



PERMIT SUBMITTAL REQUIREMENTS FOR Parking Lots

PLANNING & DEVELOPMENT
BUILDING
DIVISION
121 5th Avenue N
P: 425.771.0220
www.edmondswa.gov

The purpose of this handout is to assist the public in complying with the detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness. Only complete applications will be accepted by the city for review.

PERMIT REQUIRED:

A permit is required to construct, modify and/or expand a parking lot except for parking areas intended for not more than four vehicles and accessory to a single-family dwelling. Modify includes new striping or changing of existing striping or markings (e.g., traffic control direction arrows, fire lanes, etc.) that are contrary to the latest approved plan on file with the City. For temporary parking lots in business or commercial zones contact the Planning Division.

CODES:

Edmonds Community Development Code Chapters 18.30 & 18.95
International Building Code & Appendix E (Current Edition)

SUBMITTAL REQUIREMENTS:

- A Critical Areas Determination, issued by the Planning Division (if you are doing ground disturbing activity).
 - A review of the project by the Architectural Design Board (ADB) may be required if the Planning staff determines the project is a substantial change to the property.
- 1) **SITE PLAN** - scaled 1"= 20' with the following information:
 - North arrow, scale, legal description, tax account parcel number;
 - Adjacent streets, alleys, sidewalks, curbs, right of way, property lines and structures;
 - Show proposed and existing pavement markings, signage and pedestrian access;
 - Dimension existing and proposed parking spaces, parking layout, driveways, aisle widths, etc.
 - Call out maximum parking slopes;
 - Show location and size of required accessible parking spaces and access aisles, and accessible pedestrian access from public streets.
 - 2) **GRADING PLAN** -scaled 1"= 20' with the following (if applicable).
 - Existing and proposed contours at two (2) foot intervals and two (2) typical section views (each direction)
 - Grading calculations in total cubic yardage excavated, filled or graded.
 - 3) **STORMWATER MANAGEMENT PLAN**
 - (if applicable) and include Storm Water Calculations for water quality and temporary erosion control.
 - 4) **LANDSCAPE PLANS** –
 - When required by the Architectural Design Board or Planning Division. (See Handout #P5)

Apply Online at: Mybuildingpermit.com