



18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	Permit Number: _____ Project Number: _____ Related Permit(s): _____ _____ _____	
		Date Stamp
1	A Permit Application (form #101) 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.	
2	Description of proposed right-of-way use: _____ _____ _____ _____	
3	Limited Use Permit (check all that apply) Permit for the use or improvement of the city right-of-way for a designated purpose of typically for a period of time limited to one year or less.	
TYPE "A"	Surface or Sub-surface Alterations <input type="checkbox"/> Open cut trenching; Area _____ s.f. <input type="checkbox"/> Culvert installation <input type="checkbox"/> Above ground pedestal or utility box <input type="checkbox"/> Paving operations; Area _____ s.f. <input type="checkbox"/> Driveway <input type="checkbox"/> Sidewalk <input type="checkbox"/> Landscaping <input type="checkbox"/> Shoulder Improvements <input type="checkbox"/> Beautification (No Fee) <input type="checkbox"/> Other – specify: _____	\$208.06 application fee. Includes review and 1-hour inspection. Inspections fee in excess of 1-hour is an additional \$104.03 per hour.
TYPE "B"	Temporary Use that will not alter the surface or sub-surface (24 hrs or less) <input type="checkbox"/> Temporary street closure <input type="checkbox"/> Temporary activities <input type="checkbox"/> Temporary parking <input type="checkbox"/> Temporary storage of dumpster or storage container <input type="checkbox"/> Other – specify: _____	\$76 application fee. Includes review and inspection.
TYPE "C"	Temporary Use which does not change the surface or sub-surface. Includes activities that require a traffic plan and traffic plan review (more than 24 hrs) <input type="checkbox"/> Street closure Use Area _____ s.f. <input type="checkbox"/> Commercial activities Days of Usage _____ <input type="checkbox"/> Extended storage <input type="checkbox"/> Right of way used as construction site for private development <input type="checkbox"/> Structures <input type="checkbox"/> Other – specify: _____	\$152 application fee. Use fee = (use area) x \$20 per square foot x Number of days of Usage / 365 or a minimum of \$100, whichever is greater. Reviews and inspections in excess of 1-hour is an additional \$101 per hour.

4	<p><u>Access Permit</u> Permit authorizing the use of unopened city right-of-way for a subdivision or property access, typically for a period of time exceeding one year in duration.</p>										
	Open to the public? Yes: <input type="checkbox"/> (no use fee) No: <input type="checkbox"/> (use fee) Use Area _____ s.f.	\$202 application fee. Includes 1-hour review and 1-hour inspection. Use fee = (use area) x value determined by city x Number of Years x 12% or a minimum of \$100, whichever is greater. Reviews and inspections in excess of 1-hour is an additional \$101 per hour									
5	<p><u>Encroachment Permit (check all that apply)</u> Permit for structures permanent in nature erected or maintained in, over, or under any right-of-way, typically for a period of time exceeding one year in duration.</p>										
	<input type="checkbox"/> Building extension; Use Area _____ s.f. <input type="checkbox"/> Marquee; Use Area _____ s.f. <input type="checkbox"/> Fence; Use Area _____ s.f. <input type="checkbox"/> Stairway; Use Area _____ s.f. <input type="checkbox"/> Railing; Use Area _____ s.f. <input type="checkbox"/> Retaining wall; Use Area _____ s.f. <input type="checkbox"/> Artwork; Use Area _____ s.f. <input type="checkbox"/> Other: _____ ; Use Area _____ s.f.	\$208.06 application fee. Includes 1-hour review and 1-hour inspection. Use fee = (use area) x value determined by city x 12% or a minimum of \$100 whichever is greater + 3% technology fee. Reviews and inspections in excess of 1-hour is an additional \$104.03 per hour									
6	<p>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.</p>										
	Appl. <input type="checkbox"/> <input type="checkbox"/>	Staff <input type="checkbox"/> <input type="checkbox"/>	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: center;"># of Copies</th> </tr> </thead> <tbody> <tr> <td>A completed permit application (form #101)</td> <td style="text-align: center;">2</td> </tr> <tr> <td>Site Plan with:</td> <td style="text-align: center;">2</td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> ▪ North Arrow. ▪ Scale identified (min 1" = 20'). ▪ Property lines-identifying private property and right-of-way. ▪ Public and private streets adjacent to the proposed area identified. ▪ Locations of existing and proposed driveways, include driveways on adjacent properties. ▪ Location and dimensions of proposed right-of-way use area. ▪ Proposed improvements to the right-of-way. ▪ Locations of all curb cuts and/or access of public right of way. ▪ Locations of existing/proposed fire hydrants or distances to existing fire hydrants off site. ▪ Types of surface, existing and proposed, landscaping materials and finished grades. ▪ Existing location of sanitary side sewer, water service, electrical service entrance, and other communication lines. ▪ Existing location of storm drainage systems and proposed connections. ▪ When present, show environmentally sensitive areas on site, adjacent to or within 200 feet of property (such as wetlands, streams, rivers, lakes, steep slopes, seismic and erosion hazard areas). Show buffers and building setbacks. ▪ Show all significant trees on or near the adjacent right-of-way and provide a tree protection plan prepared by a qualified tree protection professional. </td> </tr> </tbody> </table>		# of Copies	A completed permit application (form #101)	2	Site Plan with:	2	<ul style="list-style-type: none"> ▪ North Arrow. ▪ Scale identified (min 1" = 20'). ▪ Property lines-identifying private property and right-of-way. ▪ Public and private streets adjacent to the proposed area identified. ▪ Locations of existing and proposed driveways, include driveways on adjacent properties. ▪ Location and dimensions of proposed right-of-way use area. ▪ Proposed improvements to the right-of-way. ▪ Locations of all curb cuts and/or access of public right of way. ▪ Locations of existing/proposed fire hydrants or distances to existing fire hydrants off site. ▪ Types of surface, existing and proposed, landscaping materials and finished grades. ▪ Existing location of sanitary side sewer, water service, electrical service entrance, and other communication lines. ▪ Existing location of storm drainage systems and proposed connections. ▪ When present, show environmentally sensitive areas on site, adjacent to or within 200 feet of property (such as wetlands, streams, rivers, lakes, steep slopes, seismic and erosion hazard areas). Show buffers and building setbacks. ▪ Show all significant trees on or near the adjacent right-of-way and provide a tree protection plan prepared by a qualified tree protection professional. 	
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	Appl. Staff	# of Copies
7	Additional items needed for Limited Use – Type A applications: <input type="checkbox"/> <input type="checkbox"/> Specific cross sections of the street, showing all dimensions from the centerline to proposed improvements above and below the ground. <input type="checkbox"/> <input type="checkbox"/> Details and dimensions of all trenches. Show the number, type and location of each conduit pipe. <input type="checkbox"/> <input type="checkbox"/> Traffic Control Plan.	 2 2 2
8	Additional items needed for Limited Use – Type B & C applications: <input type="checkbox"/> <input type="checkbox"/> Traffic Control Plan.	 2
10	Additional items needed for Access applications: <input type="checkbox"/> <input type="checkbox"/> Access Covenant.	 2
11	Additional items needed for Encroachment applications: <input type="checkbox"/> <input type="checkbox"/> Construction details of proposed structure(s). <input type="checkbox"/> <input type="checkbox"/> Structural calculations prepared by a licensed Washington State engineer. <input type="checkbox"/> <input type="checkbox"/> Include all other details which describe the project. <input type="checkbox"/> <input type="checkbox"/> Encroachment Covenant.	 2 2 2 2
12	NOTES: <ul style="list-style-type: none"> ▪ All application fees are due at application intake. ▪ Skip the line and apply online! Online applications are accepted at www.mybuildingpermit.com. You may use a credit or debit card if you apply online. Permits applied for in person at City Hall require payment of cash or check only. ▪ The City may require that you provide commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence with the City named an additional insured on the policy for the duration of the event. ▪ When determined that additional police, emergency, or city personnel is needed additional fees may apply. ▪ Traffic Control Plans shall conform to the latest edition of the Manual of Uniform Traffic Control Devices (MUTCD). For more information please visit http://mutcd.fhwa.dot.gov/index.htm. 	