

# 402

## CITY OF KENMORE, WA SINGLE-FAMILY RESIDENTIAL CHECKLIST

18120 68<sup>th</sup> Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	<b>Permit Number:</b> _____								
	<b>Project Number:</b> _____								
	Related Permit(s): _____								
	_____								
	_____								
Date Stamp									
<b>1</b>	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.								
<b>2</b>	Property Address: _____ Zoning: _____								
<b>3</b>	<b>Areas in square feet:</b>	New:	Addition:	Alteration/Repair:	ICC BSJ Value				
	<input type="checkbox"/> Residence				Staff Use				
	<input type="checkbox"/> Garage								
	<input type="checkbox"/> Deck/porch/carport								
	<b>Valuation:</b>								
Total:									
<b>4</b>	Total # of Stories: _____		Total Gross Building Area: _____						
<b>5</b>	$\frac{\text{Total Impervious Area}^*}{\text{Lot Square Foot}} \times 100 = \% \text{ of Coverage}$								
	Allowed Coverage per KMC								
<b>6</b>	Benchmark location and description	Benchmark elevation	Finished floor elevation	Average finished grade	Highest point of roof	Building height	Base height allowed per KMC	Allowed height increase for setbacks	Maximum height of building allowed
<b>7</b>	Automatic Sprinkler System: N <input type="checkbox"/> , Y <input type="checkbox"/> ; Type: _____				Green Certification Level: _____				
All new single family residences within the City of Kenmore applied for on or after January 1, 2012 require an automatic sprinkler system.									
<b>8</b>	Master Plan: N <input type="checkbox"/> , Y <input type="checkbox"/> ; Basic Plan: N <input type="checkbox"/> , Y <input type="checkbox"/> → Master Plan #: _____								
<b>9</b>	Mechanical included in project: N <input type="checkbox"/> , Y <input type="checkbox"/> Plumbing included in project: N <input type="checkbox"/> , Y <input type="checkbox"/>								
If yes, please complete and submit the mechanical and/or plumbing checklist. All new single family residences require plumbing and mechanical application at the time of building permit submittal. For all other projects types, if these systems are not included with this submittal they will need to be listed as a deferred submittal on the plans.									
<b>10</b>	Does your project impact, connect to or use the City right-of-way in any way? N <input type="checkbox"/> , Y <input type="checkbox"/> ; If yes, a separate right-of-way permit is required; please complete form # 304. For more information on City right-of-ways reference Kenmore Municipal Code (KMC) section 12.35.								

<p><b>11</b></p>	<p><b>Submittal Requirements:</b> 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><b># of Copies:</b> 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>													
<table border="0"> <tr> <td>Appl.</td> <td>Staff</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Appl.	Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>General:</b></p> <p>A completed permit application (one for each building and/or accessory structure)</p> <p>A completed supplemental permit application</p> <p><b>Electronic copy of all review materials (CD)</b></p> <p>Certificate of Water Availability. Available at Northshore Utility District located at 6830 NE 185<sup>th</sup> St Kenmore, WA 98028 or phone 425-398-4400.</p> <p>Certificates Sewer Availability. Available at Northshore Utility District located at 6830 NE 185<sup>th</sup> St Kenmore, WA 98028 or phone 425-398-4400.</p>	<p># of Copies</p> <p>5/2</p> <p>5/2</p> <p>1/0</p> <p>3/0</p> <p>3/0</p>
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<p><b>12</b></p>	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Site Plan with:</b></p> <ul style="list-style-type: none"> <li>▪ North Arrow</li> <li>▪ Property lines</li> <li>▪ Area of lot in square footage or acres</li> <li>▪ Existing and proposed impervious surface area calculation</li> <li>▪ Existing topography contours at 5 foot maximum increments</li> <li>▪ Location, dimension and use of existing and proposed easements</li> <li>▪ Location of public and private streets surrounding and within the property</li> <li>▪ Locations of all curb cuts and/or access of public right-of-way and any roadside features that may be impacted by your proposal (guardrails, mailboxes, fences, etc).</li> <li>▪ Locations of existing/proposed fire hydrants or distances to existing fire hydrants off site</li> <li>▪ Types of surface proposed, landscaping materials and finished grades</li> <li>▪ Existing and proposed driveway location and dimensions</li> <li>▪ Location and dimensions of proposed building(s) including distance to property lines</li> <li>▪ Location and dimensions of existing structures including retaining walls</li> <li>▪ Finish floor elevation</li> <li>▪ Roof overhangs of existing and new buildings</li> <li>▪ Existing and proposed location of sanitary side sewer, septic tanks, drain fields, water service (meter), wells, storm drainage lines and systems, electrical service entrance, and connections to existing systems.</li> <li>▪ When present, show environmentally sensitive areas, buffers and building setbacks on site, adjacent to or within 200 feet of property (such as wetlands, streams, rivers, lakes, steep slopes, seismic and erosion hazard areas).</li> <li>▪ Show all trees on the property and on or near the adjacent right-of-way and provide tree protection plan measures, if applicable.</li> </ul>	<p>5/0</p>									
<input type="checkbox"/>	<input type="checkbox"/>													
<p><b>13</b></p>	<table border="0"> <tr> <td>Appl.</td> <td>Staff</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Appl.	Staff	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Construction Plans - Consisting of Items 12 through 16</b></p> <p><b>Complete Floor Plans of Each Floor and Basement with:</b></p> <ul style="list-style-type: none"> <li>▪ Wall/partition location and type</li> <li>▪ Door and window size and locations</li> <li>▪ Room/area use(s), and area</li> <li>▪ Location of stairways, ramps and guards</li> <li>▪ Means of egress</li> <li>▪ Location of plumbing fixtures and appliances</li> <li>▪ Location of mechanical appliances and equipment</li> </ul>	<p># of Copies</p> <p>5/2</p>							
Appl.	Staff													
<input type="checkbox"/>	<input type="checkbox"/>													

	<input type="checkbox"/>	<input type="checkbox"/>	<b>Elevations of All Sides of Building</b> with: <ul style="list-style-type: none"> <li>▪ Building height and where average finish grade strikes the building</li> <li>▪ Exterior material(s)</li> <li>▪ Door(s), window(s) and opening(s)</li> </ul>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Building Sections:</b> <ul style="list-style-type: none"> <li>▪ Through all different portions of the building from the foundation through the roof</li> <li>▪ Detailing all components and materials</li> </ul>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Details of:</b> <ul style="list-style-type: none"> <li>▪ Flashing and weather barriers</li> <li>▪ Control joints</li> <li>▪ Intersections at framing members</li> <li>▪ Stairway treads, risers, headroom, landings, guards, and handrails</li> </ul>	
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Structural Plans</b> with: <ul style="list-style-type: none"> <li>▪ Foundation</li> <li>▪ Floor framing</li> <li>▪ Roof framing</li> <li>▪ Locations and sizes of Columns, posts, beams and girders</li> <li>▪ Stairways</li> <li>▪ Shear walls and diaphragms</li> <li>▪ Manufactured products</li> </ul>	

<b>14</b>			<b>Supporting Documents</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Structural Calculations for both gravity and lateral		2/2
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Washington State energy compliance form		2/2
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Soils report from a licensed geotechnical engineer		2/0
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Drainage plan if project adds more than 500 square feet of new impervious surface or is adjacent to a critical area		2/0
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Critical areas report for wetlands, streams, fish and wildlife habitats of importance and/or geologically hazardous areas.		4/0
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Floodplain survey and elevation certificate required if is located in a floodplain, floodway, or zero-rise floodway as indicated on the FEMA floodplain maps.		4/0
	<input type="checkbox"/>	<input type="checkbox"/>	▪ Conditions of approval if land use decision (variance, reasonable use, conditional use, etc) was required.		4/0
	<input type="checkbox"/>	<input type="checkbox"/>	▪ This checklist		5/2

**15 NOTES:**

- **# 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.
- Sites with septic or wells must submit an approved plan from Seattle/King County Public Health prior to 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.
- All plan check fees are due at application intake.
- The City's Master and Basic Program are published in the KMC Section 15.30.360. It is the applicant's responsibility to be aware of the requirements and restrictions when choosing this option.
- Impervious surfaces include any hard or compacted surface like roofs, pavement, gravel, or dirt areas used for vehicle access. For all buildings the impervious footprint shall be interpreted as the roof area, which may be different from the living space of the home.