

402

CITY OF KENMORE, WA

NEW SINGLE-FAMILY RESIDENCE CHECKLIST

18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	Permit Number: _____ Project Number: _____ Related Permit(s): _____ _____ _____			
1	A Permit Application needs to be completed and submitted with this checklist. This checklist identifies the minimum requirements the applicant must submit for the City of Kenmore ("City") 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.			
2	Property Address: _____ Zoning: _____			
3	Areas in square feet:	New:	Addition:	Alteration/Repair:
	<input type="checkbox"/> Residence			
	<input type="checkbox"/> Garage			
	<input type="checkbox"/> Deck/porch/carport			
	Valuation:			
				Total:
4	Total # of Stories: _____ Total Gross Building Area: _____			
5	$\frac{\text{Total Impervious Area}^*}{\text{Lot Square Foot}} \times 100 = \% \text{ of Coverage}$			
6	Average finished grade	Highest point of roof	Building height	Base height allowed per KMC
7	Automatic Sprinkler System: N <input type="checkbox"/> , Y <input checked="" type="checkbox"/> ; Type: _____ <i>All new single-family residences within the City of Kenmore applied for on or after January 1, 2012 require an automatic fire sprinkler system. A separate fire sprinkler permit is required by the Northshore Fire Department.</i>			
8	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"/> <i>All new single-family residences require plumbing and mechanical permit applications at the time of building permit submittal. Please submit the mechanical and plumbing checklists with the building permit application.</i>			
9	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; see form #304.			

10	<p>Submittal Requirements:</p> <p>If you think an item is not applicable, you must contact Development Services department prior to your permit submittal to have the item(s) marked as not required.</p> <p>General:</p> <p><input type="checkbox"/> A completed permit application (form #101)</p> <p><input type="checkbox"/> Owner authorization (form #102)</p> <p><input type="checkbox"/> Certificate of Water Availability from Northshore Utility District, www.nud.net.</p> <p><input type="checkbox"/> Certificate of Sewer Availability from Northshore Utility District, www.nud.net.</p>																										
11	<p><input type="checkbox"/> Site Plan with:</p> <ul style="list-style-type: none"> ▪ North Arrow ▪ Property lines and dimensions ▪ Area of lot in square feet and 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. 																										
12	<p><input type="checkbox"/> Construction Plans</p> <p><input type="checkbox"/> Complete Floor Plans of Each Floor and Basement with:</p> <table border="0"> <tr> <td>▪ Wall/partition location and type</td> <td>▪ Room/area use(s), and area</td> </tr> <tr> <td>▪ Door and window size and locations</td> <td>▪ Location of stairways, ramps and guards</td> </tr> <tr> <td>▪ Location of plumbing fixtures and appliances</td> <td>▪ Location of mechanical appliances and equipment</td> </tr> <tr> <td>▪ Means of egress</td> <td></td> </tr> </table> <p><input type="checkbox"/> Elevations of All Sides of Building with:</p> <table border="0"> <tr> <td>▪ Building height and where average finish grade strikes the building</td> <td>▪ Door(s), window(s) and opening(s)</td> </tr> <tr> <td></td> <td>▪ Exterior material(s)</td> </tr> </table> <p><input type="checkbox"/> Building Sections:</p> <table border="0"> <tr> <td>▪ Through all different portions of the building from the foundation through the roof</td> <td>▪ Detailing all components and materials</td> </tr> </table> <p><input type="checkbox"/> Details of:</p> <table border="0"> <tr> <td>▪ Flashing and weather barriers</td> <td>▪ Intersections at framing members</td> </tr> <tr> <td>▪ Control joints</td> <td>▪ Stairway treads, risers, headroom, landings, guards, and handrails</td> </tr> </table> <p><input type="checkbox"/> Structural Plans with:</p> <table border="0"> <tr> <td>▪ Foundation</td> <td>▪ Stairways</td> </tr> <tr> <td>▪ Floor framing</td> <td>▪ Shear walls and diaphragms</td> </tr> <tr> <td>▪ Roof framing</td> <td>▪ Manufactured products</td> </tr> <tr> <td>▪ Locations and sizes of Columns, posts, beams and girders</td> <td></td> </tr> </table>	▪ Wall/partition location and type	▪ Room/area use(s), and area	▪ Door and window size and locations	▪ Location of stairways, ramps and guards	▪ Location of plumbing fixtures and appliances	▪ Location of mechanical appliances and equipment	▪ Means of egress		▪ Building height and where average finish grade strikes the building	▪ Door(s), window(s) and opening(s)		▪ Exterior material(s)	▪ Through all different portions of the building from the foundation through the roof	▪ Detailing all components and materials	▪ Flashing and weather barriers	▪ Intersections at framing members	▪ Control joints	▪ Stairway treads, risers, headroom, landings, guards, and handrails	▪ Foundation	▪ Stairways	▪ Floor framing	▪ Shear walls and diaphragms	▪ Roof framing	▪ Manufactured products	▪ Locations and sizes of Columns, posts, beams and girders	
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13	<div data-bbox="181 296 212 321" style="float: left; margin-right: 10px;"><input type="checkbox"/></div> <div> <p>Drainage Plan</p> <p>Drainage plan if project adds more than 500 SF of new impervious surface, replaces more than 2,000 SF of impervious surface, or a combination of both. A drainage review may also be required for projects adjacent to critical areas. The drainage plan may be included with the site plan.</p> <p>Important Note: A copy of the civil plans submitted or approved for the entire plat do not meet the requirement for a new single-family residence drainage plan. The drainage plan must be specific to the lot. Plans shall include invert elevations for all downspouts and cleanouts. Plans shall provide pipe size. Minimum pipe slope shall be 1%. Clean outs shall be provided at all bends.</p> </div>
14	<div data-bbox="181 554 212 579" style="float: left; margin-right: 10px;"><input type="checkbox"/></div> <div> <p>Supporting Documents</p> </div> <div> <div data-bbox="181 592 212 617" style="float: left; margin-right: 10px;"><input type="checkbox"/></div> <div>▪ Plumbing checklist (form #410.1)</div> </div> <div> <div data-bbox="181 623 212 651" style="float: left; margin-right: 10px;"><input type="checkbox"/></div> <div>▪ Mechanical checklist (form #411)</div> </div> <div> <div data-bbox="181 657 212 682" style="float: left; margin-right: 10px;"><input type="checkbox"/></div> <div>▪ Structural Calculations for both gravity and lateral</div> </div> <div> <div data-bbox="181 688 212 714" style="float: left; margin-right: 10px;"><input type="checkbox"/></div> <div>▪ Washington State energy compliance form. Complete the interactive form online and print; http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx</div> </div> <div> <div data-bbox="181 753 212 779" style="float: left; margin-right: 10px;"><input type="checkbox"/></div> <div>▪ Soils report from a licensed geotechnical engineer</div> </div> <div> <div data-bbox="181 785 212 812" style="float: left; margin-right: 10px;"><input type="checkbox"/></div> <div>▪ Critical areas report for sites that contain wetlands, streams, fish and wildlife habitats of importance, or associated buffers.</div> </div> <div> <div data-bbox="248 850 1433 903" style="margin-left: 20px;"> <div data-bbox="248 850 1433 875" style="float: left; margin-right: 10px;"><input type="checkbox"/></div> <div>▪ Geotechnical report for site that contain geologically hazardous areas (i.e., landslide hazard area, erosion hazard area, etc.).</div> </div> </div> <div> <div data-bbox="181 915 212 940" style="float: left; margin-right: 10px;"><input type="checkbox"/></div> <div>▪ Floodplain survey and elevation certificate required if is located in a floodplain, floodway, or zero-rise floodway as indicated on the FEMA floodplain maps.</div> </div> <div> <div data-bbox="181 978 212 1005" style="float: left; margin-right: 10px;"><input type="checkbox"/></div> <div>▪ Conditions of approval if land use decision was required (i.e., preliminary short plat, variance, etc.).</div> </div> <div> <div data-bbox="181 1012 212 1037" style="float: left; margin-right: 10px;"><input type="checkbox"/></div> <div>▪ 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 and the site plan shall reflect compliance with the tree plan.</div> </div> <div> <div data-bbox="181 1102 212 1127" style="float: left; margin-right: 10px;"><input type="checkbox"/></div> <div>▪ This checklist</div> </div>
15	<div> <p>NOTES:</p> <ul style="list-style-type: none"> ▪ 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 (WAC 365-230-360) requires certification to performs your work. For details, call Dept. of Commerce at 360-586-5323 or email lbpinfo@commerce.wa.gov. </div>