



Staff use Area	Permit Number: _____														
	Project Number: _____														
	Related Permit(s): _____														

	DRT		Date Stamp												
1	<p>A Permit Application needs to be completed and submitted with this checklist. This checklist identifies the minimum requirements and number of copies the applicant must submit for the City of Kenmore to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance does not deem the application complete.</p> <p>Submittal Requirements: Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate department prior to your intake, to have the item(s) initialed as not required.</p>														
2	<table border="0"> <tr> <td>Appl.</td> <td>Staff</td> <td></td> <td style="text-align: right;"># of Copies</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>A completed permit application</td> <td style="text-align: right;">5</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>A completed supplemental permit application</td> <td style="text-align: right;">5</td> </tr> </table>	Appl.	Staff		# of Copies	<input type="checkbox"/>	<input type="checkbox"/>	A completed permit application	5	<input type="checkbox"/>	<input type="checkbox"/>	A completed supplemental permit application	5		
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5	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>One Copy of CD (electronic submittal)</td> <td style="text-align: right;">1</td> </tr> <tr> <td></td> <td></td> <td> <ul style="list-style-type: none"> ▪ PDF file of <i>all</i> maps and plans (11" x 17") ▪ Separate PDF files from maps/plans and reports, labeled appropriately </td> <td></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	One Copy of CD (electronic submittal)	1			<ul style="list-style-type: none"> ▪ PDF file of <i>all</i> maps and plans (11" x 17") ▪ Separate PDF files from maps/plans and reports, labeled appropriately 							
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7	<p>NOTES:</p> <ul style="list-style-type: none"> ▪ This project qualifies for the City's Development Review Program ▪ All permit application fees are due at application intake (see fee schedule) 														