

Department of Development and Environmental Services (DDES)

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Residential Basics Program

DDES Customer
Information Bulletin #**12A****• FREQUENTLY ASKED QUESTIONS •**

*Visit the DDES Web site at
www.kingcounty.gov/permits
for more information*

King County DDES has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult King County staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.

For alternate formats, call 206-296-6600.

Definitions that may be helpful

The Residential Basics Program: A program designed to accommodate permit applicants who wish to build the same house design on a repetitive basis.

Registered Plan: A set of approved plans kept on file at DDES. The registered plans are for the exclusive use of the customer who filed the original application, unless prior arrangements have been made with the holder of the registered plan.

Basic Permit: The name of the permit type when issued for an approved registered plan.

The advantages of the Residential Basic Program include:

- Less time spent of reviews since the building plans are pre-approved;
- No building plan review fee is charged on basic permits; and
- Predictable conditions on approved plans.

Program scope

The basic program is limited to detached one- and two-family dwellings and townhouses not more than three stories above-grade in height without a basement or two stories with a basement.

Some variations within the same registered plan are allowed. These include:

- Elevation/roof framing changes that do not affect the structure below the topmost plate line;
- Additional garage bays and extensions; and
- Optional fireplace locations.

Note: The registered plan will be approved with the largest square footage shown; permit fees will reflect the larger square footage option.

Procedure for setting up the registered plan

- An appointment is not required.
- Provide two complete sets of plans and calculations for review, including heat loss or heating system sizing calculations.
- In lieu of paper plan, an electronic copy of the plans may be submitted on disc in PDF format. Please see the eReview submittal requirements on the DDES Web site at www.kingcounty.gov/permits under [eReview FAQ](#).
- Pay plan review fee or intake deposit at the time of application.

The plan review fee is based on the square footage of the dwelling, garages, covered porches, carports, and decks. Each of these areas is charged at a different rate. If applicants need to know the exact charge before making the application, please call 206-296-6600 and ask a Permit Review Coordinator to calculate the sum.

A Registered Plan Number will be issued at the time of application. This number will be needed when customers apply for a basic permit(s). The registered plan review is a two-step process. In the first review, one set of plans will be redlined and returned to the customer to make necessary corrections. Applicants may call 206-296-6600 to inquire as to time frames for completion of the first review.

Plans must comply with submittal requirements noted in DDES customer information bulletin #9, [Obtaining a Residential Building Permit](#), available online from the DDES Web site at www.kingcounty.gov/permits. Registered plans are required to comply with the most restrictive lateral requirements in King County. A minimum of two sets of clean, corrected and complete plans are required to finalize the second review. The time frame for this review is three to five working days. Customers will be notified by mail when plans are approved.

Obtaining a basic permit

Customers wishing to obtain Basic Permits within a vested plat may submit applications via drop-offs at the Cashier's Office of the King County DDES Permit Service Center. A deposit is required. Drop-off submittals must include the Affidavit of Application (including the Registered Plan Number), site plans and approved septic system design if applicable. Applicants will be notified when permits are ready for issuance.

Applicants wishing to obtain Basic Permits not in a vested plat must schedule an intake appointment through the DDES Permit Service Center. Except for the previously approved registered building plans, all submittal requirements listed in Bulletin 9, *Obtaining a Residential Building Permit*, must be submitted at intake including an Affidavit for Application, site plans, water and sewer availability (or approved septic design), soils worksheet together with a grading and clearing questionnaire.

Telephone numbers that may be helpful

206-296-6600 DDES Information
206-296-6600 Basic Permit Timeline Information

Other informative DDES bulletins are available via the department Web site at www.kingcounty.gov/permits.



Be sure to visit our Web site at:
www.kingcounty.gov/permits

King County complies with the Americans with Disabilities Act (ADA). If you require an accommodation to attend a meeting (two weeks' notice) or require this information in Braille, audiocassette, or large print, please call 206-296-6600 or TTY 206-296-7217.