

# Required Permit Questionnaire - Single Family Residence or Duplex



**KITSAP COUNTY**

Department of Community Development

**\*By checking this box, you are acknowledging that you have read the [full instructions](#) for how to apply online with Kitsap County.**

Click here to review the instructions: <https://www.kitsapgov.com/dcd/Pages/onlineapp.aspx>

## Instruction Acknowledgement

I agree

***Filling out this form does not create your online permit.***

Follow the steps below:

**Step #1:** Fill out the form below and use as your required submittal items checklist

**Step #2:** When complete, click "Create PDF of Complete Questionnaire" at the bottom of the page, or save to resume later

**Step #3:** Download your completed form or access your email to save the completed questionnaire to your computer

**Step #4:** Log in to the Online Permit Center to apply for your permit and upload required submittal items

For full instructions on applying for your permit, visit [Online Permit Resource Page](#).

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## Required Submittal Items

### Your permit will not be reviewed until these items are uploaded to the Online Permit Center

1. Required Questionnaire (this document)

2. Site Plan (if new septic system, use septic design) - would you like to know more about how to ensure a good Site Plan is submitted?

No

3. Construction Plans and Beam Calculations, would you like to see helpful hints?

No

4. Sewage Disposal Documentation- Which of the following will the property be served by? Select one of the following and provide documentation that appears based on your selection.  
Onsite Septic

### Onsite Septic Submittal Items

Contact the [Kitsap Public Health District](#) at (360) 728-2235 to determine how to obtain one of the following submittal items;

- Building Site Application; or,
- Building Clearance; or,
- Building Clearance Exemption

### 5. [Energy Code Worksheet](#)

6. [Stormwater Worksheet](#) and any additional stormwater documentation deemed required based on your Stormwater Worksheet result.

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## Questions to determine if additional Submittal Items are needed

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Does your project need Engineering?  
Yes

See [Does My Building Need Engineering Brochure](#) for more information

**Submittal item:**

**You are required to submit Engineered Plans & Calculations**

Are you the owner of the property?  
No

**Submittal item:**

**You will need to submit a [Authorization Form](#).  
An owner's signature is required to Issue a permit for this type of work.**

Does the driveway use an easement to get onto the County Road?  
No

Is your project in Manchester, Illahee?  
No

**Are you in the Urban Low Residential (UL) or Urban Cluster Residential (UCR) zone?**

No

**Not sure how to locate your zone?**

Watch [this video](#) to learn how.

**Is the proposed structure equal to or more than 5,000 square feet?**

No

**Water Supply**

Individual or Two Party Exempt Well

**Water Supply - Well**

Existing

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**\*By checking this box, you are acknowledging that if you do not upload all required permit documents the processing of your permit will be delayed.**

**Submittal Acknowledgement**

I agree

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**Additional reports that may be required based on site conditions. DCD reviewers will inform you if the project needs any of these reports**

- |                                 |  |
|---------------------------------|--|
| • Flood Elevation Certification | • No Net Loss (Shoreline)                      |
| • Soil Management Plans         | • Habitat Management Plan                      |
| • Engineered Drainage Plans     | • Shoreline, wetland, or stream habitat report |
| • Engineered Drainage Report    | • Geotechnical Report                          |
| • Infiltration Test Worksheet   | • Wetland Delineation Report                   |

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## **Fee Information**

**Impact Fees (New Homes Only)**

Impact fees are charges authorized by Chapter 82.02 of the Revised Code of Washington (RCW) and imposed on new development activity that creates additional demand and need for public facilities. Kitsap County, in accordance with Kitsap County Code Title 4, Section 4.110, collects the impact fees for schools,

roads and parks.

This fee can be deferred and paid prior to requesting your final building inspection.

**Would you like to defer your impact fees?**

Yes

**First Half/Second Half of Payment**

Once DCD sends you an email notifying you of the required fees, the first half of the permit fees will be due. Once the first half has been paid, the second half will be added to the permit and must be paid prior to permit issuance.

**How To Pay**

Fees are due before permit can be reviewed. Call 360-337-5777 or email [help@kitsap1.com](mailto:help@kitsap1.com) for a permit fee estimate.

Accepted forms of payment:

- Electronic Checks - \$1.00 flat fee per electronic check
- All Major credit cards - a Third Party convenience fee will apply
- Cash
- Check/Cashier's Check- Checks payable to Kitsap County Department of Community Development

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## Project Information

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**Blue Address Signs are available, would you like to purchase one?**

Yes



**Select a blue address sign option:**

Mail me my blue address sign - \$16.75

## Tree Clearing for project

**Do you have to clear any trees for your project?**

Yes

## You must indicate clearing limits on your site plan.

**Clearing limits are the boundary around trees and shrubs you are removing for your project.**

**Is the estimated volume of your tree clearing over 5,000 board feet?**

No

**How do I calculate this?**

5,000 board feet is approximately 1.5 logging truck loads. Ask your arborist or contractor for this estimate if you are unsure.

**The clearing for this project will be reviewed and inspected with this building permit.**

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## Building Information

**Your email address, where you would like your completed Required Permit Questionnaire**  
fredjordan@landmaninc.com

**Parcel Number #**

12260140332004

**Need help locating parcel Number?**

No

**Type of Single Family Residence or Duplex**

New

**Select One**

Single Family Residence

**Brief description of project and use**

New Construction

**Number of Bedrooms**

3

**Number of Bathrooms**

2.5

**Primary Heat Source**

Heat Pump

**Sanitation:**

Septic

**Does the project include the installation of a Propane/LP tank?**

Yes

**Is the LP tank above ground?**

Yes

How many gallons is the above ground tank?  
125 - 250

**You will need to use a 10 foot separation or setback from your LP Gas Container and buildings, Public Ways or Lot lines. Show and label tank on your Floor Plan and Site Plan (also include setbacks).**

**Please list any existing structures on the property. If there are none, please write None.**  
None

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## Building Square Footage

**Is a garage included in your project?**  
Yes

**Please select a garage option:**  
Attached to the house

**Will the garage be unfinished or finished?**  
Finished

**Unfinished = No insulation or drywall**

**Finished = Insulated and drywall**

**Will the garage be heated?**  
No, unheated.

**Main Floor Square Footage**  
2,301.00

**Garage Square Footage**  
576.00

**Covered Porch Square Footage**  
678.00

**Total Square Footage**  
3555

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## Utilities and Approach/Driveway:

**Is a power line already constructed to your building site?** **Power Provider Name:**  
No PSE

**Are any other utilities already installed on the building site? Check all that apply:**  
None

**Road Approach/Driveway Type:**

New

**Road Approach/Driveway Material:**

Asphalt

**Road Name the driveway/approach is on:**

NE Lincoln RD

**Nearest Crossroad:**

Stottlemeyer RD NE

**How many residences are served by approach/driveway?**

1

**Driveway Kitsap County Code requires three parking spaces (20' x 9' each) per single family residence. This does not include the garage (see below for further detail and code reference).**

Parking Spaces are shown on site plan

**Information Regarding Accessing Via an Unmaintained Right-of-Way**

If access to your building site crosses an unmaintained county road, a covenant is required per Kitsap County

Code Chapter 11.36.060(3). The covenant must be reviewed by the Department of Community Development

and recorded prior to the final of your Building Permit. If your Road Approach requires a covenant you will be

notified during the Building Permit review process.

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**Lender Information:****Does construction financing cost exceed \$5,000?**

Yes

**Lender:**

Evergreen Bank

**Lender Phone**

(206) 571-7865

**Lender Address**

2479 Griffin Ave, Suite 202, Enumclaw, Washington 98022

**Lender Email**

sjay@evergreenhomeloans.com

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**Sewer Manhole**

Section 710.1 of the Uniform Plumbing Code States:

Where a fixture is installed on a floor level that is lower than the next upstream manhole cover of the public or

private sewer serving such drainage, piping shall be protected from backflow of sewage by installing an approved type backwater valve.

**Is your residence below the elevation of the upstream manhole?**

No

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## Determining Zone

### Not sure how to locate your zone?

Watch [this video](#) to learn how.

**Select the zone of your parcel?**

Rural Residential (RR)

You selected **Rural Residential**. Details applicable to your zone can be found [here](#). (Allowed uses, density information, setbacks, etc.)

#### Definitions:

**Lot Coverage:** Lot coverage is the percentage of the total lot area that is covered by buildings.

**Impervious Surface:** Examples - Roof Tops, Walk ways, Patios, Driveways, Parking lots, Gravel Roads

For full definition, please see [Kitsap County Code 17.110.367](#)

## Determining Setbacks

Please see Residential Setbacks [Brochure #47](#) to determine the setbacks for your lot, and provide them below:

**Front Setbacks (True Front has driveway access)**

20

**Side Setbacks**

5

**Rear Setbacks**

10

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## Legal Lot Determination



All properties that propose a new residence are reviewed for a legal lot determination (or how your lot was created). To verify the following, you can look on your tax description, one way to locate this description is through [Kitsap County Parcel Search](#).

**Choose which applies to this parcel**

Plat

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## Additional Contacts:

**Are you working with an Engineer for your project?**

No

**Are you working with an Architect for your project?**

No

**Do you have additional contacts you would like to add to your project, such as Contractors, Authorized Agent, Owner, etc.?**

Yes

## Contact 1

**Name**

Fredrick Jordan

**Company**

Landman Development Consultant Services LLC

**License Number**

LANDMDC818Q1

**Role in the Project:**

Consultant

**Email**

fredjordan@landmaninc.com

**Phone**

(360) 480-8752

**Address**

15333 Rainier View Drive SE, Yelm, Virginia 98597

**Does this contact already have an Online Permit Center account?**

Yes

## Contact 2

**Name**

Ed Dent

**Company**

**License Number**

Coval Homes

COVALHL894QD

**Role in the Project:**

Builder

**Email**

Ed@covalhomes.com

**Phone**

(253) 208-7465

**Address**

205 117th St S Tacoma, Tacoma, Washington 98444

**Does this contact already have an Online Permit  
Center account?**

Yes

## Contact 3

Clicking the "Create PDF of Complete Questionnaire" will email you a complete copy. If you are not finished, click the "Save" button to receive a link for you to finish later.

**This does not create your online permit.**