

# Required Permit Questionnaire - Single Family Residence - Addition



**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.***

**NOTE:** You may be eligible for a Residential Improvement Tax Exemption. For more information, please visit the [Residential Improvement Exemption](#) page or contact the Kitsap County Assessor's Office.

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## Required Submittal Items

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

1. Required Questionnaire (this document)
2. Site Plan - would you like to see the items required to be shown on the plan?  
No
3. Construction Plans, Floor Plans, and Beam Calculations, would you like to see helpful hints?  
No
4. Engineered Construction Plans & Calculations (if applicable)
- 5a. Sewage Disposal and Water Supply Documentation

- All additions are required to have review of sewage disposal and water supply

**Sewage Disposal - Select one of the following:**

Onsite Septic

**5b. Onsite Septic Submittal Documentation - Contact Kitsap Public Health District:**  
<http://www.kitsappublichealth.org/>

- Building Site Application
- Building Clearance
- Building Clearance Exemption

**6. Are you adding heated square footage and/or making changes to your current heating/ventilation system?**

Yes

**An Energy Code Worksheet is required.**

**7. Are you expanding your structures footprint or adding new hard surface?**

No

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## Questions to determine if additional Submittal Items are needed

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**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 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

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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 your project needs any of these additional reports.**

- 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

## **Building Information**

**Your email address, where you would like your completed Required Permit Questionnaire Sent**  
dennis@kirkpatrickarchitects.com

**Does this project also include a remodel of existing space?**

No

**Brief description of project**

Enclose Existing Covered Terrace for New Kitchen  
For Terry and Ayako Yamamoto

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**Please provide square footage in the spaces below for all areas within the scope of this project:**

**Check the box for all new square footage:**

Main Floor

**Main Floor - Existing:**

1460

**Main Floor - Addition:**

285

**Total Existing Square Footage:**  
3240 SF

**Total Proposed Square Footage:**  
3525 SF

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**Primary Heat Source**  
Heat Pump

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

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

<b>Front Setbacks (True Front has driveway access)</b>	<b>Front Setbacks (Additional fronts: adjacent roadways/private easement)</b>
20	

<b>Side Setbacks</b>	<b>Rear Setbacks</b>
10	25

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## Lender Information:

**Does construction financing cost exceed \$5,000?**  
No

## Contractor Contact Information

Are you currently or will you be working with a contractor for your project?

Yes

Have you determined what contractor you are using for this project?

No

**Please Note:** before issuing your permit, you are required to notify us of your chosen licensed contractor's Business Name and License Number so this information can be added to the permit record. All contractors must be licensed and verified per [RCW 18.27.110](#)

**Please include your contractor information in the "Additional Contacts" section below.**

### Additional Contacts:

Do you have additional contacts you would like to add to your project, such as Contractors, Architects, Engineers?

Yes

### Contact 1

**Name**

Dennis Kirkpatrick

**Company**

Kirkpatrick & Associates, Inc. PS

**License Number**

Architect State of Washington No.3551

**Role in the Project:**

Architect

**Email**

dennis@kirkpatrickarchitects.com

**Phone**

(206) 963-7037

**Address**

876 NE Vineyard Lane, Bainbridge Island, Washington 98110

### Contact 2

**Name**

**Company**

**License Number**

**Role in the Project:**

**Email**

**Phone**

**Address**



**Once complete, please click “create PDF of Complete Questionnaire” and you will be sent an email copy for your records. After creating your PDF, make sure you have all the required submittal items listed before starting your online permit.**

**Please note: We cannot review your permit until all the required items on the submittal list are uploaded.**