

401

CITY OF KENMORE, WA COMMERCIAL AND MULTI-FAMILY CHECKLIST

18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

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

1 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.

2 Property Address: _____

Project Name: _____

Zoning: _____

3 Type of Work (check all that apply) Description

New Building ^{DRT} _____

Addition to Existing Building ^{DRT} _____

Change of Occupancy Group ^{DRT} _____

Change of Occupancy Use ^{DRT} _____

Interior Alterations _____

Exterior Alterations _____

Repair _____

Existing Building _____

4	New or Existing Building Information	Story/Level	Occupancy Group	Occupancy Use	Gross Area(s)	Type of Construction	ICC BSJ Value
	Total # of Stories			Total Gross Building Area		Total:	

Staff Use

5	Building Information After Proposed Changes	Story/Level	Occupancy Group	Occupancy Use	Gross Area(s)	Type of Construction	ICC BSJ Value
	Total # of Stories			Total Gross Building Area		Total:	

Staff Use

6	Total Estimated Project Cost: _____ King County's Assessor's Office Valuation of the Structure: _____																																						
7	$\frac{\text{Total Impervious Area}}{\text{Lot Square Foot}} \times 100 = \% \text{ of Coverage}$ <div style="display: flex; justify-content: space-between; width: 100%;"> _____ _____ _____ </div>																																						
8	Base height allowed per KMC	Allowed height increase for setbacks	Maximum height of building allowed	Benchmark location and description	Benchmark elevation	Finished floor elevation	Average finished grade	Highest point of roof	Building height																														
9	State Building Code Edition: _____ Automatic Sprinkler System: N <input type="checkbox"/> , Y <input type="checkbox"/> ; Type: _____ Used for 1-hour fire-resistive substitution: N <input type="checkbox"/> , Y <input type="checkbox"/> Building is designed as Non-separated uses: N <input type="checkbox"/> , Y <input type="checkbox"/> : Building is designed as Separated uses: N <input type="checkbox"/> , Y <input type="checkbox"/>																																						
10	Mechanical included in project: N <input type="checkbox"/> , Y <input type="checkbox"/> Plumbing included in project: N <input type="checkbox"/> , Y <input type="checkbox"/> Note: A separate permit is required for mechanical and/or plumbing. Please complete and submit the mechanical and/or plumbing checklist. If these systems are not included with this submittal they will need to be listed as a deferred submittal on the plans.																																						
11	Green Certification Level: _____																																						
<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> <p># of Copies: The first number is the amount of copies required for new, addition, change of group or use, and the second number is the amount of copies required for interior work or repairs to structures.</p>																																							
12	General: <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:5%;"></th> <th style="width:5%;">Appl.</th> <th style="width:5%;">Staff</th> <th style="width:85%;"></th> <th style="width:10%; text-align:right;"># of Copies</th> </tr> </thead> <tbody> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>A completed permit application (one for each building and/or accessory structure)</td> <td style="text-align:right;">6/1</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>A completed supplemental permit application</td> <td style="text-align:right;">6/0</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>One Copy of CD (electronic submittal)</td> <td style="text-align:right;">1/1</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Certificate of Water Availability. Available at Northshore Utility District located at 6830 NE 185th St Kenmore, WA 98028 or phone 425-398-4400.</td> <td style="text-align:right;">3/0</td> </tr> <tr> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Certificate of Sewer Availability. Available at Northshore Utility District located at 6830 NE 185th St Kenmore, WA 98028 or phone 425-398-4400.</td> <td style="text-align:right;">2/0</td> </tr> </tbody> </table>										Appl.	Staff		# of Copies		<input type="checkbox"/>	<input type="checkbox"/>	A completed permit application (one for each building and/or accessory structure)	6/1		<input type="checkbox"/>	<input type="checkbox"/>	A completed supplemental permit application	6/0		<input type="checkbox"/>	<input type="checkbox"/>	One Copy of CD (electronic submittal)	1/1		<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Water Availability. Available at Northshore Utility District located at 6830 NE 185 th St Kenmore, WA 98028 or phone 425-398-4400.	3/0		<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Sewer Availability. Available at Northshore Utility District located at 6830 NE 185 th St Kenmore, WA 98028 or phone 425-398-4400.	2/0
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The minimum scale for drawings is 1/4" = 1 foot for architectural and structural plans (1/8" = 1 foot for large buildings) and 1 inch equals 20 feet for civil plans.																																							
13	<input type="checkbox"/>	<input type="checkbox"/>	Cover Sheet with:						5/2																														
			<ul style="list-style-type: none"> ▪ Vicinity map ▪ Project name ▪ Project address ▪ Occupancy ▪ Type of construction ▪ Square footage by floor ▪ Number of Stories 																																				

	<ul style="list-style-type: none"> ▪ Building Height ▪ State Building Code edition ▪ Allowable building area calculation ▪ Design method (Separated Uses or Non-separated Uses) ▪ List of Accessory Use and/or Incidental Use areas ▪ Sprinkler System Type and specific allowable reduction or increase used ▪ Occupant load ▪ Number of Exits ▪ Common Path of Travel Distance ▪ Exit Access Travel Distance ▪ Exit width ▪ Fire-resistance rating requirements ▪ Minimum plumbing fixture calculations 	
14	Appl. <input type="checkbox"/> Staff <input type="checkbox"/>	# of Copies
	<p>Site Plan with:</p> <ul style="list-style-type: none"> ▪ North Arrow ▪ Property lines ▪ Area of lot in square footage or acres ▪ Existing and proposed impervious surface area calculation ▪ Existing topography contours at 5 foot maximum increments ▪ Location, dimension and use of existing and proposed easements ▪ Location of public and private streets surrounding and within the property ▪ Locations of all curb cuts and/or access of public right of way ▪ Locations of existing/proposed fire hydrants or distances to existing fire hydrants off site. ▪ Types of surface proposed, landscaping materials and finished grades ▪ Parking facilities layout and lighting, including garbage and recycle container location and screening plan, accessible parking elements and emergency vehicle access. ▪ Pedestrian circulation throughout site ▪ Location and dimensions of proposed building(s) including distance to property lines ▪ Location and dimensions of existing structures including retaining walls ▪ Finish floor elevation ▪ Roof overhangs of existing and new buildings ▪ Exit discharge ▪ Existing and proposed location of sanitary side sewer, septic tanks, drain fields, water service, wells, storm drainage lines and systems, electrical service entrance, and connections to existing systems. ▪ When present, show environmentally sensitive areas on site, adjacent to or within 200 feet of property (such as wetlands, streams, rivers, lakes, steep slopes, seismic and erosion hazard areas). Show buffers and building setbacks. ▪ Show all significant trees on the property and on or near the adjacent right-of-way and provide a tree protection plan prepared by a qualified tree protection professional. 	6/0

		Appl.	Staff	Construction Plans - Consisting of Items 15 through 19	5/2
15	<input type="checkbox"/>	<input type="checkbox"/>		Complete Floor Plans of Each Floor and Basement with: <ul style="list-style-type: none"> ▪ Wall/partition location and type ▪ Door and window size and locations ▪ Room/area use(s), area and occupant load ▪ Location of stairways, ramps and guards ▪ Means of egress ▪ Incidental rooms designated ▪ Accessory rooms/areas designated ▪ Control areas designated ▪ Location of plumbing fixtures and appliances ▪ Location of mechanical appliances and equipment ▪ Fire extinguisher location(s) ▪ Accessible routes and elements 	
16	<input type="checkbox"/>	<input type="checkbox"/>		Reflective Ceiling Plan with: <ul style="list-style-type: none"> ▪ Ceiling type(s) and location(s) with details ▪ Exit Signs ▪ Emergency lighting ▪ Lighting type and wattage 	
17	<input type="checkbox"/>	<input type="checkbox"/>		Elevations of All Sides of Building with: <ul style="list-style-type: none"> ▪ Building height and where average finish grade strikes the building ▪ Exterior material(s) ▪ Door(s), window(s) and opening(s) 	
18	<input type="checkbox"/>	<input type="checkbox"/>		Building Sections: <ul style="list-style-type: none"> ▪ Through all different portions of the building from the foundation through the roof ▪ Detailing all components and materials 	
19	<input type="checkbox"/>	<input type="checkbox"/>		Details of: <ul style="list-style-type: none"> ▪ Flashing and weather barriers ▪ Control joints ▪ Intersections at framing members ▪ Stairway treads, risers, headroom, landings, guards, and handrails ▪ Fire stopping methods including head joints, membrane and through penetrations ▪ Fire-rated assemblies ▪ Accessible elements and features 	
20	<input type="checkbox"/>	<input type="checkbox"/>		Structural Plans with: <ul style="list-style-type: none"> ▪ Foundation ▪ Floor framing ▪ Roof framing ▪ Locations and sizes of Columns, posts, beams and girders ▪ Stairways ▪ Shear walls and diaphragms ▪ Manufactured products 	2/2

	Appl.	Staff		# of Copies
21	<input type="checkbox"/>	<input type="checkbox"/>	Downtown Design Guidelines Review Checklist (if required): Required for project sites located as shown on Figure 18.52.070.A.1	2/0
22	<input type="checkbox"/>	<input type="checkbox"/>	SEPA Checklist (if required): <ul style="list-style-type: none"> ▪ See SEPA categorical exemptions in KMC 19.35.060 and WAC 197-11-800. Mailing Address Labels (if SEPA required): <ul style="list-style-type: none"> ▪ For property owners located within 1,000 feet of the site, but the area shall be expanded as necessary to send to at least 20 different nearby property owners. ▪ Mailing labels can be obtained from a title company. 	2/0
23	<input type="checkbox"/>	<input type="checkbox"/>	Supporting Documents	
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Structural Calculations for both gravity and lateral	2/2
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Washington State non-residential energy code compliance form(s)	2/2
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Soils report from a licensed geotechnical engineer	3/0
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Flow chart for determining type of drainage review required (Figure 1.1.2.A)	1/0
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Drainage Report and Plans	2/0
	<input type="checkbox"/>	<input type="checkbox"/>	▪ This checklist	5/2
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Stamped and approved building enclosure documents for multiunit residential buildings (Engrossed House Bill 1848- RCW 64.34)	2/0
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Hazardous Material Inventory Statement and Management Plan	2/2
24	NOTES:			
	<ul style="list-style-type: none"> ▪ # of Copies: The first number is the amount of copies required for new, addition, change of group or use, and the second number is the amount of copies required for interior work or repairs to structures. ▪ A Washington State licensed architect must design, stamp and sign the plans for buildings over 4,000 square feet or with more than four residential units. ▪ A Washington State licensed engineer must design, stamp and sign the plans for significant buildings. ▪ All deferred submittals and other required permits are noted on the plans. ▪ New restaurant/food facility establishments are required to have the plans approved by the King County Department of Public Health prior to issuance of the permit. ▪ Facilities licensed by Washington State are required to have the plans approved by the Washington State Department of Health prior to issuance of the permit. ▪ Sites with septic or wells must submit an approved plan from the King County Department of Public Health prior to issuance of the permit. ▪ Where structural load-bearing members and assemblies are constructed by fabricators, the fabricator will need to be approved prior to the issuance of the permit. ▪ Applications for which no permit is issued within 18 months will expire, and applications may be canceled if an applicant fails to respond to the department's written request within 90 days of the date of request. ▪ Design review may be required if in certain parts of the City (KMC) ▪ All plan check fees are due at application intake. 			