

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

Permit Number: 19-05696

4. Sewage Disposal Documentation- 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 Documentation - Complete the [Stormwater Worksheet](#), which will determine Stormwater Submittal items that will be required for your project

Questions to determine if additional Submittal Items are needed

Does your project need Engineering?

No

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

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?

Yes

Is your Manchester or Illahee parcel within the View Protection Overlay Zone?

No

How do I know if my parcel is in the View Protection Overlay Zone (VPOZ)?

To assist in determining if your parcel is in the VPOZ, see this [short video](#).

To locate your parcel and follow the video, open [Parcel Search](#).

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:

PUD

***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 | • 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 |

Fee Information

Permit Number: 19-05696

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 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?

No

10489

Tree Clearing for project

Do you have to clear any trees for your project?

Yes

Please 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.

Building Information

Your email address, where you would like your completed Required Permit Questionnaire
plansguy@outlook.com

Parcel Number #

4423-014-001-0100

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

Site build new SFR

Number of Bedrooms

3

Number of Bathrooms

2

Primary Heat Source

Heat Pump

Does the project include the installation of a

Permit Number: 19-05696

Propane/LP tank?

No

Existing Structures on the Property

none

Building Square Footage

Is a garage included in your project?

Yes

Please select a garage option:

Attached to the house

Main Floor Square Footage

1,090.00

Second Floor Square Footage

566.00

Garage Square Footage

526.00

Deck Uncovered Square Footage

144.00

Covered Porch Square Footage

28.00

Total Square Footage

2354

Utilities and Approach/Driveway:

Is a power line already constructed to your building site? Power Provider Name:

Yes

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:

Sandy Ave.

Nearest Crossroad:

Arizona St

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.

Lender Information:

Does construction financing cost exceed \$5,000?

No

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) | Front Setbacks (Additional fronts: adjacent roadways/private easement) |
| 20 | 5 |
| Side Setbacks | Rear Setbacks |
| 5 | 5 |

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

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.?

No

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.