



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

Pre-App Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No _____ Staff Initials		

SECTION 1: HOW TO USE THIS CHECKLIST

This checklist identifies the minimum 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 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.

SECTION 2: IMPORTANT INFORMATION

- Preliminary plat approval is required prior to intake for this project type. The site development (ENG) permit must be issued prior to submittal of this application.
- An intake appointment is required to submit this application at the permit counter. Contact Development Services at 425-398-8900 or via e-mail at permittech@kenmorewa.gov to schedule an appointment.
- This application can be applied for online at www.MyBuildingPermit.com. No appointment needed. Log on, create an account and begin managing your project electronically.
- All application fees are due at intake (see fee schedule).
- Forms are available online at www.kenmorewa.gov/developmentservices.

SECTION 3: REQUIRED DOCUMENTS, PLANS, & REPORTS

Appl.	Staff		# of Copies
<input type="checkbox"/>	<input type="checkbox"/>	Permit application (form #101)	5
<input type="checkbox"/>	<input type="checkbox"/>	Disk – not required for online submittals <ul style="list-style-type: none"> ▪ PDF files of <u>all</u> documents associated to the application and described in this checklist. ▪ Separate PDF files and labeled appropriately (<i>do not</i> save as one large PDF). 	1
<input type="checkbox"/>	<input type="checkbox"/>	Title Report – dated within 30 days <ul style="list-style-type: none"> ▪ Showing date of segregation, legal description, existing easement agreements for ingress, egress, utilities, and drainage and deed restrictions or other property encumbrances. ▪ Attachments of all recorded documents related to the report. 	5
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat Map <ul style="list-style-type: none"> ▪ Must be prepared by a licensed surveyor in the State of Washington. ▪ Must be stamped, signed and dated by the surveyor. 	5
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Plat Decision (staff report)	3
<input type="checkbox"/>	<input type="checkbox"/>	Lot Closure Calculations	5
<input type="checkbox"/>	<input type="checkbox"/>	Covenants, Conditions, and Restrictions (CC&Rs)	3