

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](#).

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.

Questions to determine if additional Submittal Items are needed

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

Public Water System

Water Provider Name:

Kitsap Water district

***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

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

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?

No

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 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

Project Information

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?
No

**You must indicate on your
site plan: "No Clearing"**

Do you know when the property was cleared and do
you know the permit number?
No

**The clearing that was previously done for this property will be further
reviewed with this building permit.**

Building Information

Your email address, where you would like your completed Required Permit Questionnaire
stacy@armstrong-home.com

Parcel Number #
4253-000-022-0109

Need help locating parcel Number?
No

Site Address
34194 Bridge view Dr NE, Kingston, Washington 98346

Type of Single Family Residence or Duplex	Select One
New	Single Family Residence

Brief description of project and use
Single family custom home

Number of Bedrooms
3

Number of Bathrooms
3

Primary Heat Source
Heat Pump

Sanitation:
Septic

**Does the project include the installation of a
Propane/LP tank?**
No

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

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?

Unfinished

Unfinished = No insulation or drywall

Finished = Insulated and drywall

Will the garage be heated?

No, unheated.

Main Floor Square Footage

1,000.00

Second Floor Square Footage

574.00

Garage Square Footage

476.00

Deck Uncovered Square Footage

378.00

Total Square Footage

2428

Utilities and Approach/Driveway:

Is a power line already constructed to your building site?

No

Are any other utilities already installed on the building site? Check all that apply:

None

Road Approach/Driveway Type:

Existing

Road Approach/Driveway Material:

4" Crushed rock gravel (CSTC)

Road Name the driveway/approach is on:

Bridge View Dr. NE

Nearest Crossroad:

NE Clifford Rd

How many residences are served by approach/driveway?

one

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.

Lender Information:

Does construction financing cost exceed \$5,000?

Yes

Lender:

Washington Federal

Lender Phone

(360) 779-2111

Lender Address

18960 State Hwy 305 NE Suite 140, Poulsbo, Washington 98370

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

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)

50

Side Setbacks

20

Rear Setbacks

20

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

Short Plat

Additional Contacts:

Are you working with an Engineer for your project?

Yes

Engineer's Contact Information

Name

Solomon Schlenker

Company

Sitts and Hill

Phone

(253) 474-9449

Address

4815 Center Street, Tacoma, Washington 98409

Would you like your Engineer to have access to your Online Permit?

No

Are you working with an Architect for your project?

Yes

Architect's Contact Information

Name

Jeff Armstrong

Company

Armstrong Services

Email

armstrongservices@gmail.com

Phone

(360) 491-5418

Address

809 Livingston NE, Lacey, Washington 98516

Would you like your Architect to have access to your Online Permit?

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

Bill Kessell

Company

Armstrong Homes

Role in the Project:

Superintendent

Phone
(253) 271-4952

Address
2531 Perry Ave, Bremerton, Washington 98042

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

Contact 2

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.