



**CITY OF MERCER ISLAND
COMMUNITY PLANNING & DEVELOPMENT
RESIDENTIAL CODE COVERSHEET**

(206) 275-7605 WWW.MERCERISLAND.GOV/CPD
PERMIT.TECH@MERCERISLAND.GOV
DOCUMENTS ARE SUBJECT TO PUBLIC DISCLOSURE AS REQUIRED BY RCW 42.56

INSPECTION REQUESTS

Request inspections online via QR code or voicemail
FIRE INSPECTION (206) 275-7979
ALL OTHER INSPECTION (206) 275-7730



PROJECT DESCRIPTION REPAIRED RETAINING WALL & SITE IMPROVEMENT
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: GARY MO	Email: mckgarry@gmail.com	Phone: (425)389-8639
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
 Pre-manufactured 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. *WISC 1704.402.1.2* **Sheet:** _____

Energy Credit Information - Include complete information on plan for options selected and equipment specified. *WISC 1704.402.2 and 408.2* **Sheet:** _____

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

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

Certificate of Energy Efficiency *WISC 408.4.1.2* Duct Leakage Testing *WISC 408.4.1.2.1* Air Leakage Testing *WISC 408.4.1.2.2*

Air Leakage test report not to exceed 5 changes per hour *WISC 108.4.1.2* Air Leakage per selected energy credits

Whole House Ventilation - Specify system type below and include all system requirements on sheet noted. *WISC 108.4.1.4* **Sheet:** _____

Exhaust fans *WISC 108.4.1.2* Supply fans *WISC 108.4.1.2* Balanced system *WISC 108.4.1.4* 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 the 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 engineering 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 accepted by IRC Section 1704.2. This option must be reviewed and accepted by the building official prior to permit issuance and shall be re-evaluated for project revisions and deferred submittals.

ENGINEERED DESIGN
 This project is engineered to the provisions of the IRC and its referenced standards. Per IRC 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 IRC 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(F)(3) for statement of risk, and City GIS at <https://www.mercerisland.gov/gis> 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)

TO BE COMPLETED BY APPLICANT

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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

RECONSTRUCTION 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 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 19.09) 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 replacement as shown on approved drawings shall be installed at tree drip line 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.

Pre-plant 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/

FIRE PROTECTION REQUIREMENTS
Separate Permits are required for ALL fire protection systems. Fire inspections can be requested by calling (206) 275-7979 and require three (3) days advanced notice. Do not request fire inspections via MBP or on the general inspection line.

Fire Sprinkler Monitored Household
 NFPA 13D Fire Alarm per NFPA 72
 Full Coverage Monitored Sprinkler
 NFPA 13R Water Flow Alarm
 NFPA 13 Other: _____

Approved Fire Code Alternatives (FCA):
 FCA1 FCA3 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.

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

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/backflow

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.

Dispersion / infiltration system Run-off treatment (MR #8)
 On-site detention system (MR #8) Connect / Extend public drainage system
 Direct discharge to lake Full size storm drainage as-built
 Rain Garden / Bioretention / Permeable Pavement Drainage review not required
 Flow control system (MR #7) 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 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 for other issued permit numbers.

Inspector	Date	Inspection Description	MBP permit inspection Name	INITIAL 1	INITIAL 2	INITIAL 3
<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	Tree protection	[TREE PROTECTION]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Erosion control	[EROSION CONTROL]	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	Right-of-way use or work / easement, material delivery, etc. If applicable, separate ROW permit required	[ROW OR UTILITY IMPROV]	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	Piling / 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"/>	<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"/>	<input type="checkbox"/>	Foundation walls / concrete columns	[FOUNDATION WALLS/CON]	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	Foundation dampproofing	[FOUND DAMP PROOFING]	<input type="checkbox"/>	<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 • Retaining wall drainage	[CONVEYANCE FACILITY]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Water Service Water Supply	[3. WATER SERVICE TAP] [WATER SUPPLY LINE]	<input type="checkbox"/>	<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 • Back-flow valves • Connections to existing side sewer • Grinder pump systems	[SIDE SEWER INSTALLAT]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Driveway / Access Road	[ROW OR UTILITY IMPROV]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Under-slab electrical / mechanical / plumbing	[UNDER-SLAB ELECT/MECH]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Under-slab insulation / vapor barrier / reinforcing	[UNDER-SLAB INSULATION]	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	hailing-Roof sheathing (See SF2 for Required Agency Inspection)	[NAILING-ROOF SHEATHING]	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	Rough hydronic installation	[ROUGH HYDRONIC PIPING]	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	Gas Piping & Test	[ROUGH-IN LOW VOLTAGE]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Rough plumbing installation (DWV, water)	[ROUGH PLUMBING]	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	Electrical service	[ELECTRICAL SERVICE]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Rough fire sprinkler / hydrostatic and flow (bucket) test	[CAS PIPING/TEST]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Framing and glazing. (See SF2 for Required Agency Inspection)	[ROUGH SPRINKLER RES/STATUS]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Masonry construction (fireplace / walls / veneer / etc.)	[FRAMING (& GLAZING)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Insulation installation	[MASONRY]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Stucco (paper and lath)	[INSULATION]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Shower pan (or tub)	[STUCCO]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Weather exposed balcony and walking surface waterproofing	[ROUGH SPRINKLER RES/STATUS]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Code Alternative CA1	[FRAMING (& GLAZING)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Code Alternative CA2	[MASONRY]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		[INSULATION]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		[STUCCO]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		[SHOWER PAN (OR TUB)]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		[ROOF DECK WATERPROOFING]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		[CODE ALT 1]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>		[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]
 * Sprinkler * Fuel Tank Installation
 * Access Road * Fire Extinguishing System
 * Fire Code Alternatives (see below) * Fire Alarm System
 * CA1 * FCA3: _____
 * CA2 * FCA4: _____

Final Civil Inspection: Site and utility, landscape, utilities, ROW, and site [FINAL_CIVIL]
 Water supply protection/backflow devices for:
 * Wastewater property * Well water on property
 * Fire / lawn sprinkler * Boiler
 Final Building Inspection: [FINAL_BUILDING] provide closeout (summary) letters from Engineer, Special Inspectors, Geotechnical Engineer, and EIS 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
DH	GM	RD	GM	Fire
04/30/25	11/4/2025	1/9/25	11/4/2025	
Date	Date	Date	Date	Date

SF1
BUILDING PERMIT NUMBER
2401-034

PROJECT NAME: LIU - RETAINING WALL & SITE IMPROVEMENTS
PROJECT ADDRESS: 8636 N MERCER WAY, 98040

CERTIFICATE OF OCCUPANCY
Issued after all required inspections have been performed and approved.

APPROVED DRAWINGS MUST BE KEPT ON THE BUILDING SITE AT ALL TIMES
REVIEWED FOR CODE COMPLIANCE
11/05/25
DH

