

# 407

## CITY OF KENMORE, WA SINGLE-FAMILY ADDITION/ALTERATION 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>	<b>Property Address:</b> _____ _____ <b>Zoning:</b> _____																												
<b>3</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:25%;">Areas in square feet:</th> <th style="width:20%;">New:</th> <th style="width:20%;">Addition:</th> <th style="width:20%;">Alteration/Repair:</th> <th style="width:15%;">ICC BSJ Value</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Residence</td> <td style="background-color: #cccccc;"></td> <td></td> <td></td> <td rowspan="4" style="text-align:center; vertical-align:middle; font-size: 2em;">Staff Use</td> </tr> <tr> <td><input type="checkbox"/> Garage</td> <td style="background-color: #cccccc;"></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Deck/porch/carport</td> <td style="background-color: #cccccc;"></td> <td></td> <td></td> </tr> <tr> <td style="text-align:right;"><b>Valuation:</b></td> <td style="background-color: #cccccc;"></td> <td></td> <td></td> </tr> <tr> <td colspan="4"></td> <td style="text-align:right;">Total:</td> </tr> </tbody> </table>	Areas in square feet:	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:	
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<b>7</b>	Automatic Sprinkler System: N <input type="checkbox"/> , Y <input type="checkbox"/> ; Type: _____																												
<b>8</b>	Mechanical included in project: N <input type="checkbox"/> , Y <input type="checkbox"/> Plumbing included in project: N <input type="checkbox"/> , Y <input type="checkbox"/> If you are including plumbing and/or mechanical permits with this application please complete and submit the mechanical and/or plumbing checklists.																												
<b>9</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.																												

10	<b>Submittal Requirements:</b> 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.																								
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11	<input type="checkbox"/> <input type="checkbox"/>	<b>Site Plan with:</b> *Required for additions; not required for interior remodel work. <ul style="list-style-type: none"> <li>▪ North Arrow</li> <li>▪ Property lines</li> <li>▪ Area of lot in square footage or acres</li> <li>▪ Existing and proposed impervious surface area calculation</li> <li>▪ Existing topography contours at 5 foot maximum increments</li> <li>▪ Location, dimension and use of existing and proposed easements</li> <li>▪ Location of public and private streets surrounding and within the property</li> <li>▪ 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).</li> <li>▪ Locations of existing/proposed fire hydrants or distances to existing fire hydrants off site</li> <li>▪ Types of surface proposed, landscaping materials and finished grades</li> <li>▪ Existing and proposed driveway location and dimensions</li> <li>▪ Location and dimensions of proposed building(s) including distance to property lines</li> <li>▪ Location and dimensions of existing structures including retaining walls</li> <li>▪ Finish floor elevation</li> <li>▪ Roof overhangs of existing and new buildings</li> <li>▪ 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.</li> <li>▪ 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).</li> <li>▪ Show all trees on the property and on or near the adjacent right-of-way and provide tree protection plan measures, if applicable. <b>Show all trees proposed for removal.</b></li> </ul>	5*																						
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	<p>the roof</p> <p><input type="checkbox"/> <input type="checkbox"/> <b>Details of:</b></p> <ul style="list-style-type: none"> <li>▪ Flashing and weather barriers</li> <li>▪ Control joints</li> <li>▪ Intersections at framing members</li> <li>▪ Stairway treads, risers, headroom, landings, guards, and handrails</li> </ul> <p><input type="checkbox"/> <input type="checkbox"/> <b>Structural Plans with:</b></p> <ul style="list-style-type: none"> <li>▪ Foundation</li> <li>▪ Floor framing</li> <li>▪ Roof framing</li> <li>▪ Locations and sizes of Columns, posts, beams and girders</li> <li>▪ Stairways</li> <li>▪ Shear walls and diaphragms</li> <li>▪ Manufactured products</li> </ul>																																	
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<b>14</b>	<p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>▪ Sites with septic or wells must submit an approved plan from Seattle/King County Public Health prior to issuance of the permit.</li> <li>▪ 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.</li> <li>▪ All plan check fees are due at application intake.</li> <li>▪ 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.</li> <li>▪ 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 <a href="mailto:lbpinfo@commerce.wa.gov">lbpinfo@commerce.wa.gov</a>.</li> </ul>																																	