



Snohomish County
Planning and Development Services
3000 Rockefeller Avenue M/S 604 – Everett WA 98201
(425) 388-3311

MODEL HOME PERMIT PROCESS

Any applicant who has received preliminary plat approval may apply for building permit(s) for model homes, up to nine lots authorized under SCC 30.41A.510.

How to submit: The applicant shall call PDS at (425) 388-3311 x2790 and schedule a submittal appointment. All Forms must be completed prior to the appointment and all items in the Submittal Checklist must be provided.

Fees: In addition to the residential building permit and access permit fees, a model home base fee of three hundred sixty dollars (\$360) per model home and one hundred twenty dollars (\$120) per plat shall be required to be paid at the scheduled appointment. There are also fees due for Health District review if the property is serviced by septic and wells.

The following documents are required for this process:

Application for Model Homes: This form needs to be filled out in its entirety. If one or more eligibility criteria pursuant to SCC 30.41A.520 are not met, then the application cannot be approved.

Indemnification Statement for Model Home Permit (Supplemental Page A): This form must be signed by the applicant. By doing so it holds harmless and indemnifies Snohomish County, its agents, representatives, and elected and appointed officials from any and all claims made against them arising from the construction or occupancy of the model home(s) prior to the recording of the final plat.

Owners and Applicants Statement (Supplemental Page B): This must be signed and notarized by the owner (if still the legal owner of the preliminary plat) and/or by both the owner and the applicant (if different from the original owner of the preliminary plat).

Residential Building Permit Application: This form needs to be filled out in its entirety. If the residence is to be served by a septic tank and/or private water well, applicant must complete the *Snohomish Health District Clearance form*. Fees will be collected (if application is complete) during submittal appointment.

Model Home Submittal Checklist: Ensure your plot plan(s) has all the information required under Item 1. You must provide all submittal requirements on this checklist.



Model Home Submittal Checklist

For PDS Use Only

PROJECT FILE NUMBER: _____ ACCEPTED BY: _____

PROJECT NAME: _____ DATE: _____

- _____ 1. One copy of title certificate demonstrating ownership interest in the legal description of the approved preliminary plat, current within 30 days;
- _____ 2. One copy of Building Plot Plan(s) for each model home. Ensure that the following is drafted/verified on the plot plan(s):
 - (a) Plot plans must be drawn on white paper no larger than 11x17 (inches). Draw plot plans to a standard engineering scale. Indicate plot plan scale used and north arrow in margin.
 - (b) Include Owner's Name and Property Tax Account Number in margin.
 - (c) Show entire lot with proposed final plat lot line dimensions. Indicate name and width of adjacent public roads. Show location and width of private roads, setbacks and access, utility, drainage and other easements adjacent to or crossing lot parcel, with boundaries indicated by dashed lines.
 - (d) Show any established Native Growth Protection Areas (NGPA) and other critical areas.
 - (e) Show location, dimensions, and distance to proposed final plat lot lines of all structures, driveways, parking areas, sidewalks and patios.
 - (f) Show and label proposed septic tanks, wells, drain fields and reserve areas, with setbacks to property lines and structures.
 - (g) Show all areas of disturbance, including building pad, new driveways, new septic tanks and drain fields, and areas to be logged.
 - (h) Indicate a figure in square feet for new impervious (water-resistant or non-percolating) surfaces.
 - (i) Explain how roof and driveway runoff will be handled. (Examples: "Downspouts to splashblocks," "Connect to storm drainage system.") Indicate how lot slopes and show location of any streams and drainage ditches with direction of flow.
 - (j) Explain how runoff from exposed soil will be handled during construction. Show location of silt fencing, armored construction entrance, and stockpile areas.
 - (k) Indicate lot coverage [Example: 35% in most zones, 55% with Lot Size Averaging (2004), 55% in Planned Residential Developments, PRD]
 - (l) Indicate setbacks that meet zoning code requirements. If the lot is within a PRD, ensure that the front yard setback is varied from lot to lot.
 - (m) If a corner lot, ensure that the driveway meets the corner lot setback (35' from the intersection of the right-of-way lines).
- _____ 3. One copy of Proposed Final Plat map;
- _____ 4. Copy of Hearing Examiner's Decision;
- _____ 5. Original signed Indemnification Statement (Supplemental Page A);
- _____ 6. Copy of Final Certificate of Water Availability Letter;
- _____ 7. Residential Building Permit Application(s) for each model home;
- _____ 8. One set of architectural building plans and one copy of structural calculations (wet-stamped by Engineer) per Residential Building Permit Application submitted;
- _____ 9. Contractors Registration Card;
- _____ 10. Snohomish Health District Clearance form, if applicable.

AUTHORITY: Snohomish County Code 30.70.030 authorizes the Director of Planning and Development Services to establish and revise submittal requirements for all permit applications. These requirements are hereby established as shown above, and shall be on file with the department. Due to site-specific circumstances, the Director or his designee may waive individual requirements on a case-by-case basis.