

## Environmental Health Services Division

401 Fifth Avenue, Suite 1100  
Seattle, WA 98104

206-263-9566 Fax 206-296-0189

TTY Relay: 711

[www.kingcounty.gov/health](http://www.kingcounty.gov/health)

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# K-12 School Plan Review Process

The construction, conversion or remodel of a school facility (including adding or moving portables, changing sports fields, changing traffic routes, or moving or installing science labs) requires Health Department review and approval.

Use the enclosed School Plan Review Checklist to complete the plan review application packet. Incomplete application packets will delay the approval process.

## Preliminary

- Contact local building, planning and zoning departments to determine any additional requirements.
- Get your Washington State Business License. You can apply online at [www.dor.wa.gov](http://www.dor.wa.gov).
- If the facility is connected to a well or septic system, obtain Certificate of Sewer Availability, or reach out to the [King County On-Site Sewage/Septic System Program](#).
- Conduct a noise study. Include the noise study report in your application packet.

## Submit a Complete Application Packet

You can submit your application via email to [schoolehs@kingcounty.gov](mailto:schoolehs@kingcounty.gov).

## Application Review

- Health Department staff will review your submittal to ensure it complies with WAC 246-366.
- Notification of approval or a request for additional information will be sent by email to all contacts listed on the application.
- Turnaround time is approximately 4-5 weeks due to high request volumes.

## Preoccupancy Inspection

- A preoccupancy inspection is required before students may use any newly constructed or remodeled space.
- Contact the plan reviewer on the plan review approval letter or one of the offices at the phone number below to schedule a pre-opening inspection. Please call at least 1 week before the preoccupancy inspection is needed.
- The application fee includes 1 pre-opening inspection. Additional pre-opening inspections will require a pre-opening inspection fee.

**If you have questions, please ask to speak to an available school plan reviewer at the Environmental Health Division office below.**

### Downtown Chinook

Environmental Health Division  
401 5<sup>th</sup> Ave  
Seattle, WA 98104  
Phone: (206) 263-9566

*or*

### Bellevue Eastgate

Environmental Health Division  
14350 S.E. Eastgate Way  
Bellevue, WA 98007  
Phone: (206) 477-8050

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**Facility Name** \_\_\_\_\_

Use this checklist to complete the site review packet. Check off items as you complete them. Submit items in the order listed below. Make a copy of your site review packet for your records.

Submit site review fee and completed checklist with site review packet. Fees are non-refundable.

			Office Use Only
Item	Description	Intake	
<input type="checkbox"/> 1	<b>Water Verification</b>	Provide proof that the facility is connected to an approved water system.	
<input type="checkbox"/> 2	<b>Sewer/Septic Verification</b>	Provide proof that the facility is connected to an approved sewer or septic system. Large onsite sewage system (LOSS) systems must be approved by Washington State Department of Health. Smaller septic systems must be approved by Public Health – Seattle & King County.	
<input type="checkbox"/> 3	<b>School Plan Review Application</b>	Provide a complete School Plan Review Application.	
<input type="checkbox"/> 4	<b>Noise Study</b>	Provide a noise study. Must be from the last year. Noise studies need at least 1 full weekday of data. Justify monitoring locations in your report. Show hourly Leq and Lmax readings in dBA.	
<input type="checkbox"/> 5	<b>Plans</b>	Provide one full size set of all drawings (except structural) for the entire facility, including a site plan and vicinity map. Do not submit structural drawings; they will be discarded.	
<input type="checkbox"/> 6	<b>Specifications Manual</b>	Provide a complete set of project specifications in electronic (.pdf) format.	
<input type="checkbox"/> 7	<b>Additional Applications (as necessary)</b>	Schools with a pool or spa must provide a Water Recreation Facility Plan Review Application for each pool or spa.  Schools with a school kitchen, student store, concession stand, or coffee shop must provide a Food Plan Review Application for each food service.  Schools with a playground must provide a Playground Plan Review Application.	
<input type="checkbox"/> 8	<b>Safe Walking Routes Map</b>	Provide a walking routes map for all elementary schools. Walking routes should be determined by following Washington State Department of Transportation requirements and guidance.	
<input type="checkbox"/> 9	<b>Fee</b>	Pay plan review fee by calling the phone number on page 1 of this form.	

\_\_\_\_\_  
 Owner Signature Title Date

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# Plan Review Application

## Facility

Facility Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Estimated Date of Occupancy \_\_\_\_\_

Parcel Number \_\_\_\_\_

## Owner

Business Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## Project Architect

Business Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## School

Property Size \_\_\_\_\_  Square Feet  Acres

Previous Year's Enrollment \_\_\_\_\_ Next Year's Projected Enrollment \_\_\_\_\_

Elementary  Middle School  High School  Small School

*Six or fewer general use classrooms with no special use areas (e.g., labs, shops, art areas)*

## Project Type

Remodel  New Construction  Portable, General Use  Portable, Special Use

Owner Name *(please print)* \_\_\_\_\_

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

<p>We will bill you for plan review, site visits and final inspection per our fee schedule. <i>(\$402.00 base fee plus \$201 per hour after two hours)</i></p>
<p><b>HEALTH DEPARTMENT USE ONLY</b></p>
<p>Date Submitted: _____</p>
<p>SR #: _____</p>
<p>AR #: _____</p>
<p>Invoice #: _____</p>
<p>PR #: _____</p>

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## Documents required with plan submittal

- I. The architect, engineer, or school representative may submit a document verifying the site assessment was completed stating “*no health hazards exist*” for items 1-5 below. Public health – Seattle & King County may conduct a site review when incomplete data is received, or site review documents have not been completed. All items below must be included.
  1. Toxic contamination, air, soil, surrounding businesses.
    - Submit document stating a site assessment showed no health hazards for the above issues, **or**
    - Plan reviewer will conduct site review.
  2. Site noise from traffic, air conditioner or other noise sources WAC 246-366-110 (2)
    - Submit document stating a site assessment showed no health hazards for the above issues, **or**
    - Plan reviewer will conduct site review.
  3. Natural or topographical hazards (cliffs, water, woods, etc.)
    - Submit document stating a site assessment showed no health hazards for the above issues, **or**
    - Plan reviewer will conduct site review.
  4. Water Supply WAC 246-366-060 [2]
    - Wells must be approved; specify approving agency, permit numbers and date of approval.
  5. On Site Sewage Disposal WAC 246-366-070
    - Public Health - Seattle & King County must approve onsite disposal systems, specify permit numbers and date of approval.
  
- II. Building requirements that will be approved at preoccupancy inspection
  1. School grounds/play area fencing shall be designed to keep children in, animals and strangers out, and as protection from vehicular traffic.
    - Reviewed and approved at preoccupancy inspection
  2. Sufficient lighting intensities, sun and glare control, WAC 246-360-050(9) and WAC 246-360-120
    - Reviewed and approved at preoccupancy inspection
  3. Stage safety-warning strips
    - Reviewed and approved at preoccupancy inspection
  4. Ventilation and other mechanical noise sources shall be installed to conform to noise limits, WAC 246-366-110 [1]
    - Noise limits reviewed and approved at preoccupancy inspection
  
- III. Building design requirements below must be included on plans and /or specifications. Plans and specifications organized into one section or pages by the owner or architect will expedite plan review by Public Health - Seattle & King County, keeping the cost of service to a minimum.

Page number in plans or specifications should be noted below.

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Code Section	Component	Information Required	Location on Plans
WAC 246-366-050 (2)	Ceiling Projections	Indicate no projections from ceiling are less than seven feet from finished floor	
WAC 246-366-050 (2)	Ceiling Height	Indicate clear vertical distance of eight feet from finished floor to finished ceiling in instructional areas	
WAC 246-366-050 (3)	Handrails and stair treads	Indicate stairways and steps have handrails and nonslip treads	
WAC 246-366-050 (4)	Floor Surface	Indicate type of cleanable floor surface	
WAC 246-366-050 (7)	Storage Areas	Indicate storage areas for outdoor clothing, plan and instructional equipment are sufficient, easily accessible, well-lighted, heated, and ventilated.	
WAC 246-366-050 (8)	Classroom windows	Indicate sufficient windows to permit students to see outside in rooms occupied by students for more than 50% of the day.	
WAC 246-366-050 (9)	Sun control	Indicate exterior sun control to exclude direct sunlight from window areas and skylights of instructional areas, assembly rooms and meeting rooms during at least 80 percent of the normal school hours.	
WAC 246-366-060(4)(a)	Showers	Indicate showers provided for grades 9 and above.	
WAC 246-366-060 (4)(b,c)	Shower floor and wall	Indicate impervious, non-skid floor finish.	
WAC 246-366-060 (4)(b,c)	Shower wall	Indicate impervious wall finish up to the shower head height.	
WAC 246-366-060 [4][b,c]	Locker room	Indicate washable wall surface.	
WAC 246-366-060 [4][b,c]	Locker room	Indicate floor drains.	
Health and Safety Guide K-12	Roof vent and air intake	Indicate location and that air intake is down wind of exhaust with separation preventing exhaust from reentering the building.	
WAC 246-366-100	Room temperature controls	Indicate automatic room controls.	
Health and Safety Guide K-12	Gym backboard	Indicate padded walls behind backboards and that wall projections behind backboards are padded.	
Health and Safety Guide K-12	Health/nurse room visibility	Indicate patients in the school health or nurse’s room are visible to office staff (or another person) at all times.	
Health and Safety Guide K-12	Play equipment	Indicate structures, location, surfacing, fall hazards, and visibility meet specification in the most current versions of U.S. Consumer Product Safety Commission “Handbook for Public Playground Safety” and ASTM 1487 “Standard Consumer Safety Performance	



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		Specifications for Playground Equipment for Public use.”	
WAC 246-366-140 [2]	Science Lab	Indicate location of emergency eyewash, shower stations, and hand washing. NOTE: recommend following Labor and Industry requirements <a href="http://www.lni.wa.gov">www.lni.wa.gov</a> .	
Health and Safety Guide K-12	Storage for cleaning chemicals	Indicate location of emergency eyewash, shower stations, and hand washing. NOTE: recommend following Labor and Industry requirements <a href="http://www.lni.wa.gov">www.lni.wa.gov</a>	
Health and Safety Guide K-12	Storage for Science Lab chemicals	Indicate location of emergency eyewash, shower stations, and hand washing. NOTE: recommend following Labor and Industry requirements <a href="http://www.lni.wa.gov">www.lni.wa.gov</a>	
WAC 246-366-140 [2]	Vocational (auto, wood shop, art/ photography rooms, etc.)	Indicate location of emergency eyewash, shower stations, and hand washing. NOTE: recommend following Labor and Industry requirements <a href="http://www.lni.wa.gov">www.lni.wa.gov</a>	