



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

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.

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.

	Appl.	Staff		# of Copies
1	<input type="checkbox"/>	<input type="checkbox"/>	A completed permit application	2
	<input type="checkbox"/>	<input type="checkbox"/>	A completed supplemental permit application	2
2	<input type="checkbox"/>	<input type="checkbox"/>	Accessory Dwelling Unit Description On a separate sheet of paper include the following: <ul style="list-style-type: none"> ▪ Address all development conditions of KMC 18.73.100 ▪ What is the total square footage of the lot? ▪ Is the ADU attached or detached from the primary dwelling unit? ▪ What is the square footage of the primary dwelling unit's living area? ▪ What is the square footage of the ADU living area? ▪ How many total off street parking spaces are available? 	2
3	<input type="checkbox"/>	<input type="checkbox"/>	Reduced sized (11" by 17") site plan and ADU floor plans <ul style="list-style-type: none"> ▪ These plans must be in addition to building permit application plans. A building permit is required for new construction or remodel/additions. See separate building permit submittal checklist. ▪ Plans must be drawn to scale. 	2
4	<input type="checkbox"/>	<input type="checkbox"/>	If approved and prior to issuance a Signed and Recorded "Accessory Dwelling Unit Affidavit" An additional \$100 recording fee is required if processed by the City.	1
5	NOTES: <ul style="list-style-type: none"> ▪ Permit Application Fee - \$51.50 ▪ Kenmore Municipal Code 18.73.100 Accessory Dwelling Units: <ol style="list-style-type: none"> 1. Only one accessory dwelling unit per primary single detached dwelling unit; 2. Only in the same building as the primary dwelling unit on a lot that is less than 10,000 square feet in area, or on a lot containing more than one primary dwelling; 3. The primary dwelling unit or the accessory dwelling unit shall be owner occupied; 4. <ol style="list-style-type: none"> a. If the accessory dwelling unit is attached to the primary dwelling unit then the dwelling units shall not exceed a floor area of 1,000 square feet or 50 percent of the living area of the primary residence, whichever is greater; and b. When the primary and accessory dwelling units are located in the same building, only one entrance may be located on each street side of the building; 			

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- c. If the accessory dwelling unit is detached from the primary residence then the accessory dwelling unit may be 10 percent of the lot size, or 50 percent of the primary dwelling unit, whichever is less.
5. One additional off-street parking space shall be provided;
 6. The accessory dwelling unit shall be converted to another permitted use or shall be removed if one of the dwelling units ceases to be owner occupied; and
 7. An applicant seeking to build an accessory dwelling unit shall file a notice approved by the department with the records and elections division which identifies the dwelling unit as accessory. The notice shall run with the land. The applicant shall submit proof that the notice was filed before the department shall approve any permit for the construction of the accessory dwelling unit. The required contents and form of the notice shall be set forth in administrative rules;
 8. The total number of occupants in the principal dwelling unit and the ADU combined shall not exceed the maximum number established for a single-family dwelling as defined in KMC 18.20.1010.