



**Permit Number:** \_\_\_\_\_

**Project Number:** \_\_\_\_\_

**Related Permit(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Date Received by the City:*

### SECTION 1: HOW TO USE THIS CHECKLIST

This checklist identifies the minimum submittal requirements 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. Acceptance does not deem the application complete.

Check each box on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate reviewer and/or department prior to intake, to have the item(s) initialed as not required.

### SECTION 2: IMPORTANT INFORMATION

- This application must be applied for online via [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) ("MBP") by selecting 1. Building, 2. Single Family Residential, 3. Remodel or Structure Addition.
- All permit application fees are due at intake, upon receipt (see fee schedule).
- Forms are available online at [www.kenmorewa.gov/developmentservices](http://www.kenmorewa.gov/developmentservices).
- For questions about the submittal process, please contact Development Services at 425-398-8900 or via email at [permittech@kenmorewa.gov](mailto:permittech@kenmorewa.gov).

### SECTION 3: PROJECT DETAILS

Type	Addition size, in square feet	Alteration size, in square feet
<input type="checkbox"/> Residence		
<input type="checkbox"/> Garage		
<input type="checkbox"/> Deck/porch/carport		
Valuation:	\$ _____	\$ _____
New Impervious Surface:		Square Feet
Replaced Impervious Surface:		Square Feet

Does this project include a new or modified driveway? N , Y

If yes, does the new driveway connect to a public right-of-way (ROW) or private road? \_\_\_\_\_

Mechanical included in project: N , Y       Plumbing included in project: N , Y

*A separate permit is required for any mechanical and/or plumbing work. To include these as part of a combination permit with the building permit, please complete and submit the appropriate checklist along with your building permit application. If mechanical or plumbing permits are needed but not submitted with the initial application, they must be clearly identified as deferred submittals on the plans.*

### SECTION 4: REQUIRED DOCUMENTS

- Permit application** (form #101)
- Project Narrative**
  - Can be included in the application description field or as a separate document. For complex projects, a separate document (detailed narrative) should be provided.
- Owner Authorization** (form #102)
- Certificates of Water and Sewer Availability**
  - Available from Northshore Utility District, [www.nud.net](http://www.nud.net)

**SECTION 5: REQUIRED PLANS & REPORTS**



**Site Plan** – required for additions

- Name of person who prepared the site plan, surveyor/engineer/architect stamp and signature.
- Name and address of owner, applicant, engineer, and/or architect.
- North arrow and vicinity map. Vicinity map must be black and white; do not use Google maps. Show sufficient detail to clearly locate the project in relation to arterial streets, natural features, and municipal boundaries.
- Tax parcel number, address, and legal description, and dimensions of all existing and proposed lots.
- Net and gross site area in square feet and acres.
- Existing and proposed impervious surface calculations and breakdown of the total impervious area.
- Zoning designation of property and surrounding properties.
- Topographic contours with intervals at a maximum of 5 feet.
- All adjacent streets, including street name, right-of-way width, and improvements (i.e. pavement width, sidewalk, shoulders). Provide radius of cul-de-sacs.
- Location and dimension of proposed streets/access (width, radius of cul-de-sacs, and sidewalks).
- Sight distance measurements at all access locations.
- Location, dimension, and use of existing and proposed easements. Reference recording numbers.
- Existing structures, retaining walls, septic tanks, drain fields and wells, and distances to existing and proposed property lines. Identify if any structures are to be removed or demolished.
- Proposed structures including dimensions and setbacks from property lines.
- Boundaries of all critical areas (streams, wetlands, fish and wildlife habitats of importance, flood hazard areas, shorelines, landslide hazard, erosion hazard, seismic hazard) and boundaries of required buffers and building setbacks.
- If the property is within the jurisdiction of the Shoreline Management Act, the map page should include the location of the water body and the Ordinary High-Water Mark (OHWM) and the Shoreline Environment Designation.



**Construction Plans**

**Cover Sheet** with:

- |                           |  |   |
|---------------------------|--|---|
| ▪ Vicinity map            | ▪ Number of Stories                        | ▪ Control areas designated                        |
| ▪ Project name            | ▪ Means of egress                          | ▪ Location of plumbing fixtures and appliances    |
| ▪ Project address         | ▪ Location of stairways, ramps, and guards | ▪ Location of mechanical appliances and equipment |
| ▪ Occupancy               | ▪ Incidental rooms designated              | ▪ Fire extinguisher location(s)                   |
| ▪ Type of construction    |  | ▪ Accessible routes and elements                  |
| ▪ Square footage by floor |  | ▪ Accessory rooms/areas designated                |

**Reflective Ceiling Plan** with:

- |                      |  |
|----------------------|--|
| ▪ Exit Signs         | ▪ Ceiling type(s) and location(s) with details |
| ▪ Emergency lighting | ▪ Lighting type and wattage                    |

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

- |                                     |   |
|-------------------------------------|---|
| ▪ Exterior material(s)              | ▪ Building height and where average finish grade strikes the building |
| ▪ Door(s), window(s) and opening(s) | ▪ Design elements   |
| ▪ Signage                           |   |

**Building Sections** with:

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

**Details** of:

- |  |  |
|--|--|
| ▪ Flashing and weather barriers                                      | ▪ Fire stopping methods including head joints, membrane and through penetrations |
| ▪ Control joints   | ▪ Fire-rated assemblies  |
| ▪ Intersections at framing members                                   | ▪ Accessible elements and features   |
| ▪ Stairway treads, risers, headroom, landings, guards, and handrails |  |

**Structural Plans** with:

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



**Washington State Energy Compliance Form**

- Available online at <https://www.energy.wsu.edu/BuildingEfficiency/EnergyCode/CodeForms.aspx>.

<input type="checkbox"/> <b>Structural Calculations</b> <ul style="list-style-type: none"> <li>▪ Gravity and lateral.</li> <li>▪ Calculations must be stamped and signed by a licensed Professional Engineer (PE) who is registered in the state of Washington and qualified in structural engineering.</li> </ul>
<input type="checkbox"/> <b>This Checklist</b> <ul style="list-style-type: none"> <li>▪ Provide a completed copy of this checklist.</li> </ul>
<input type="checkbox"/> <b>Drainage Analysis / Technical Information Report (TIR) – if required</b> <ul style="list-style-type: none"> <li>▪ This analysis must be prepared in accordance with the requirements of the adopted King County Surface Water Design Manual, as adopted and amended by KMC 13.35.</li> <li>▪ This analysis must assess potential off-site drainage impacts associated with the project and propose appropriate mitigation measures for impacts.</li> <li>▪ The report must be stamped and signed by a licensed Professional Engineer (PE) who is registered in the state of Washington and qualified in geotechnical engineering.</li> </ul>
<input type="checkbox"/> <b>SEPA Environmental Checklist – if required</b> <ul style="list-style-type: none"> <li>▪ See SEPA categorical exemptions in KMC 19.35.060 and WAC 197-11-800.</li> <li>▪ Use Washington State Department of Ecology’s most recent version of the checklist available online at <a href="https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-document-templates">https://ecology.wa.gov/regulations-permits/sepa/environmental-review/sepa-document-templates</a>.</li> </ul>
<input type="checkbox"/> <b>Critical Areas Report – if required</b> <ul style="list-style-type: none"> <li>▪ A wetlands delineation and categorization report prepared by a qualified professional, as defined in KMC 18.20.2205 (e.g., professional wetland scientist, ecologist, biologist, etc.). This is required if wetlands are present (or mapped) on or adjacent to the subject property.</li> <li>▪ A stream delineation and assessment study prepared by a qualified professional, as defined in KMC 18.20.2205. This is required if streams are present (or mapped) on or adjacent to the subject property.</li> <li>▪ A geologic hazards report/soils report (“geotechnical report”) prepared by a licensed professional geotechnical engineer (if geologically hazardous areas are located (or mapped) on or adjacent to the subject property).</li> <li>▪ A habitat management plan prepared by a qualified professional, as defined in KMC 18.20.2205 (e.g., professional wetland scientist, ecologist, biologist, etc.). This is required if fish and wildlife habitats of importance areas are present (or mapped) on or adjacent to the subject property.</li> <li>▪ Conceptual mitigation/restoration plan prepared per KMC 18.55.220.</li> </ul>
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>▪ A Washington State licensed engineer must design, stamp, and sign the plans for significant buildings.</li> <li>▪ All deferred submittals and other required permits shall be noted on the plans.</li> <li>▪ Sites with septic or wells must submit an approved plan from the King County Department of Public Health prior to permit issuance.</li> <li>▪ Where structural load-bearing members and assemblies are constructed by fabricators, the fabricator must be approved prior to permit issuance.</li> <li>▪ If your project includes a pre-1978 built residence or child-occupied facility, Washington’s Lead Renovation Rule (WAC365-230-360) requires certification to perform work on these structures. For details, call the Department of Commerce at (360) 586-5323 or email <a href="mailto:lbpinfo@commerce.wa.gov">lbpinfo@commerce.wa.gov</a>.</li> </ul>