



City of Covington  
Community Development Department  
16720 SE 271st Street • Suite 100 • Covington, WA 98042  
Phone: (253) 480-2400 • [www.covingtonwa.gov](http://www.covingtonwa.gov)  
For appointments: [PermitServices@covingtonwa.gov](mailto:PermitServices@covingtonwa.gov) or call (253) 480-2400, ext. 0.

## MULTI-FAMILY SUBMITTAL CHECKLIST

This checklist applies to new multi-family buildings, which include any residential building exceeding four units. Some items may not be required based on the scope of the project. Architectural and structural plans are required to be stamped by a licensed Washington State Architect or Engineer. This requirement may be waived if structure is less than 4,000 square feet in area. Please contact [permitservices@covingtonwa.gov](mailto:permitservices@covingtonwa.gov) with questions.

When submitting for an ePermit (electronic plan review), please submit in accordance with the Electronic Submittal Naming Convention and Requirements for Electronic Documents. A sample of the electronic document name is provided below.

### **Prerequisites for Submittal:**

- [Certificate of Water Availability](#) (OS1WaterAvailability.pdf)  
Contact Covington Water District: (253) 631-0565 [www.covingtonwater.com](http://www.covingtonwater.com)  
**OR** Lake Meridian Water District (253) 631-3770 [www.lakemeridianwater.com](http://www.lakemeridianwater.com)
- [Certificate of Sewer Availability](#) (OS1SewerAvailability.pdf)  
Contact Soos Creek Water & Sewer District: (253) 630-9900 [www.sooscreek.com](http://www.sooscreek.com)
- Site Development Approval

### **Four (4) copies of the following:**

- Site Plan (OS1SitePlan.pdf)
- Construction Drawings (OS1ConstDrawings.pdf)

### **Two (2) copies of the following:**

- Geotechnical Report (OS1GeoReport.pdf)
- Structural Calculations (prepared by licensed WA State Engineer) (OS1EngCalcs.pdf)
- Roof Truss Engineering (OS1RoofTrusses.pdf)
- Engineered Floor Joist Layout (OS1FloorJoist.pdf)
- [Washington State Energy Code Compliance Form](#) (OS1WSEC Form.pdf)
- [Certificate of Water Availability](#) (OS1WaterAvailability.pdf)
- [Fire Impact Fee Information Sheet](#) (OS1Fire Impact Form.pdf)

### **One (1) copy of the following:**

- [Building Permit Application](#) (OS1Application.pdf)
- Civil Engineering Plans (OS1CivilPlans.pdf)
- 11"x17" Site Plan (OS1SitePlan11x17.pdf)
- [Certificate of Sewer Availability](#) (OS1SewerAvailability.pdf)

### **Permit Fees:**

The plan review fee and technology surcharge fee are due at time of submittal. Remaining fees will be paid at permit issuance. Please contact [permitservices@covingtonwa.gov](mailto:permitservices@covingtonwa.gov) for a fee estimate prior to permit submittal.

### **Appointments Required:**

Appointments are required for permit submittals and pickups and you may schedule by email: [permitservices@covingtonwa.gov](mailto:permitservices@covingtonwa.gov) or by phone: 253-480-2400, dial 0 to reach reception.