

414

CITY OF KENMORE, WA RETAINING WALL 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, 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: _____ Height and Length: _____ Supporting a Surcharge: : N <input type="checkbox"/> , Y <input type="checkbox"/> ; Type: _____ Valuation: _____ (Supply separate valuations for each wall if submitting for multiple walls)													
3	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.													
	<table border="0"> <tr> <td style="text-align: center;">Appl.</td> <td style="text-align: center;">Staff</td> <td></td> <td style="text-align: right;"># of Copies</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>A completed permit application</td> <td style="text-align: right;">1</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Site Plan showing the proposed structure(s) and:</td> <td style="text-align: right;">2</td> </tr> </table>	Appl.	Staff		# of Copies	<input type="checkbox"/>	<input type="checkbox"/>	A completed permit application	1	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan showing the proposed structure(s) and:	2	
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<input type="checkbox"/>	<input type="checkbox"/>	Site Plan showing the proposed structure(s) and:	2											
		<ul style="list-style-type: none"> ▪ North Arrow ▪ Property lines ▪ Distances to property lines and existing structures ▪ Location, dimension and use of existing and proposed easements ▪ Location of public and private streets surrounding and within the property ▪ Location and dimensions of existing structures including other retaining walls 												
	<input type="checkbox"/>	<input type="checkbox"/>	Construction Plan showing compliance with the building code currently adopted by the State of Washington with drainage method and discharge location	2										
	<input type="checkbox"/>	<input type="checkbox"/>	Retaining walls over 6'-0" in height or when deemed necessary by the Building Official shall be designed by a licensed Washington State Engineer or Architect	2										
	<input type="checkbox"/>	<input type="checkbox"/>	Provide copies of manufacturer's installation instructions for pre-engineered walls	2										
	<input type="checkbox"/>	<input type="checkbox"/>	All plan check fees are due at application intake											