



**PROJECT DESCRIPTION**  
 This scope should match the Building Permit Application Form

**PROJECT CONTACT INFORMATION**  
 The Applicant shall provide the following information for each type of contact (Engineer and Geotech dependent on scope)

Permitting Contact:	Email:	Phone:
Construction Contact:	Email:	Phone:
Engineer:	Email:	Phone:
Geotech:	Email:	Phone:

**DEFERRED SUBMITTALS**  
 The Applicant is required to indicate all deferred submittals / shop drawings for submittal to the City for review and approval prior to item fabrication / construction. All deferred submittals require pre-approval from the City during the permit review process.

No Deferred Submittals - all design included in these construction documents

Connector plate wood roof trusses  
 Metal joist / metal trusses  
 Premanufactured structures (stairs, etc.)

Exterior cladding  
 Window wall / curtain wall construction  
 Other:

**ENERGY CODE AND WHOLE HOUSE VENTILATION INFORMATION**  
 Indicate where the following information is located within the drawing set and select one box per line below.

**Building Envelope**- Define all components of the thermal envelope. Include U-factors, insulation and moisture control WSEC Table 402.1.2 Sheet: \_\_\_\_\_

**Energy Credit Information**- Include complete information on plan for options selected and equipment specified WSEC Tables 406.2 and 406.3 Sheet: \_\_\_\_\_

No Credits Required  Small Dwelling Unit  Medium Dwelling Unit  Large Dwelling Unit  < 500 sf addition

**New Construction Tests**- The following are mandatory testing and reporting requirements of WSEC Ch 4 for new construction

- Certificate of Energy Efficiency WSEC 402.3
- Duct Leakage Testing WSEC 402.3.5
- Air Leakage Testing WSEC 402.4.3.2
- Air Leakage test report not to exceed 5 changes per hour WSEC 1505.4.1.2
- Air Leakage per selected energy credits

**Whole House Ventilation**- Specify system type below and include all system requirements on sheet noted WSEC Section M1505.4 Sheet: \_\_\_\_\_

Exhaust fans WSEC 1505.4.1.2  Supply fans WSEC 1505.4.1.3  Balanced system WSEC 1505.4.1.4  Other permitted system

**REQUIRED SPECIAL INSPECTIONS**  
 The Applicant shall complete the following section. One of the options below must be selected prior to permit intake. Chapter 17 of the International Building Code (IBC) requires Special Inspection to evaluate components of construction that are critical to the safety of the structure. The project owner shall be responsible for contracting with and hiring the Special Inspection agents. Structural Special Inspectors are required to be certified by the Washington Association of Building Officials (WABO). Geotechnical Special Inspectors shall be a licensed Washington State Professional Engineer. Where Special Inspection is required, all reports shall be emailed to InspectionReports@mercergov.org and provided to the City Building Inspector at time of the City inspection.

Inspections by the City Building Inspector are required in addition to the Special Inspection.  
**Do not cover or conceal any work prior to the City inspection.**

**PRESCRIPTIVE DESIGN**  
 This project is entirely non-structural, or is designed following the prescriptive gravity and lateral provisions of the International Residential Code (IRC) only. There are no engineered components that have been designed to the IRC or its referenced standards, e.g. American Concrete Institute (ACI), National Design Specifications (NDS), etc. No Special Inspections are required by IRC.

**MINOR STRUCTURAL WORK**  
 This project has limited engineered design as permitted by IRC Section R301.1.3 and the construction is of a minor nature as excepted by IRC Section 1704.2. This option must be reviewed and accepted by the building official prior to permit issuance and shall be reevaluated for project revisions and deferred submittals.

**ENGINEERED DESIGN**  
 This project is engineered to the provisions of the IBC and its referenced standards. Per IBC Chapter 17, a *Statement of Special Inspection* shall be completed by the Registered Design Professional (RDP) in responsible charge. The *Statement of Special Inspections* on coversheet SF2 has been reviewed and completed by the RDP.

**REQUIRED STRUCTURAL OBSERVATION**  
*Structural Observation* may be required by the Registered Design Professional (RDP) in responsible charge or by the building official per IBC Section 1704.6.1. The RDP shall submit written statements to the building official prior to the commencement of observations (identifying frequency and extent of observations) and at the conclusion of work included in the permit (describing the site visit(s) performed and identifying any deficiencies that have not been resolved). Submit all statements to inspectionreports@mercergov.org

*Structural Observation* for this project is required by the:

Registered Design Professional  Building Official (City use only)

**GEOTECHNICAL INFORMATION**  
 Per Mercer Island City Code, designated geologic hazard areas require a geotechnical report and a statement of risk from a geotechnical professional to be included with the project submittal. Refer to MICC 19.07.160(B)(3) for statement of risk, and City GIS at <https://www.mercerisland.gov/igs> for hazard mapping. Some proposals may require a site restoration bond.

**NO GEOTECHNICAL REPORT REQUIRED**  
 No geotechnical report is required due to either: 1. The absence of geologic hazards on site or 2. Scope of project does not include foundation construction, excavation, or alterations to a hazard (if a report is available or referenced it should be provided)

**GEOTECHNICAL REPORT IS REQUIRED AND INCLUDED WITH SUBMITTAL**  
 A geotechnical report is required and has been provided. All construction must comply with the recommendations of the geotechnical report, and a copy of the report and any other geotechnical information must be kept on site at all times.

Geotechnical Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_ Project or report #: \_\_\_\_\_

**SEASONAL DEVELOPMENT LIMITATION - MICC 19.07.160(F)(2)** limits certain development between Oct 1 and Apr 1

An application for Seasonal Development Limitation Waiver will be submitted and approved prior to any such activity.  
 No grading or excavation will occur between October 1st and April 1st. SDL waiver not applicable.

The City requires an applicant paid peer review when the Building Official determines any of the following are present:

- Advanced excavation or foundation systems, i.e. soil nail walls, tieback shoring systems, etc.
- Foundation systems not supported on competent soils, i.e. over-excavation, soil preloading, etc.
- Projects that require slope stability analysis or those which could pose a significant risk to adjacent properties or structures.
- Where liquefaction presents significant risk (at waterfront or other high water table with seismic mapping)

**GENERAL REQUIREMENTS FOR**  NEW SINGLE FAMILY BUILD  DEMOLITION/REBUILD  ADDITION  REMODEL  REPAIR  DOCK  SITE IMPROVEMENTS  SEISMIC RETRO

Construction of the project shall be from **approved plans only**. No deviation from the approved project plans is allowed without prior approval from the City of Mercer Island. Approved plans must be kept on site and maintained in good condition.

Refer to "Conditions of Permit Approval" provided at permit issuance for required construction rules and regulations, including:

- Site Considerations
- Hours of Work
- Construction Vehicle Parking Restrictions
- Access Road Requirements
- ROW restrictions
- Drainage Requirements
- Sewer Requirements
- Water Service Requirements
- Additional Fire Code Requirements
- Planning Requirements
- Noise Abatement Certification
- Tree Requirements

PRECONSTRUCTION MEETING REQUIRED. Refer to the "Preconstruction Meeting Checklist" notes for additional requirements.  
 Temporary site address with minimum 6" high numbers visible from the street must be installed.  
 Erosion control measures must be as shown on approved project drawings. All erosion control is to be in place and inspected prior to the start of any work.  
 A City of Mercer Island Business License is required for all subcontractors. Call (206) 275-7602 for more information.  
 Additional rockeries, patios, gravel or concrete paths, and other hardscape revisions to the project shall be submitted to the City for review and approval prior to installation.

**LEGAL NONCONFORMANCE/STORMWATER THRESHOLD**  
 Certain thresholds in the Land Use Code (MICC 19) or Stormwater Code (MICC 15.09) can have a significant impact on the requirements to conform with current code. Take special care to conform to the construction documents as-issued to avoid additional improvements.

This project includes modification of legally nonconforming structures - MICC 19.01.050  
 This project retains existing construction to limit calculation of *New Plus Replaced Hard Surface* - MICC 15.09

**TREE REQUIREMENTS**  
 TREE REMOVAL NOT SHOWN ON APPROVED PLAN MAY REQUIRE A SEPARATE TREE PERMIT - REFER TO MICC 19.10

Tree protection as shown on approved drawings shall be installed at tree dripline prior to start of any site work and must remain in place throughout the project. Tree damage due to failure to follow approved plans shall result in fines per MICC 19.19.160.  
 Replacement conifer trees must be a minimum of six feet tall at installation. Deciduous trees must have a minimum caliper of 1-1/2 inches. They must be planted and approved prior to final inspection.  
 For this project, \_\_\_\_\_ trees are authorized to be removed and replaced with \_\_\_\_\_ trees.  
 This project may be within a protected eagle nest area. Contact Federal Fish and Wildlife at (360) 534-9304 or visit their website at [www.fws.gov/pacific/eagle](http://www.fws.gov/pacific/eagle).

**FIRE PROTECTION REQUIREMENTS**  
 Separate Permits are required for ALL fire protection systems. Fire Inspections can be requested at eastsidefire-rescue.org using the QR above, and require 48 hour advanced notice. Do not request fire inspections via MBP or on the general inspection line.

<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Monitored Household
<input type="checkbox"/> NFPA 13D	Fire Alarm per NFPA 72
<input type="checkbox"/> Full Coverage	<input type="checkbox"/> Monitored Sprinkler
<input type="checkbox"/> NFPA 13R	Water Flow Alarm
<input type="checkbox"/> NFPA 13	Other: _____
<input type="checkbox"/> Approved Fire Code Alternatives (FCA):	
<input type="checkbox"/> FCA1	<input type="checkbox"/> FCA3
<input type="checkbox"/> FCA2	<input type="checkbox"/> FCA4

**WATER SERVICE REQUIREMENTS**

New or upsized water supply system required.  
 Water service pre-con meeting and parts inspection are required prior to scheduling the water tap with the City. Schedule these inspections under the water service permit

Applicant Installation  
 Minimum Service Line Size (main to meter): \_\_\_\_\_  
 Minimum Supply Line Size (meter to house): \_\_\_\_\_  
 Minimum Required Meter Size: \_\_\_\_\_

Abandonment of existing service and meter required at main.  
 City Inspector must verify water supply line (water meter to the house) sizing prior to final inspection. Upsizing may be required.

Additional water supply requirements:  
 • Contractor shall provide water supply that meets the required fire sprinkler system fire flow. Fire calculations or fire flow testing outcome may require a larger water service/meter or water supply line.  
 • Pressure reducing valve required if water pressure exceeds 80 psi.  
 • Reduced pressure backflow assembly (RPBA) required for all waterfront lots and for lots with potential connection to non-city water supply. See [mercergov.org](http://mercergov.org)/backflow

For additional information about Water Service Inspection process: <https://www.mercerisland.gov/cpd/page/water-service>

**STORMWATER MANAGEMENT**  
 The storm drainage system shown on the approved plans shall be constructed and approved by the City Inspector prior to the construction of the roof, driveway, and other impervious surface that generate runoff from the project.

<input type="checkbox"/> Dispersion / Infiltration system	<input type="checkbox"/> Run-off treatment (MR #8)
<input type="checkbox"/> On-site detention system (MR #5)	<input type="checkbox"/> Connect / Extend public drainage system
<input type="checkbox"/> Direct discharge to lake	<input type="checkbox"/> Full size storm drainage as-built
<input type="checkbox"/> Rain Garden / Bioretention / Permeable Pavement	<input type="checkbox"/> Drainage review not required
<input type="checkbox"/> Flow control system (MR #7)	<input type="checkbox"/> Other: _____

**SIDE SEWER REQUIREMENTS**

Side sewer requires a backflow preventer due to: a connection to the lake line, or elevation of the lowest plumbing fixture is lower than the elevation of the upstream manhole rim, or side sewer is shared with one or more properties

Video tape of existing sewer required (see standard details)

New connection  Connect to existing  Disconnect permit required  Reconnect permit required  
 Other: \_\_\_\_\_

**APPROVED CODE ALTERNATIVES**  
 Code alternatives must be approved by the Building Official prior to permit issuance. All code alternatives must be inspected. Refer to the adjacent Required Construction Inspections checklist.

CA1: \_\_\_\_\_  CA2: \_\_\_\_\_

**PROJECT ALERTS AND NOTES TO INSPECTORS**

**WILDLAND/URBAN INTERFACE**  
 -RESERVED FOR FUTURE USE-

**REQUIRED CONSTRUCTION INSPECTIONS**  
 It is the applicant's responsibility to contact CPD to schedule ALL inspections applicable to the project. Request inspections online at [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) or by calling the Inspection Hotline at (206) 275-7730. Each MBP inspection type is in [square brackets]. Refer to FIRE PROTECTION REQUIREMENTS for information on scheduling a fire inspection.

*Inspections marked with "\*" are not building permit inspections, and should be requested under the appropriate permit number. Refer to the packet provided at permit issuance or search by address at [mybuildingpermit.com](http://mybuildingpermit.com) for other issued permit numbers.*

Inspector	Date	Approved	Inspection Description	MBP.com Inspection Name	PARTIAL 1	PARTIAL 2	PARTIAL 3
_____	_____	<input type="checkbox"/>	Pre-construction Meeting to Review Conditions of Permit Approval	[PRE-CON MTG GENERAL]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Tree protection	[TREE PROTECTION]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Erosion control	[EROSION CNTRL]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Sewer disconnect and cap	[SIDE SEWER DISCONNECT]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Right-of-way use or work / easement, material delivery, etc. If applicable, separate ROW permit required	[ROW OR UTILITY IMPRO]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Land clearing, grading and demolition	[FINAL DEMO]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Pilings / Shoring / Shotcrete. If applicable, provide survey letter (property line); Geotechnical Engineer / Special Inspector reports of inspections (pile and shoring installation, etc.)	[FOUNDATION WALLS/CON]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Footings, setbacks, UFER ground. If applicable, provide survey letter (building height and setbacks); Special Inspector reports of inspections (soil bearing capacity, compaction, earthwork, pile installation, etc.)	[FOOTINGS, SETBACKS, U]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Foundation walls / concrete columns	[FOUNDATION WALLS/CON]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Roof and footing drains	[CONVEYANCE FACILITY]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Foundation damproofing	[FOUND DAMP PROOFING]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Storm drainage, including (but not limited to) * Connections to storm main in ROW * Det systems / Conveyance / Flow control * Infiltration systems / L.I.D. systems * Catch basins	[CONVEYANCE FACILITY] [3. WATER SERVICE TAP] [WATER SUPPLY LINE] [SIDE SEWER INSTALLAT]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Water Service		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Water Supply		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Side sewer installation, including (but not limited to) * Connections to side sewer main * Connections to existing side sewer		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Back-flow valves * Grinder pump systems		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Driveway / Access road	[ROW OR UTILITY IMPRO]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Underslab electrical / mechanical / plumbing	[UNDER-SLAB ELECT/MEC]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Underslab insulation / vapor barrier / reinforcing	[UNDER-SLAB INSULATION]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Underfloor framing	[UNDER-FLOOR FRAMING]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Nailing-Roof sheathing (See SF2 for Required Agency Inspection)	[NAILING-ROOF SHEATHING]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Shear wall construction (See SF2 for Required Agency Inspection)	[NAILING-EXTERIOR WALL]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Rough hydronic installation	[ROUGH HYDRONIC PIPIN]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Rough electric installation	[ROUGH ELECTRIC]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Rough fire alarm (wiring inspection)	[ROUGH-IN LOW VOLTAGE]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Rough plumbing installation (DWW, water)	[ROUGH PLUMBING]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Rough mechanical	[ROUGH MECHANICAL/HVA]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Electrical service	[ELECTRICAL SERVICE]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Gas Piping & Test	[GAS PIPING/TEST]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Rough fire sprinkler / hydrostatic and flow (bucket) test	[ROUGH SPRINKLER RES/STATUS]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Framing and glazing. (See SF2 for Required Agency Inspection)	[FRAMING (& GLAZING)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Masonry construction (fireplace / walls / veneer / etc.)	[MASONRY]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Insulation installation	[INSULATION]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Stucco (paper and lath)	[STUCCO]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Shower pan (or tub)	[SHOWER PAN (OR TUB)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Weather exposed balcony and walking surface waterproofing	[ROOF DECK WATERPROOFING]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Code Alternative CA1	[CODE ALT 1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	Code Alternative CA2	[CODE ALT 2]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FINAL INSPECTIONS**

Inspector	Date	Final Fire Inspection: Tree Restoration [FINAL_TREE]	Final Fire Inspection: Fire protection [FINAL_FIRE_ALL SYSTEMS/ACCESS]	Inspector	Date	[TCO_TREE]	[TCO_FIRE]
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

**TCO APPROVALS**

\* Sprinkler  
 \* Access Road  
 \* Fire Code Alternatives (see below)  
 FCA1  
 FCA2

\* Fuel Tank Installation  
 \* Fire Extinguishing System  
 \* Fire Alarm System  
 FCA3:  
 FCA4:

Final Civil Inspection: Site and utility, landscape, utilities, ROW, and Site [FINAL\_CIVIL] \_\_\_\_\_ [TCO\_CIVIL]

Water supply protection/Backflow devices for:  
 \* Waterfront property  
 \* Fire / lawn sprinkler  
 \* Well water on property  
 \* Boiler

Final Building Inspection: [FINAL\_BUILDING] provide closeout (summary) letters from Engineer, Special Inspectors, Geotechnical Engineer, and EIFS inspectors.  
 Final MEP Inspections:  Mech  Electrical  Plumbing

Impact Fees Paid (if applicable)

**90 DAY TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)**  
 Applicant option. Additional fees required. All TCO Approvals above must be complete.

Approved \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**ADDITIONAL REQUIRED CITY INSPECTIONS**  
 Use the contact information below to arrange these additional inspections.

Required Inspection(s):	Contact:	Contact email:
_____	_____	_____
_____	_____	_____

**IMPACT FEES**  
 If required for the project but deferred beyond permit issuance.

Impact fees apply and are due **prior** to Final Inspection or on \_\_\_\_\_, whichever occurs first.

Date \_\_\_\_\_

**PLAN REVIEW APPROVALS**  
 Not all review disciplines may be required to review the documents.

Building	Planning	Engineering	Tree	Fire
_____	_____	_____	_____	_____
Date _____	Date _____	Date _____	Date _____	Date _____

TO BE COMPLETED BY APPLICANT TO BE COMPLETED BY CITY

TO BE COMPLETED BY APPLICANT TO BE COMPLETED BY CITY

TO BE COMPLETED BY APPLICANT TO BE COMPLETED BY CITY

**SF1**  
BUILDING PERMIT NUMBER

PROJECT NAME: \_\_\_\_\_  
PROJECT ADDRESS: \_\_\_\_\_

**CERTIFICATE OF OCCUPANCY**  
Issued after all required inspections have been performed and approved.  
Date \_\_\_\_\_  
Approved \_\_\_\_\_

**APPROVED DRAWINGS MUST BE KEPT ON THE BUILDING SITE AT ALL TIMES**  
**REVIEWED FOR CODE COMPLIANCE**  
Date \_\_\_\_\_  
Approved \_\_\_\_\_

