

Required Permit Questionnaire - Garage/Carport/Shed or Accessory Structure



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](#).

Will this structure be attached to the residence?

No

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 Plans, which shall include:

- North Arrow
- Plan to scale and list scale with at least one dimensioned property line
- Clearing Proposed - If no clearing is needed, write 'No Clearing Proposed'
- Proposed Structure
- Road Name
- LP tank (if greater than 125 gallons)

3. Construction Plans

4. Sewage Disposal and Water Supply - Select one of the following and provide documentation detailed in 5b.

Onsite Septic

Onsite Septic Submittal Documentation: Contact Kitsap Public Health District:

<http://www.kitsappublichealth.org/>

- Building Site Application
- Building Clearance
- Building Clearance Exemption

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

Submittal Questions

Engineering is required for pole/post frame style construction. Does your project need Engineering? See [Does My Building Design Need Engineering?](#) Brochure for more information.

Yes

Submittal Document Item:

You are Required to submit Engineered Plans and Calculations.

Will you be adding heating or ventilation to the

structure?

No

Are you the owner of the property?

No

Submittal Item:

You will need to submit a [Letter of Authorization](#).

An owner's signature is required to Issue a permit for this type of work.

Is your project in Manchester or Illahee?

No

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

No

***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:

- Flood Elevation Certification
- Soil Management Plans
- Engineered Drainage Plans
- Engineered Drainage Report
- No Net Loss (Shoreline)
- Habitat Management Plan
- Shoreline, wetland, or stream habitat report
- Geotechnical Report
- Wetland Delineation Report
- Sieve Analysis

Fee Information

Fee Information

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

Building Information

Your email address, where you would like your completed Required Permit Questionnaire Sent
soundbuildingsystems@hotmail.com

Proposed Building:

New

Type of Structure:

Garage (detached)

Use of Structure:

garage/storage

Number of Floors:

1

Total Bathrooms:

0

List existing buildings on the property:

1 sfr

Please enter the square footage amounts for the following applicable areas:

First Floor - unfinished storage

Existing:

Remodeled:

New or Addition:

1296

First Floor - heated or habitable

Existing:	Remodeled:	New or Addition:
		0

Second Floor - unfinished storage

Existing:	Remodeled:	New or Addition:
		0

Second Floor - heated or habitable

Existing:	Remodeled:	New or Addition:
		0

Carport (2 or less walls)

Existing:	Remodeled:	New or Addition:
		0

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

Utilities and Approach/Driveway:

Is a power line already constructed to your building site? No	Power Provider Name:
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Are any other utilities already installed on the building site:

Road Approach/Driveway Type: Existing	Road Approach/Driveway Material: 4" Crushed rock gravel (CSTC)
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Road Name the driveway/approach is on: Vaa Rd	Nearest Crossroad: Clear Creek Rd
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Number of residences served by this driveway/approach?
1

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 structure below the elevation of the upstream manhole?

No

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
100	roadways/private easement)

Side Setbacks
271/14

Rear Setbacks
155

Additional Contacts:

Engineer's Contact Information

Name

Company

License Number

Email

Phone

Address

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

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

Rick Welter

Company

Sound Building Systems

License Number

Role in the Project:

Contractor

Email

soundbuildingsystems@hotmail.com

Phone

(360) 437-1219

Address

3546 Thorndyke Rd, Port Ludlow, Washington 98365

Do you have more 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.

Permit Number: 20-01902