

# PLUMBING PERMIT CHECKLIST

Updated  
11/2023

**Physical Address:**

Auburn City Hall Annex, 2<sup>nd</sup> Floor  
1 E Main St  
[permitcenter@auburnwa.gov](mailto:permitcenter@auburnwa.gov)

**Mailing Address:**

25 W Main St  
Auburn, WA 98001-4998

**Webpage & Application Submittal:**

[www.auburnwa.gov](http://www.auburnwa.gov)  
[www.mymbp.com](http://www.mymbp.com)

**Phone and Email:**

Phone: (253) 931-3090

## NEW & ALTERED PLUMBING SYSTEMS REQUIRE PLAN REVIEW

### STEP 1: PREPARE YOUR SUBMITTAL

The City of Auburn is currently using the MyBuildingPermit.com platform for all building applications. All submittals shall be uploaded to: [www.mymbp.com](http://www.mymbp.com)

#### RESIDENTIAL APPLICATIONS

**ALTERATIONS/ADDITIONS/REPAIRS:** **2-Line diagrams** drawn in plan view are required. (Projects less than 4,000 s.f. or 4 stories. Multifamily units shall comply with Commercial application requirements)

#### COMMERCIAL APPLICATIONS

**COMMERCIAL PROJECTS:** **Isometric drawings** drawn in plan view are required and shall be stamped by a State of Washington Design Professional. *(This includes: projects exceeding 4,000 s.f. or 3 stories or multi-family residential)*

**TENANT IMPROVEMENTS:** **2-Line diagrams** drawn in plan view, are acceptable for tenant improvements under 4,000 s.f.

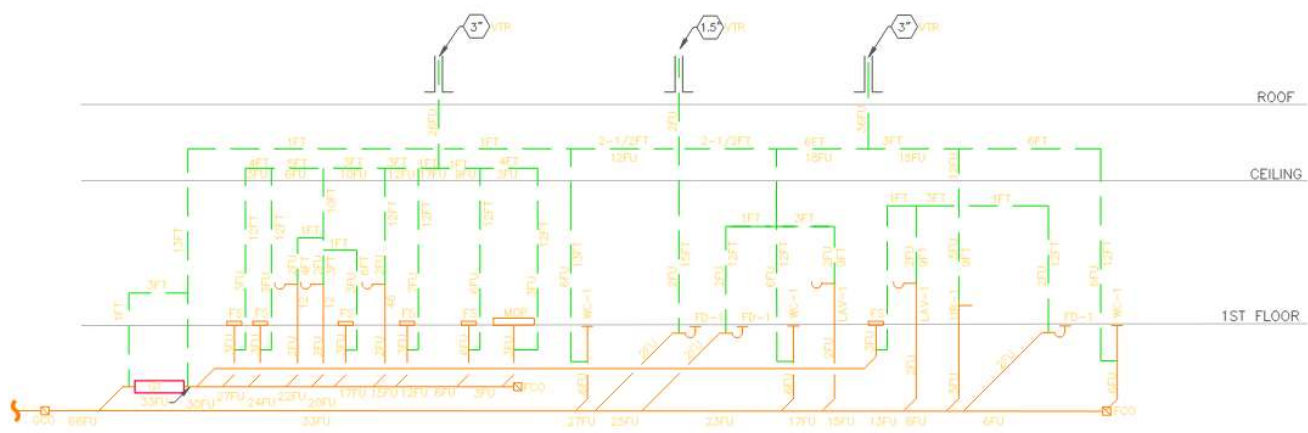
#### EMERGENCY REPAIRS

Where equipment replacement or repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official. (IBC 105.2.1)

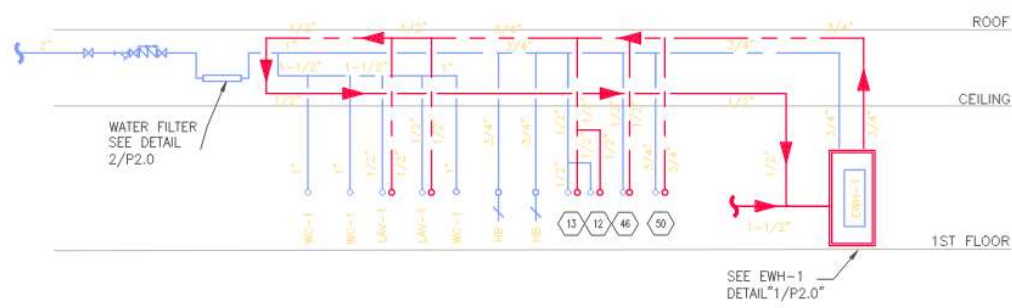


SAMPLE DIAGRAMS:

2 LINE DIAGRAM EXAMPLE

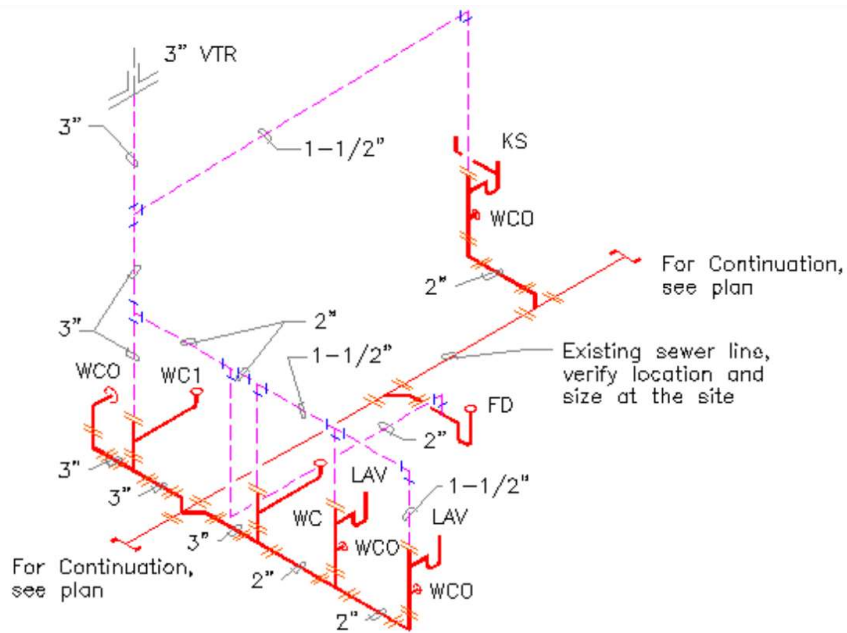


WASTE/VENT RISER DETAIL 1  
SCALE: NONE P2.1

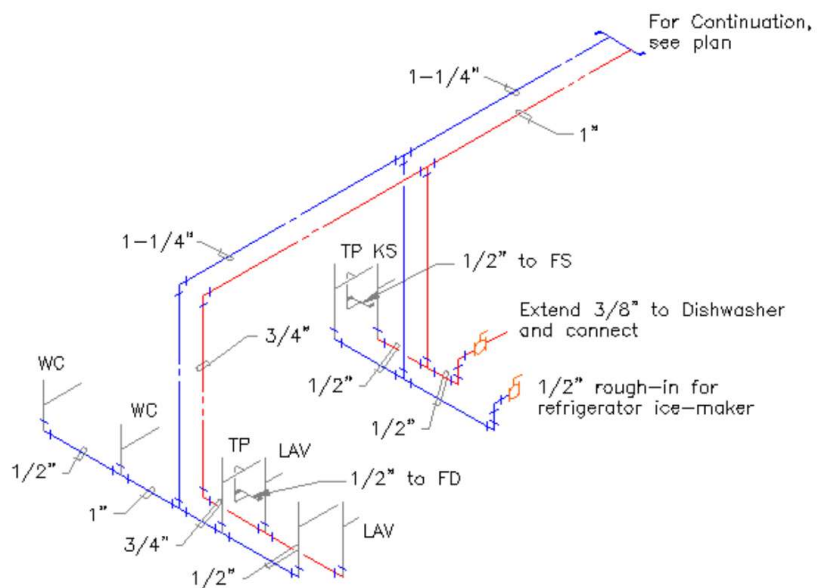


CW & HW RISER DETAIL 2  
SCALE: NONE P2.1

## ISOMETRIC DRAWING SAMPLE



### WASTE and VENT ISOMETRIC NO SCALE



### DOMESTIC WATER ISOMETRIC NO SCALE

## STEP 2: SUBMITTAL DOCUMENTS

- ☐ **MY BUILDING PERMIT ONLINE APPLICATION:** (see Step 3)

[www.mymbp.com](http://www.mymbp.com) >Apply for Permit>Jurisdiction: Auburn>Plumbing>make selection based on project type

- ☐ **PLUMBING PLANS:**

- **COVER PAGE:** Include code cycle used (i.e., IBC, UPC and WA State Amendments), scope of work, fixture counts, general notes, abbreviations, symbol legend, systems proposed use and designer stamp of approval if applicable.
- **FLOOR PLANS:** Provide a floor plan for each story, drawn in plan view. All floor plans shall be drawn to 1/4" = 1' or larger architectural scale. Label each space/room and show the location of all proposed fixtures. Paper size should be 24x36 minimum (architectural size D), notes or comments from the city will be too small to read otherwise.
- **RISER DIAGRAMS:** GAS/WATER/SANITARY/VENT/WASTE riser diagrams should be provided as a supplemental to the floor plans for review. Include pipe length (from source), pipe type, pipe size, and reference fixture or appliance served. Gas lines shall indicate all drops and BTU information for appliances served.
- **MANUFACTURER SPECIFICATIONS:** Provide manufacturer specifications with sizing for all fixtures proposed including water heaters, boilers, grease interceptor, grease traps, floor drain trap primers, etc...as applicable.
- **FIXTURE SCHEDULES:** Plumbing and gas fixture/appliance schedules should be provided with all necessary information for sizing and code review. Tailpiece sizes, g.p.m/flow, and fixture unit counts shall also be presented.
- **OCCUPANCY TYPE/OCCUPANT LOAD:** Commercial spaces shall provide occupant load calculations based on occupancy type to ensure the plumbing/gas design meets code specifications.
- **GREASE INTERCEPTOR SIZING:** Provide sizing calculations (UPC 1014.2.1).
- **DRAIN/CLEANOUT DETAILS:** Provide location, sizing, slope of under slab plumbing.
- **ROOFING CALCULATIONS:** Where plumbing work includes roof drains and conductors, provide calculations to justify the number and size of the system. Include pipe size, details, and square footage of roof area.
- **SUPPORTS:** Show how plumbing fixtures are anchored to the structure to resist seismic motion both vertically and horizontally. Indicate support spacing and type of supports being used. Include suspended equipment with ridged vertical hangars braced in both horizontal directions.

**For projects outside the scope of this handout please contact [building@auburnwa.gov](mailto:building@auburnwa.gov) for assistance.**

### CODE QUESTIONS?

**Book an online meeting:** [Virtual Permit Center - City of Auburn \(auburnwa.gov\)](http://VirtualPermitCenter-CityofAuburn.auburnwa.gov)

## STEP 3: APPLY FOR A PERMIT



We now accept applications via [MyBuildingPermit.com](https://www.mymbp.com)

To apply for your plumbing permit please visit: [www.mymbp.com](https://www.mymbp.com)

Apply for  
Permit

Click this link on the homepage. If you are a first-time user you will be prompted to create an account. After account creation log in to the portal will be available.

### Select Jurisdiction

Jurisdiction

Auburn

### Application Information

- Application Type ☐ **Building:** Permits for construction, modification or demolition of a building or structure.
- ☐ **Clearing and Grading:** Permits for land surface disturbance or tree and vegetation maintenance.
- ☐ **Electrical:** Permits for electrical equipment or systems.
- ☐ **Fire:** Permits for fire suppression, fire alarms, fuel tanks, and related systems or activities.
- ☐ **Land Use:** Actions establishing use, project approvals, land division or pre-application services.
- ☐ **Mechanical:** Permits for mechanical equipment or systems.
- ☒ **Plumbing:** Permits for plumbing equipment or systems.
- ☐ **Right-of-Way:** Permits for work in, or activities occurring in, the public right-of-way.
- ☐ **Sign:** Permits and approvals for signs.
- ☐ **Utilities:** Permits for water, sewer, or stormwater systems.

### Application Information

Application Type

**Plumbing:** Permits for plumbing equipment or systems.

Change Selection

- Project Type ☐ **Mixed Use:** Residential and non-residential uses located within the same building and structures accessory to this use.
- ☐ **Multifamily Residential:** 3 or more unit dwellings and all buildings and structures accessory to this use.
- ☐ **Nonresidential:** Nonresidential uses and all buildings and structures accessory to this use.
- ☐ **Single Family Residential:** 1 or 2 unit dwellings and all buildings and structures accessory to this use.

**Make your selection and follow the prompts. An option to upload all plans will be available at the end of your application process on [MyBuildingPermit.com](https://www.mymbp.com)**

#### STEP 4: COMPLETE THE PROCESS

Once the plans are approved by City Staff, a Permit technician will contact you with the next steps in obtaining your permit. Fees can be made directly on the [mybuildingpermit.com](http://mybuildingpermit.com) website.

**Permit processing questions:** Permit Center Main Line: **253-931-3020 option 1**  
[Permitcenter@auburnwa.gov](mailto:Permitcenter@auburnwa.gov)

**Plan review code questions:** Community Development: **253-931-3020 option 2**  
[building@auburnwa.gov](mailto:building@auburnwa.gov)

#### STEP 5: SCHEDULE AN INSPECTION



**Inspection requests should be made via [MyBuildingPermit.com](http://MyBuildingPermit.com)**

Scheduling your inspection online via MyBuildingPermit.com (MBP) is convenient, easy, and available 24-hrs a day. Inspections scheduled through MBP can be made two weeks in advance and up until 6AM the morning of. Inspections scheduled through MBP are added directly to the schedule and are guaranteed to be accommodated no later than the following day.

##### **HOW TO REQUEST AN INSPECTION:**

1. Simply follow this link: <https://inspection.mybuildingpermit.com/>
2. Select Auburn as the jurisdiction
3. Search by permit number or address
4. Select your permit
5. Select the type of inspection, date, contact information and add any specific instructions for your project.
6. Plans and permit documentation shall be on-site and available for the inspector on the day of inspection.

**Building inspection questions:** [inspections@auburnwa.gov](mailto:inspections@auburnwa.gov) or **253-931-3020 option 3**