

ENGINEERING PERMIT SUBMITTAL CHECKLIST

Public Works Department

11930 Cyrus Way
Mukilteo, WA 98275
425.263.8000
permitcenter@mukilteowa.gov



How to submit. Submit all documents at one time via the [City of Mukilteo Online Permit Portal](#). For help using the online portal, email permitcenter@mukilteowa.gov or call 425-263-8000.

Requirements for a complete application. All relevant submittal items must be submitted together for your application to be deemed complete and routed for review:

1. ☐ **[Engineering Application Form](#)**
2. ☐ **Civil Plans** (see [MDS Appendix C](#))
 - Civil Cover Sheet
 - Civil Site Plan
 - Topography Plan
 - Clearing and Grading Plan
 - Tree Protection and Retention Plan During Construction
 - Temporary Erosion and Sediment Control (TESC) Plan
 - Drainage Site Plan with Profiles and Details
 - Road and Transportation Plan, including related drainage
 - Mukilteo Traffic Control Plan (Temporary Traffic and Pedestrian Control Plan)
 - Landscape Plan
 - Soil Management Plan
 - Utility Plan (existing and proposed)
3. ☐ **Geotechnical Report or Letter** (see [MMC 17.52A.040](#) for requirements)
4. ☐ **Drainage Report/Stormwater Site Plan** (see [MDS Appendix D](#))
5. ☐ **Stormwater Pollution Protection Plan** (see [MDS 3.5.4/Figure 1 on page 29 of MDS](#))
6. ☐ **Traffic Analysis/Impact Study** when project will generate 10+ PM Peak Hour Trips
7. ☐ **Approved WSDOT Traffic Control Plan** if impacting SR 525, SR 526 or SR 526 spur
8. ☐ **Copies of other agency permits, licenses, or approvals required for project**
9. ☐ **Structural Plans** for any engineered walls or stormwater vaults.
10. ☐ **Draft construction cost estimate for frontage improvements, stormwater drainage, and erosion control** (final due prior to permit issuance).
 - For erosion control, use the [Temporary Erosion and Sediment Control Bond Worksheet](#)
11. ☐ **Draft Easements and Covenants** including:
 - Physical Drainage Easement(s) per [MMC 13.12.160\(F\)\(1\)](#)
 - [Stormwater Drainage Facilities Covenant and Easement Template](#) per MMC 13.12.160(f)(3) and (7)
 - Joint-Use and Maintenance Agreement for Private Roads and Joint-Use Driveways

Pre-application meetings are strongly encouraged. Pre-application meetings are a free opportunity to discuss your proposal with city staff before you submit a formal application. Meetings are held virtually on Thursdays. Submit a [pre-application request](#) via the [Online Permit Portal](#).