem in a side sewer.

For information: DevelopmentEngineering@redmond.gov or 425-556-2876

	Yes	No	
The side sewer serving the subject property is concrete pipe or three or more water fixtures are being added.			For questions about side sewers call: 425-556-2876 Or reference: RMC 13.04.150 RMC13.04.260
The side sewer that serves the subject property connects to the sewer main along the shoreline of Lake Sammamish and three or more water fixtures are being added.			
Building a new single family residence on property after the existing single family residence is demolished. Must replace concrete side sewer.			

PLANNING DEPARTMENT INFORMATION

For more information, contact: PlannerOnCall@redmond.gov or 425-556-2494

ALL NEW RESIDENTIAL homes in a plat are required to comply with the Planning Only Requirements on Page 2. See the [Building Permit Guide](#) for more information.

Associated Plat or Short Plat: LAND #: _____ Lot #: _____

Tree Removal: ☐ Yes ☐ No Exception Request: ☐ Yes ☐ No Arborist Report Provided: ☐ Yes ☐ No

Affordable Housing

Have you submitted the Affordable Housing Agreement on the first lot submitted?	☐ Yes ☐ No
Which lots will be affordable?	
Number of permits allowed prior to issuance of affordable housing unit permits?	

Impact Fees Credit

Have you submitted the Impact Fee Credits Worksheet on the first lot submitted?	☐ Yes ☐ No
How many single family homes are currently on-site that will be removed?	
Which lots do you want credits applied to?	

SUBMITTAL REQUIREMENTS BY PERMIT TYPE

Submittal Requirement:	New Home	Addition	Remodel—no added square footage
Application Form	Yes	Yes	Yes
Energy Code Information	Yes	Yes	If applicable
Site Plan	Yes	Yes	Vicinity Map
Plans	Yes	Yes	Yes
Structural Calculations	Not required if information is straight out of the IBC or IRC.	Not required if information is straight out of the IBC or IRC.	If applicable
Landscape Drawings	Only required in specific neighborhoods	—	—
Footing Plan	Yes	Yes	If applicable
Deck Framing Plan	If applicable	If applicable	If applicable
Copy of recorded final plat document	Yes	—	—
Geotechnical Engineering Report (if applicable)	Yes	Yes	—
King County Health Approval	—	If applicable	If applicable



Applies to permit applications submitted on or after May 1, 2025

Building Permits: Waste Reporting Requirements



Reporting Site

Waste from construction projects must be reported on our online platform. See our [reporting guide](#).



Waste Plan

Once your building permit is approved, set up the project on our [online waste tracking platform](#). It will walk you through creating a waste plan.

The project's waste plan will identify:

- how much waste you expect to generate,
- what materials you plan to dispose or recycle,
- and where you plan to take construction waste.

redmond.wastetracking.com



Waste Reporting

Throughout construction, report waste and upload waste tickets on our [online platform](#).

There is no requirement for recycling or salvage. Construction debris must be taken to designated facilities ([see list](#)).

Waste reporting must be completed before the permit can receive final inspection approval and a Certificate of Occupancy can be issued.

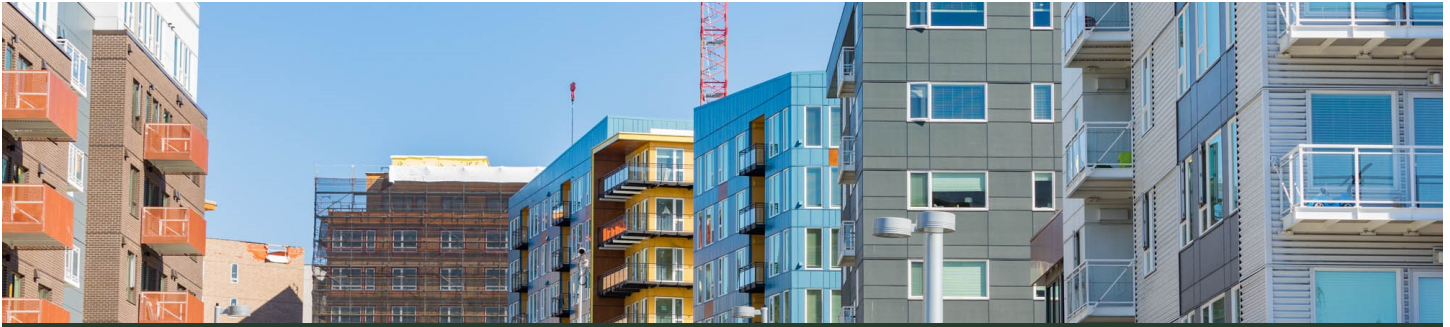


More information at redmond.gov/cdwaste



Redmond
WASHINGTON

Notice of nondiscrimination is available at redmond.gov/TitleVI
无歧视声明可在本市的网址 redmond.gov/TitleVI 上查阅
El aviso contra la discriminación está disponible en redmond.gov/TitleVI



Acting as your own contractor



Redmond
WASHINGTON

redmond.gov/BuildingPermits

- It is the purpose of chapter RCW 18.27.140 to afford protection to the public including all persons, firms, and corporations furnishing labor, materials, or equipment to a contractor from unreliable, fraudulent, financially irresponsible, or incompetent contractors.
- I understand that the state law requires construction to be done by a licensed contractor unless I qualify for an exemption per RCW 18.27.090.
- I, as an owner-builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My home owner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage.
- I agree that as the party legally and financially responsible for the proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers.
- I agree not to delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done.
- I agree to comply with all applicable laws, ordinances, building codes and zoning regulations.
- I agree to notify the City of Redmond immediately of any changes to the permit on record. Licensed contractors are regulated by laws designed to protect the public.
- I am responsible for verifying whether the contractor is properly licensed with the State of Washington and has a City of Redmond business license.
- I agree to schedule the applicable inspections for my project so that the required inspections can be performed. I also understand I am responsible for resolving any failure to meet code requirements that may be found through inspections.

I will be performing work on my own property or property I own but do not reside in and am not performing activities of a contractor on my own property for the purpose of selling, demolishing, or leasing the property.

Permit #: _____

Signature: _____ Date: _____

RCW 18.27.010 - Definitions

Contractor includes any person, firm, corporation, or other entity who or which, in the pursuit of an independent business undertakes to, or offers to undertake, or submits a bid to construct, alter, repair, add to, subtract from, improve, develop, move, wreck, or demolish any building highway, road, railroad, excavation or other structure project, development, or improvement attached to real estate or to do any part thereof including the installation of carpeting or other floor covering, the erection of scaffolding or other structures or works in connection therewith, the installation or repair of roofing or siding, performing tree removal services, or cabinet or similar installation; or, who, to do similar work upon his or her own property, employs members of more than one trade upon a single job or project or under a single building permit except as otherwise provided in this chapter. Also includes a consultant acting as a general contractor. Includes any person, firm, corporation, or other entity covered by this subsection (1), whether or not registered as required under this chapter or who are otherwise required to be registered or licensed by law, who offer to sell their property without occupying or using the structure, project, development, or improvement was substantially completed or abandoned. A person, firm, corporation or other entity is not a contractor under this subsection (1)(c) if the person, firm corporation, or other entity contracts with a registered general contractor and does not superintend the work.

Residential homeowner means an individual person or persons owning or leasing real property: (a) upon which one single-family residence is to be built and in which the owner or lessee intends to reside upon completion of any construction; or (b) upon which there is a single-family residence to which improvements are to be made and in which the owner or lessee intends to reside upon completion of any construction.

RCW 18.27.114 - Disclosure statement required - prerequisite to lien claim.

(1) Any contractor agreeing to perform any contracting project: (a) for the repair, alteration, or construction of four or fewer residential units or accessory structures on such residential property when the bid or contract price totals one thousand dollars or more; or (b) for the repair, alteration, or construction of a commercial building when the bid or contractor price totals one thousand dollars or more but less than sixty thousand dollars, must provide the customer with the following disclosure statement in substantially the following form using lower case and upper case twelve-point bold type where appropriate, prior to starting work on the project. Notice to customer can be found at: <http://app.leg.wa.gov/RCW/default.aspx?city=18.27.114>

WAC 296-200A-110 & WAC 296-200A-111

Is a city, town, or county required to verify a contractor registration number?

Before issuing a building permit, a city, county or town must verify the registration of the general or specialty contractor applying for the permit.

How does a city, town, or county verify a contractor's registration?

A city, town, or county may verify contractor's registration by checking the department's contractor registration internet website or by calling the department to confirm that the contractor is registered.

RCW 18.27.090 - Registration of Contractor Exemptions

- (6) Any construction, alteration, improvement, or repair of personal property performed by the registered or legal owner, or by a mobile/manufactured home retail dealer or manufacturer licensed under CH 46.70 RCW who shall warranty service and repairs.
- (12) Any person working on his or her own property, whether occupied by him or her or not, and any person working on his or her personal residence, whether owned by him or her or not but this exemption shall not apply to any person who performs the activities of a contractor on his or her own property for the purpose of selling, demolishing, or leasing the property.
- (13) An owner who performs maintenance, repair, and alteration work in or upon his or her own properties, or who uses his or her own employees to do such work.
- (14) A licensed architect or civil or professional engineer acting solely in his or her professional capacity, an electrician certified under the law of the state of WA, or a plumber certified under the laws of the state of WA or licensed by a political subdivision. The exemption provided in this subsection is applicable only when the person certified is operating within the scope of his or her certification.

Full list of exemptions: [RCW 18.27.090](#)

AFFORDABLE HOUSING PAYMENT IN LIEU (AHPIL) FEE



All new residential developments must satisfy the relevant affordable housing requirements. Please note that different areas of the City have different affordability requirements. [Affordable Housing](#) Payment in Lieu Fees are based on all NET new Gross Floor Area.

Gross Floor Area (GFA). The area included within the surrounding exterior walls of a building or portion thereof, exclusive of vent shafts, elevator shafts, stairwells, courts, second-story atriums, and lobbies.

Neighborhood Residential Zone Developments with 7 or Fewer Dwelling Units			
Calendar Year	Baseline PIL Rate (Dollars Per Square Foot)	% of PIL to be Calculated	Applicable PIL Rate
2026	\$30	50%	\$15
2027	\$30	100%	\$30
If 1 on-site cost-controlled affordable housing unit is provided, development is exempt from affordable housing PIL obligation for all units.			

NOTICE

Your eligibility for the reduced rate (e.g., the 50% discount) is tied to two conditions:

1. You submit a complete application in that calendar year; **and**
2. The building permit is issued within one year from the date application is deemed complete.

**If additional gross floor area (GFA) is added after payment, additional PIL fees will be required at the applicable rate at the time of assessment.*

***If gross floor area is reduced after payment, no refund of PIL fees may be issued.*

FEES DUE

Affordable Housing Payment in Lieu (AHPIL) Fees for individually permitted single-family development can be paid at building permit issuance or before the Sheetrock Nailing (441) inspection can be scheduled.

___ Pay at building permit issuance ___ Defer to Sheetrock Nailing - deferred fee request form is required

By signing below, the applicant acknowledges that the calculations of the existing gross floor area and the proposed floor area are correct.

PROJECT INFORMATION

Project Address: _____

Parcel Number: _____ Total # of Dwelling Units: _____

Proposed GFA: _____ Existing GFA: _____ GFA Net New Total: _____

(Calculation: Proposed GFA sq ft - Existing GFA sq ft = GFA Net New Total)

Applicant Name (Print): _____ Date: _____

Signature: _____

Reference: [Affordable Housing RZC 21.20](#)

DEFERRED AFFORDABLE HOUSING PAYMENT IN LIEU (AHPIL) FEE REQUEST FORM



This form is only required if you choose to defer payment of AHPIL fees

Affordable Housing Payment in Lieu (AHPIL) Fees for individually permitted single-family development can be paid at building permit issuance or before the Sheetrock Nailing (441) inspection can be scheduled.

See fee schedule: [Affordable Housing Payment In Lieu Schedule](#)

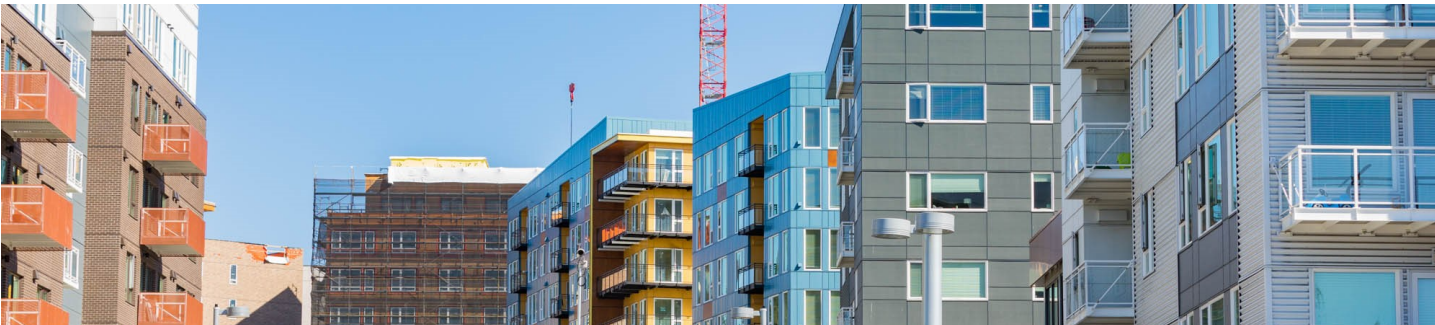
By signing below, you acknowledge that the Affordable Housing Payment in Lieu Fee is due before the sheetrock nailing inspection can be scheduled. **If payment is made more than one (1) year after the application has been deemed complete, the fee in effect at the time of the sheetrock nailing inspection will be required.**

Project Address: _____

Parcel Number: _____ **Permit Number:** _____

Applicant Name (Print): _____ **Date:** _____

Signature: _____



Deferred Impact Fee Request



Redmond
WASHINGTON

redmond.gov/BuildingPermits

The City of Redmond adopted an amendment to the City's fire, park, school, and transportation impact fee regulations to provide for such fees to be paid at the time of drywall inspection, instead of at the time of building permit issuance.

Impact fees for individually permitted single family attached or detached residential construction shall be paid prior to drywall or sheetrock inspection consistent with a building permit approval. After November 28, 2016 impact fees shall be paid at the time of building permit issuance. Impact fees for all other development types shall be paid prior to the issuance of a building permit consistent with a development approval.

NOTICE: Impact fees are updated on an annual basis; therefore if you choose to defer payment of impact fees to the drywall inspection, the fee in effect at the time of the SHEET ROCK NAILING INSPECTION will be required to be paid.

**By signing below you acknowledge that impact fees are due at
drywall or sheetrock inspection.**

Address _____

Parcel Number _____

Print Name _____ **Date** _____

Signature _____

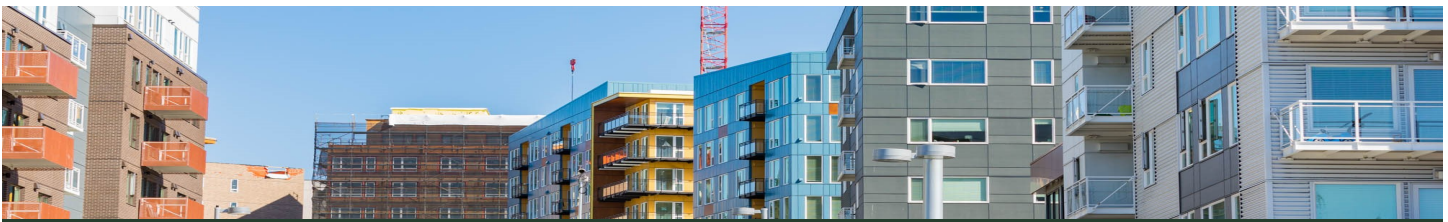
Adopted by Ordinance 2587

Office Use Only

Date _____

LAND _____

BLDG _____



Residential Application



TYPE OF WORK

- ☐ New SFR ☐ Remodel ☐ Addition ☐ ADU
☐ Swimming Pool ☐ Accessory Structure
☐ Manufactured Home ☐ IRC Townhome # of units: _____

SITE LOCATION

Site address: _____
Suite/FLR/RM: _____
Tax parcel number: _____
Project name/Tenant: _____
Plat name/Lot number: _____
Property owner: _____
Mailing address: _____
City _____ State: _____ Zip: _____

VALUE OF CONSTRUCTION & KING COUNTY ASSESSORS IMPROVEMENT VALUE*

The value of construction shall be based on the value of the work that is being performed. The total value of work shall include materials and labor whether paid for or not, but does not include the value of any mechanical, electrical or plumbing permits.

Value of Construction: \$ _____

For Additions: Portion of value for addition \$ _____

Portion of value for remodel: \$ _____

Interior Work Only? ☐ Yes ☐ No

Taxable Improvements Value: \$ _____

Find this value here: [King County Department of Assessments: eReal Property](#). Search for your property, then click on the "Property Detail" tab. Scroll down to find the "Taxable Imps Value" for the current year.

GREEN CERTIFICATION LEVEL

Built Green: ☐ 4 star ☐ 5 star
LEED for Homes: ☐ Silver ☐ Gold ☐ Platinum

DETAILED DESCRIPTION OF WORK

APPLICANT

Contact Person: _____
Company Name: _____
Email: _____
Phone: _____
Mailing address: _____
City _____ State: _____ Zip: _____

DESIGNED BY: ☐ ARCHITECT ☐ ENGINEER

Contact Person: _____
Company Name: _____
Email: _____
Phone: _____
Mailing address: _____
City _____ State: _____ Zip: _____

CONTRACTOR

Company name: _____
Email: _____ Phone: _____
Mailing address: _____
City _____ State: _____ Zip: _____
UBI # _____
State contractor's license #: _____
Expiration date: _____

LENDER INFORMATION ☐ N/A

Lender Name: _____
Email: _____ Phone: _____
Mailing address: _____
City _____ State: _____ Zip: _____

Contractors are required to obtain a City of Redmond Business License prior to working in the City. Get one here: [WA State](#)

BUILDING AND SITE INFORMATION

Sprinkler System	☐ Yes	☐ No	Accessory Dwelling Unit (ADU)	☐ Yes	☐ No
Basement	☐ Yes	☐ No	Well ¹	☐ Yes	☐ No
Number of stories	_____		Septic System ¹	☐ Yes	☐ No
Low fire flow area	☐ Yes	☐ No	Grinder or Ejector Pump ²	☐ Yes	☐ No
			Requires tree removal permit ³	☐ Yes	☐ No

¹ King County Health Department (206-296-4932) **approval** is required for all homes on septic or well systems at time of building permit submittal. If the property is located within 200 feet of the public wastewater sewer system, connection is required. For more information, please contact Development Engineering at: 425-556-2876

² Grinder pump applications are restricted to single-family residences and single commercial buildings which are physically unable to connect to the sanitary sewer system by gravity.

³ A tree removal permit is required for removal of any significant tree (diameter of at least 6" at 4.5' above grade).

Value calculations for new square footage are based on the type of construction and occupancy. [Development Service Fees page](#)

BUILDING SQUARE FOOTAGE

	Dwelling	Covered Deck/Porch	Uncovered Deck/Porch	Garage	TOTAL	Detached Structure
IRC Townhomes						
Existing						
New or Additional Square Footage						
Removed Square Footage						
TOTAL						
Remodeled Square Footage						

BUILDING OWNER OR AUTHORIZED AGENT

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.

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: _____