



# Over-the-Counter Project Review RESIDENTIAL

The City's *Over-the-Counter* (OTC) review process is designed to provide a more expeditious plan review option for smaller, less complex projects. Applicants who qualify for the process may schedule an appointment during which a plans examiner will review the drawings and submittal materials. If the project is approved, the permit will be issued during the appointment.

\*\*\*

Many types of projects may qualify for over-the-counter review including:

- Minor, non-structural interior modifications.
- Single story additions up to 400 square feet.
- Decks up to 6' in height (w/o hot tub).
- Fully pre-engineered sunrooms on concrete slab.

However, if the project involves **any** of the following, it must go through the standard review process.

- Structural engineering is required.
- A new garage or carport.
- An addition to a residence that is 3,600 or more square feet or that would bring the total area of the home to 3,600 square feet or more.
- The site is encumbered by environmentally sensitive areas.
- The site is served by a septic system (without prior approval by King County Health Department).
- Any aspect of the project requires land use review (eg. non-conformance).
- The project scope is such that the review cannot be performed within 30 minutes or less.

\*\*\*

Contact a Development Specialist at (253) 835-2607, or [permitcenter@cityoffederalway.com](mailto:permitcenter@cityoffederalway.com), to determine if your project meets the requirements for OTC review. If so, you may then schedule an appointment. OTC reviews are performed on Tuesdays, Wednesdays, and Fridays at 10:30 and 2:00.



## Over-the-Counter Project Review Submittal Requirements RESIDENTIAL

- Completed** permit application.
  - Permit **must** include all plumbing and mechanical work associated with project.
  - **Contractor** information **must** be provided, including WA State Contractor license number and City of Federal Way business license number
- Check, cash, money order, or Visa/MasterCard for applicable **fees**.
- Two (2) copies of **WA State Energy Code** compliance forms, if needed.
- Two (2) copies of **drawings**, assembled into complete sets with site plan on top.
- Two (2) copies of **septic approval** by King County Health Department, if applicable to project.
- One (1) **additional site plan** for any addition to building footprint.

\*\*\*\*\*

### MINIMUM DRAWING REQUIREMENTS *Minimum plan size 11" x 17"*

- ◇ **Construction Plans** must be drawn to scale ( $\frac{1}{4}'' = 1'$  minimum), dimensioned and labeled.
  - Floor Plan** for each story including:
    - ⇒ All rooms shown and labeled as to use.
    - ⇒ **Clearly** delineated scope of work.
    - ⇒ Size and height of bedroom windows.
    - ⇒ Proposed (new or relocated) plumbing fixtures.
    - ⇒ Proposed (new or relocated) mechanical equipment and appliances.
    - ⇒ Existing and proposed smoke detectors.
  - Cross-section** showing footing, foundation, floor, wall, and roof construction.
  - Framing** details for wall, roof, and floor construction.
  - Stair and handrail** detail, if applicable.

**\*\* For Additions Only \*\***

- ◇ **Site Plan** showing:
  - Scale – 1" = 20' minimum.
  - North arrow.
  - Size, location, setbacks, and use of existing and proposed buildings.
  - Existing and proposed grade elevations.
  - Width of driveway and description of paving materials.
  - Lot coverage and impervious surface calculations.
  - Location of utilities (water, sewer, gas, electricity) and septic system, if applicable.
  - All significant trees on property; label which, if any, are to be removed.

- ◇ **Elevation Drawings**
  - From each direction impacted by project.
  - Show height of structure from finished grade.
  - Indicate doors, windows and finish materials.



## BE PREPARED FOR YOUR OTC REVIEW:

- ❖ **Make sure your plans are complete!** The checklists for submittal contain minimum requirements; any additional information necessary to clearly show the proposed work must also be included. All drawing sheets must be at least 11" x 17". Assemble and staple plans into required number of identical sets.
- ❖ **Make sure your application form is completed!** If you are unsure about any of the information requested on the form, contact a Development Specialist for clarification.
- ❖ **Be ready to answer questions!** The success of the OTC process depends on a participating applicant. The plans examiner will meet with you to discuss the project and request clarification as needed. *Please do not schedule an appointment if you do not have the familiarity with the project and submittal materials to respond to questions.*
- ❖ **Anticipate fees!** You will be required to pay the OTC fee and plan review fees whether or not the project is approved. Applicable permit, mechanical, plumbing, and administrative fees will be collected at permit issuance. The City currently accepts cash, check, money order, and Visa or MasterCard payments.
- ❖ **Plan to arrive 15 minutes prior to your appointment time!** If you arrive after the scheduled time, we may be unable to perform the review and you will be charged for the appointment.
- ❖ **Provide 24 hours notice of cancellation!** You will be charged for missed appointments.
- ❖ **Make sure you are ready before you schedule!** Multiple cancellations and rescheduling limits appointment availability for other applicants.