



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

## Over the Counter Permit Information and Submittal Checklist

For alternate formats, call 206-296-6600.

**Print on legal-size (8 ½ x 14") paper only.**

### Information and Instructions for Over the Counter Permits

The Over the Counter Permit (OTCP) process is designed to provide streamlined, same-day permits for applicants with small, minor project proposals. The types of permits available for the OTCP process generally are limited in scope, have minimal site impacts that do not require detailed drainage, critical areas, or site development review, and do not trigger review under the State Environmental Policy Act (SEPA). These types of permits are usually limited to only one or two review disciplines. We encourage customers to contact the DDES Permit Center at 206-296-6600 prior to application to confirm the OTCP submittal requirements and qualifications.

Over the Counter Permit services are available on a first come, first serve basis during business days. Customers may have their OTCP submittal materials screened for general completeness between 7:30 a.m. and 3:00 p.m. each business day. Complete OTCP applications received before 3:00 p.m. will be processed and issued the same day. Free technical assistance is also available daily between 7:30 and 9:30 a.m. for customers with detailed technical questions. OTCP staff resources will be dedicated to process complete OTCP applications from 9:30 a.m. to closing each business day at DDES.

### Over the Counter Permit Types Available

- Demolition permits for commercial and residential structures [See DDES Bulletin 3]
- Damage Inspection permits [See DDES Bulletin 4]
- Damage Repair permits based on the results of the required Damage Inspection permit and the associated Damage Inspection Report completed by the inspector, in place in kind with no modification to the existing structure
- Mechanical permits for single family residential structures
- Deck permits, wood frame, associated with single family residences and in compliance with Sheet 1 of the Residential Prescriptive Deck Design and Details form
- Tenant Improvement permits up to 5,000 square feet for offices or 10,000 square feet for retail sales, both where there are only minor non-structural alterations and no change of use [See DDES Bulletin 5]
- Sign permits for wall signs [See DDES Sign Requirement Checklist]
- Residential remodel permits with no new square footage and no expansion of the existing foundation, and only minor non-structural alterations (i.e. moving or adding interior non-weight bearing partitions) for existing single family residences [See DDES Bulletin 9]
- Residential addition permits, of light wood frame construction, single story on the ground level, that are less than 500 square feet of new structure associated with existing single family residences, and do not propose to exceed site improvement thresholds [See DDES Bulletin 9]
- Residential accessory structure permits, of light wood frame construction, single story on the ground level, that are less than 1,500 square feet of new structure associated with existing single family residences and do not propose to exceed site improvement thresholds [See DDES Bulletin 9]
- Basic permits from an approved Register Plan permit that are located in a vested plat or short plat [See DDES Bulletin 12A]
- Seismic retrofit permits that meets the requirements of the Home Assessment Checklist [See DDES Bulletin 50]
- Clearing permits, including hazard tree removal, where there are no significant tree protection requirements (urban zoned area) and clearing does not result in more than 5,000 board feet of merchantable timber [See DDES Bulletin 28]
- Grading permits limited to less than 200 cubic yards of material moved outside of critical areas [See DDES Bulletin 28]
- Fire tank permits for the installation and removal of residential aboveground and underground tanks [See DDES Bulletin 13]
- Fire systems permits for fire hydrants and water main installations for up to two hydrants
- Fire systems permits for sprinkler supply lines and Fire Department Connections (FDC) [minimum level 'U' license required] for up to two lines
- Adult Family Home Inspection permits for existing single family residence not including any remodel or addition work

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

## OTCP Process: Steps for the Applicant

1. Review the OTCP instruction forms, confirm proposal qualifies for the OTCP process (see list on Page 1 of this form), and prepare application materials based on the OTCP checklist (Page 3 of this form).
2. When ready, have OTCP materials checked for general completeness based on the items listed on Page 3 of this form between 7:30 a.m. and 3:00 p.m. each business day at DDES.
3. Customers with complete OTCP application materials may then proceed to sign-up for application intake. Customers with incomplete OTCP application materials may ask for free technical assistance.
4. Complete OTCP applications will be screened for technical and submittal issues. If any technical or submittal issues are found then the OTCP customer will be directed back to free technical assistance.
5. Complete screened OTCP applications will be processed in the order received on the sign-up list starting at 9:30 a.m.
6. The permit will be issued to the applicant once reviews are completed and permit fees are paid. Applicants may wait for the permit or return later in the day to receive the permit.

## Helpful Tips for the Over the Counter Permit Process

The scope and complexity of your project determines if a permit proposal is eligible for the OTCP process. We recommend that customers utilize the free technical assistance that DDES offers on business days from 7:30 to 9:30 a.m. to discuss your eligibility for the OTCP process. The questions below will help you to verify that your proposal qualifies for the OTCP process. If you can answer YES to all of the questions below, your permit proposal qualifies for the OTCP process.

Can you answer YES to all of the following questions:

	YES	NO	NOT SURE	OTCP ELIGIBILITY QUESTION
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is your project proposal listed on OTCP List of Permits [Page 1 of this form]?
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your proposal involve only one of the permit types listed on the OTCP List of Permits [Page 1 of this form]
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your project proposal meet any noted minimum guidelines on the OTCP List of Permits [Page 1 of this form] for your selected permit type?
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If your property is served by a septic system and your selected permit type on the OTCP Submittal Requirements [Page 3 of this form] requires Item 9, have you received prior approval for your proposal from King County Public Health?
5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If your property is served by a septic system and your selected permit type on the OTCP Submittal Requirements [Page 3 of this form] requires Item 9a, have you obtained a copy of the septic as-builts from King County Public Health?
6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If your selected permit type on the OTCP Submittal Requirements [Page 3 of this form] requires Item 20, have you confirmed that there are no critical areas issues on your property?
7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does your proposal meet King County Zoning Code for setbacks from streets and/or property lines and height restrictions per K.C.C. 21A.12.030 and 21A.12.040?
8.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is your permit proposal under the drainage review thresholds of less than 2,000 square feet of new and/or replaced impervious surface for the current proposal AND less than 10,000 square feet of cumulative new and/or replaced impervious surface since 2001?
9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is your permit proposal under the clearing and grading review thresholds of clearing no more than 5,000 board feet of merchantable timber AND grading no more than 200 cubic yards of material?
10.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For grading and demolition permits, is your permit proposal under the State Environmental Policy Act (SEPA) thresholds?
11.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are you prepared to pay for the entire cost of the permit (cash or check) at OTCP intake this day?

If your answer is NO or NOT SURE to any of the above questions then you should meet with DDES staff during the free technical assistance hours to discuss whether your proposal qualifies for the OTCP process. By discussing your proposal with DDES staff you may be able to change an answer to YES based on researching your property and permit proposal. If your proposal does not qualify for the OTCP process then you can discuss alternate permitting options with DDES staff.

## Over The Counter Permit Submittal Checklist

The Over the Counter Permit (OTCP) process is designed to provide streamlined, same day permits for applicants with small, minor project proposals. The first table below lists the types of permits that are available to be issued over the counter and the corresponding general submittal items needed at permit submittal. The second table shows the overall list of general submittal items.

### Permit Types Available for Over the Counter

	PERMIT TYPE	GENERAL SUBMITTAL ITEMS
<input type="checkbox"/>	Demolition	1, 2, 3, 4, 10, 11
<input type="checkbox"/>	Damage Inspection	1, 2, 3, 10
<input type="checkbox"/>	Damage Repair	1, 2, 3, 4, 5, 7, 10, 11
<input type="checkbox"/>	Mechanical (Residential)	8, 10
<input type="checkbox"/>	Deck	1, 2, 3, 4, 5, 9a, 10, 11, 20
<input type="checkbox"/>	Tenant Improvement	1, 2, 3, 4a, 5, 9, 10, 11
<input type="checkbox"/>	Sign (Wall)	1, 2, 3, 4a, 5, 10, 11
<input type="checkbox"/>	Residential Remodel	1, 2, 3, 4, 5, 7, 9, 10, 11
<input type="checkbox"/>	Residential Addition (Small)	1, 2, 3, 4, 5, 7, 9, 10, 11, 14, 20
<input type="checkbox"/>	Residential Accessory Structure	1, 2, 3, 4, 5, 7, 9, 10, 11, 14, 20
<input type="checkbox"/>	Basic (From a register permit)	1, 2, 3, 4, 7, 9, 10, 11, 14, 21
<input type="checkbox"/>	Seismic Retrofit	1, 2, 11, 17, 18
<input type="checkbox"/>	Clearing (Small)	4, 9a, 12, 13, 14, 19, 20
<input type="checkbox"/>	Grading (Small)	4, 9a, 12, 13, 14, 19, 20
<input type="checkbox"/>	Fire Tanks (Residential)	2, 4, 9a, 15, 20
<input type="checkbox"/>	Fire System (fire hydrant/water main)	4a, 16
<input type="checkbox"/>	Fire System (supply line/FDC)	4a, 16
<input type="checkbox"/>	Adult Family Home Inspection	1, 2, 3, 4, 6, 7, 9, 10

### General Submittal Items

1.	Affidavit of Application
2.	Parcel Number/Property Tax Account Number
3.	Legal Description of Property
4.	Site Plan (to scale on site plan template) [3 copies]
	4a. Architectural Site Plan (to scale) [3 copies]
5.	Building/Architectural Plans [2 copies]
6.	Washington Assoc. of Building Officials (WABO) Form and Floor Plan (room uses labeled)
7.	Certificate of Water Availability (or Well Covenant if property served by private water system)
8.	Residential Mechanical Application Form
9.	Public Health Approval coversheet and site plan (If the property is served by a septic system)
	9a. Public Health Septic System As-Built plans (If the property is served by a septic system)
10.	Proof of Current Tax Payment
11.	Contractor's Registration or Owner Affidavit
12.	Recorded Access Easement (proof of legal access)
13.	Clearing and Grading Questionnaire
14.	Soils Amendment Worksheet
15.	Fire System Tank Permit Application Form and Tank Fee Sheet
16.	Fire System Permit Application Form and Fee Sheet
17.	Home Assessment Checklist
18.	Standard Home Earthquake Retrofit Plan Set
19.	Grading Application Worksheet
20.	Critical Areas Designation (CAD) or other approved verification of critical areas on the parcel
21.	Copy of the plat conditions and copy of the plat "Plan & Profile" sheet (P-sheet)