



Development Services Division
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HOW TO GET STARTED RESIDENTIAL

This form is designed to briefly explain our process and help homeowners navigate the permitting process. The Building Department review plans, inspects projects and investigates code violations. This service ensures that the projects are safe and in-line with State, Federal and City codes.

Step 1

Before submitting a Building permit, make sure to check with the Planning and Engineering Departments to make sure your proposed project is feasible. There may be limitations to your lot that would prevent you from doing what you want to do. This is important for new construction, additions, new adult family homes and proposed accessory dwelling units. **You may need permits or approval from Planning or Engineering before you can submit the building permit.**

Step 2

For additions, new single family residences, ADU's etc., make sure to fill out the [Roadway and Drainage Determination Form](#) on our website. Once submitted you will receive a response from our Engineering Department within 3 business days. The response explains what will be required for the drainage portion of your permit submittal.

Step 3

Make sure to go to our [website](#) and download the application and submittal requirements. Please read, so you know what is required to be submitted for your project. We are paperless for plan reviewed permits!

Over-the-counter permits can be applied for on [mybuildingpermit.com](#). If you apply for a permit online, make sure to have the correct address and fixtures listed. We cannot add onto a permit that was applied for on MBP. Please don't apply until you know the work will be performed and make sure that nobody from your office has already applied for a permit. You can also see your permit activity on your dashboard. We are trying to reduce the amount of refunds we process. **If you apply for a permit on mybuildingpermit.com, you must pay for the permit on that site as well.**

Step 4

For permits needing review, set up an appointment to submit your building permit application. **Appointments are required for any submittal or revision.** Your submittal needs to be in PDF format on a formatted flash drive. We are not able to process plan submittals online at this time. Your files need to follow our [Electronic File Standards](#). At the intake appointment, if we find that the application is incomplete in any way, we will ask that you schedule another appointment once you have all the required documents. We may recommend you consult a design professional if you are having trouble meeting our minimum submittal requirements.

Contact Permit staff for instruction on how to submit revisions. We will collect some fees at intake. Payments are made on the 1st floor in the Finance Department. They will accept Visa, MasterCard, cash or check. They will not take payment over the phone and we have no way for you to pay online at this time.

Step 5

The permit is approved! Your project manager will alert you that it is ready to pick up. There may be additional items needed, so make sure to read the email you receive from the permit technician. The permit technical will also send you the invoice for the remaining balance. **Please print the invoice.** An appointment is require for pickups. Please bring your invoice to the 1st floor in the Finance Department before going to the 6th floor to pick up the permit. Finance will accept Visa, MasterCard, cash or check. They will not take payment over the phone.

Step 6

Now it's time to schedule inspections! You can schedule them online at [mybuildingpermit.com](#) or by calling 425 430-7202. The cut-off time for a next business day inspections is midnight. Requests for specific times are not guaranteed. Inspectors will only come out to do your inspection once on the day you initially requested it. If corrections are made on the same day after an inspection was performed, you will need to call and schedule another inspection for a different day. If your permit project requires any disturbance of soil, erosion control is required.

Code Enforcement

If you have received a stop work order or a letter of code compliance, please contact our department as soon as possible. The permits applied for will have addition fees assessed to them for starting work without a permit.

Renton Fire Authority

Currently, the Building Permit Techs process Fire Sprinkler for the RFA. **Appointments are required for Fire Permit submittals.** Their forms can be found on the RFA site.