

# 402.2

## CITY OF KENMORE, WA BASIC PERMIT 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> _____ <b>Related Permit(s):</b> _____ _____ _____				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: _____ Lot Number: _____ 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 checked="" type="checkbox"/> ; Type: _____ <small>All new single-family residences within the City of Kenmore require an automatic sprinkler system. Fire sprinkler permits are obtained through Northshore Fire Department, <a href="http://www.northshorefire.com">www.northshorefire.com</a></small>								
<b>8</b>	Basic Plan: N <input type="checkbox"/> , Y <input checked="" type="checkbox"/> Master Permit Number: <u>  CMB  </u>								
<b>9</b>	Mechanical included in project: N <input type="checkbox"/> , Y <input checked="" type="checkbox"/> Plumbing included in project: N <input type="checkbox"/> , Y <input checked="" type="checkbox"/> <small>All new single-family residences require plumbing and mechanical application at the time of building permit submittal.</small>								
<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.								

**11** **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.

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.

Appl.	Staff	<b>General:</b>	# of Copies
<input type="checkbox"/>	<input type="checkbox"/>	A completed permit application (form #101)	3
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all review materials (CD)	1
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Water Availability from Northshore Utility District, <a href="http://www.nud.net">www.nud.net</a> .	1
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Sewer Availability from Northshore Utility District, <a href="http://www.nud.net">www.nud.net</a>	1

**12**   **Site Plan with:** 5

- 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 and any roadside features that may be impacted by your proposal (guardrails, mailboxes, fences, etc).
- Locations of existing/proposed fire hydrants or distances to existing fire hydrants off site
- Types of surface proposed, landscaping materials and finished grades
- Existing and proposed driveway location and dimensions
- 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
- 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.
- 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).
- Show all trees on the property and on or near the adjacent right-of-way and provide tree protection plan measures, if applicable.

**13**   **Construction Plans - Consisting of Items 12 through 16** # of Copies

**Complete Floor Plans of Each Floor and Basement with:** 1

- Wall/partition location and type
- Door and window size and locations
- Room/area use(s), and area
- Location of stairways, ramps and guards
- Means of egress
- Location of plumbing fixtures and appliances
- Location of mechanical appliances and equipment

**Elevations of All Sides of Building with:**

- Building height and where average finish grade strikes the building
- Exterior material(s)

- Door(s), window(s) and opening(s)

 

**Building Sections:**

- Through all different portions of the building from the foundation through the roof
- Detailing all components and materials

 

**Details of:**

- Flashing and weather barriers
- Control joints
- Intersections at framing members
- Stairway treads, risers, headroom, landings, guards, and handrails

 

**Structural Plans with:**

- Foundation
- Floor framing
- Roof framing
- Locations and sizes of Columns, posts, beams and girders
- Stairways
- Shear walls and diaphragms
- Manufactured products

**14**

**Supporting Documents**

# of Copies

 

- Plumbing checklist (form #410)

2

 

- Mechanical checklist (form #411)

2

 

- Structural Calculations for both gravity and lateral

1

 

- Washington State energy compliance form. Complete the interactive form online and print; <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>.

1

 

- Soils report from a licensed geotechnical engineer

2

 

- Drainage plan if project adds more than 500 square feet of new impervious surface or is adjacent to a critical area. The drainage plan may included with the site plan (see item #12).

2

 

- Critical areas report for wetlands, streams, fish and wildlife habitats of importance and/or geologically hazardous areas.

2

 

- Floodplain survey and elevation certificate required if is located in a floodplain, floodway, or zero-rise floodway as indicated on the FEMA floodplain maps.

3

 

- Conditions of approval if land use decision (variance, reasonable use, conditional use, etc) was required.

1

 

- Approved tree plan. If the project is associated with a short plat or subdivision, the approved tree plan (landscape plan) shall be included with the building permit.

2

 

- This checklist

5

**15**

**NOTES:**

- 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.
- 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.
- If your project is in a pre-1978 built residence, or pre-1978 built child-occupied facility, Washington's Lead Renovation Rule (WAC365-230-360) requires certification to performs your work. For details, call Dept. of Commerce at 360-586-5323 or email [lbpinfo@commerce.wa.gov](mailto:lbpinfo@commerce.wa.gov).