



**King County**  
**Department of Development**  
**and Environmental Services**  
 900 Oakesdale Avenue Southwest  
 Renton, WA 98057-5212  
**206-296-6600** TTY Relay: 711

**ABC Permit**  
**Pre-Screening Questionnaire**  
**Already Built Construction**

For alternate formats, call 206-296-6600.

The purpose of the ABC Permit Pre-Screening Questionnaire for Already Built Construction is to initiate the ABC permit process. A copy of this completed form, a completed Pre-Screening Meeting Request form, a copy of the Public Health application submittal (if applicable), a site plan drawn to engineer scale on legal size paper, pictures of the construction, and the fee payment are required at the ABC (Already Built Construction) permit pre-screening meeting. The fee charged for the ABC Permit Pre-Screening meeting is \$652.05 which includes the Pre-Intake Review fee, the Permit Administration-Group1 fee, and a 5% surcharge.

Please provide the answers to the following questions below and include as much information as possible. If you do not know the answer to any of the questions, please so indicate, or specify that the information is not available. Please do leave blank spaces.

**Person requesting the pre-screening meeting:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Information about the Property:**

Property tax account # \_\_\_\_\_

Address of the property \_\_\_\_\_

**I. Project Description:** Please describe what was constructed without permit. Please clearly explain what was constructed, what the existing conditions were, and what currently exists on-site.

**A.** What was constructed?

**B.** What existed on the site before this construction started?

**C. How large is the building or structure?**

\_\_\_\_\_ (Please give size in either in square feet or dimensions.)

Is this on more than one floor?  Yes  No

If Yes, please describe. (*Ex. Main floor and upstairs both are 20-feet by 25-feet in size.*)

**D. Has the work been completed?**  Yes  No

If No, please describe how much work still needs to be done to complete the project.

**E. When was construction started?** (*If you do not know the date, please give as much information as you know about when construction started.*)

Do you have any other information about the construction that is not being submitted with this application (*plans, photographs, video tapes, receipts*)?

**F. Is there an existing code enforcement case on this property?**  Yes  No

If Yes, what is the code enforcement case number? \_\_\_\_\_

Please describe the violation (This is what the code enforcement case states you have done without benefit of a permit.):

- G.** Do you have access to the property directly off an existing county maintained road?  
 Yes  No

If No, explain how you get to the property from the nearest county maintained road:

- H.** Are there any easements that you use for access to your property?  Yes  No

- I.** Please answer the following questions about easements that may be on or may affect your property. Information about easements that impact your property should show up on a title report. There are many types of easements and they may be for utilities, access, drainage, or to protect natural features. The type and location of the easements are important because they may impact or limit where you place buildings and structures on the property.

Does anyone else use a portion of your property for access?  Yes  No

Are there any utility (sewer, water, gas, power) easements on your property?  Yes  No

Are there any drainage or native growth protection easements on your property?  Yes  No

If you have answered 'Yes' to any of these questions, please be able to show where the easement is on the property. This can be drawn on your site plan, or you may attach a copy of the easements as shown on your title report, plat or short plat.

- J.** The following questions address how sanitary sewer service is provided to the property. Your current service may either be with a local sewer district or by an on-site sewage disposal system commonly referred to as a "septic system."

Is your property served by an existing septic system?  Yes  No

If No, are you planning on installing a septic system?  Yes  No

Have you had any contact with the Health Department about this project?  Yes  No

If Yes, please attach any documentation you may have.

If you are not served by septic, which sewer district currently provides service to the property? Give the sewer district's name or number: \_\_\_\_\_

If you currently have no sewer service but are planning to hook up to a sewer, have you obtained a certificate of sewer availability?  Yes  No

- K.** The following questions address how you obtain water service. Please answer them as completely as possible. If you do not know the answer or are not sure, please explain.

Is your property served by an existing well?  Yes  No

If Yes, does it serve more than one residence or piece of property?  Yes  No

If the property is not served by a well, what water district provides service?

Give the water district's name or number: \_\_\_\_\_

If you currently have no water service, how are you planning to obtain it?

- L.** Are there any critical areas on your property? These would be features such as wetlands, steep slopes, land slide areas or areas that flood. Information on these areas may show up on your title report, in King County records, or on the County's critical area maps. Critical areas can impact or limit where you place buildings and structures on the property. The actual occurrence of critical areas on the property will govern the permit requirements. The following questions will help us in making our decision.

During periods of flooding, does any portion of your property flood?  Yes  No

Do you know if a Critical Area Notice On Title has previously been filed on your property? *(This would show up on a title report.)*  Yes  No  Do not know

Are there any streams, swales or drainage courses that run on or adjacent to your property?  
On the property?  Yes  No      Adjacent to the property?  Yes  No

Is the storm water runoff from the buildings controlled in any way on your property?

\_\_\_\_\_ Splash Blocks      \_\_\_\_\_ Dispersal Trench      Other \_\_\_\_\_

If you have answered 'Yes' to any of these questions, please be able to show where these features or areas are located on your property. To assist us in reviewing these issues, it is important to show the topography of your property. Topographic information is best provided with five foot contours. These should be drawn on your site plan. If you cannot provide these contours, please provide as much topographic information as possible.

**II. Photographs of building construction and site conditions:** Photographs give valuable information about what is on the property. The photographs should focus on the parts of the building that were constructed without permits.

- A. Please submit numbered photographs of all construction needing permits and current site conditions (*including steep slopes, rockeries, streams, wetlands*).
- B. Use your site plan to provide an illustration of the photo locations.
- C. Please provide a list of photographs taken along with a brief detailed description of each.

Note: Please exercise care and safety around building structures and site conditions such as steep slopes, streams, etc.

**III. Site Plans:** Site plans give valuable information about what is on the property and where both site features, and buildings or structures are located on the site. For a sample site plan, please see DDES Customer Information Bulletin #9.

Please prepare a site plan that shows your property and the location of any buildings, roads, driveways, topography or other features. If there are other factors that are pertinent to your site, please include it. This site plan should be to engineering scale. (Example: 1-inch equals 20-feet) and show:

- Which direction is North
- The street or easement next to your property
- The scale you used to draw the site plan
- The location of buildings, driveways, and Critical Areas
- As much information about the topography as possible or, at minimum, corner elevations
- Location of septic system and its components (*tank, drainfield and reserve area,*) if one exists
- Location of the well (*if one exists*)
- Dimensions of the property and all structures
- Distance between buildings and property lines (*also known as setbacks*)

*Submittal of information for an application review meeting does not vest the application or design components. Application reviews are based on the best information available at the time. If additional information becomes available during or after the permit application process, additional conditions or requirements may be imposed.*

**Check out the DDES Website at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)**