



**CITY OF TUKWILA**  
**Department of Community  
 Development**

6300 Southcenter Boulevard, Tukwila, WA  
 98188  
 Telephone: (206) 431-3670

**CHANGING OUT WINDOWS  
 and/or SIDING**  
**Multi-Unit Residential Buildings**

**Type of Permit: Development**  
**Subtype: Multi Family**

The materials listed below must be submitted at the time of your application.

Please ensure your files conform to **City of Tukwila’s electronic submittal standards** prior to upload.

	<b>ATTACHMENTS REQUIRED</b>	<b>ATTACHMENT FILE NAME</b>
	<b>DOCUMENTS</b>	
	1. Washington State Department of Labor and Industries valid contractor’s license required at the time of permit issuance or owner affidavit.	Contractor license or owner affidavit
	2. Current City of Tukwila business license	Business license
	<b>PLANS</b>	
	<b>Site Plan</b> 1. Show the footprint of the building(s) on the lot. 2. If only replacing certain windows, cloud the location on the house footprint where windows are to be replaced. 3. If replacing siding, indicate or cloud the areas or specify that all shall be replaced which ever applies.	Site Plan
	<b>Plans showing:</b>  1. <b>Narrative of work</b> to be done and indicate which windows or if all windows are to be replaced. Same as with replacing of siding. 2. Provide a <b>floor plan and show all exterior work</b> is to be performed. 3. Specify the <b>type of windows</b> i.e. vinyl, wood, aluminum etc. and provide the U-values per current energy code. 4. Specify <b>sizes of all windows</b> and identify which are egress windows for bedroom windows. Bedroom windows shall comply with building codes for emergency egress. 5. Identify any windows to be completely removed and filled in if applicable. Specify insulation in wall cavities and type of wall sheathing and finishes. 6. Identify windows to be enlarged and specify new header sizes with framing details, if applicable. 7. Provide <b>sufficient details with material specifications</b> for construction of the exterior enclosure of the building.	Floor Plan

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	<b>*****ADDITIONAL INFORMATION*****</b>	
	New windows shall comply with current Washington State Energy Code U-Values. Multi-unit residential buildings" shall require Special Inspections by Third Party inspector. (HB 1848)	
	Plans and documents shall be prepared by or under the direction of an architect or engineer. Inspections must be done by a licensed architect or engineer or other person with verifiable training and experience in building enclosure design and construction. The inspector may but need not be the person who prepares the design documents or who is the architect or engineer of record on the building project, but the inspector may not be a person who otherwise has a monetary interest in the project. The inspector has no liability for the inspection to anyone other than the project developer. No evidentiary presumption is created regarding the use of an inspector's report or testimony in any arbitration or trial.	

NOTE: All files must be PDF