

Required Permit Questionnaire - Single Family Residence, Townhome 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.

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,

Permit Number: 20-03705

- 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?

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?

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:

Bremerton City Water

***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?

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?
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
acsitemanagement@gmail.com

Parcel Number #

032401-1-126-2001

Need help locating parcel Number?

No

Site Address

Bremerton, Washington 98312

**Type of Single Family
Residence or Duplex**

New

Select One

Single Family Residence

Brief description of project and use

Build New SFR

Number of Bedrooms

3

Number of Bathrooms

2

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

1,519.00

Garage Square Footage
440.00

Covered Porch Square Footage
232.00

Total Square Footage
2191

Utilities and Approach/Driveway:

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

Road Approach/Driveway Type: Existing **Road Approach/Driveway Material:** 6" Cement Concrete

A formal inspection is required prior to pouring Cement Concrete.

Road Name the driveway/approach is on: NW Ruth Lane **Nearest Crossroad:** Naomi St NW

How many residences are served by approach/driveway?
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

Permit Number: 20-03705

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?

Urban Restricted (UR)

You selected **Urban Restricted**.

Zone Specific Requirements:

- Maximum impervious Surface = 50%*
- Maximum lot coverage = 50%*

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

*Gorst Urban Growth Area Maximum Impervious Surface and Maximum lot coverage = 55% for each

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](#)

Is your parcel located within a High Capacity Transit Station Area?

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)

20

Side Setbacks

5

Rear Setbacks

10

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:

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?

Yes

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

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

Kurt Russell

Company

AC Site Management, LLC

Role in the Project:

Authorized Agent

Email

acsitemanagement@gmail.com

Phone

(360) 801-8325

Address

912 N Montgomery Ave, Bremerton, Washington 98312

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

Yes

Contact 2

Name

Juli Sullivan

Company

Lexar Home

License Number

Lexarh*86205

Role in the Project:

Pre construction Manager

Email

Julisullivan@lexarhomes.com

Phone

(360) 302-6275

Address

92 Kala Square Place, Port Townsend, Washington 98363

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

Yes

Contact 3

Name

Ronnie Pallo

Company

Lexar Homes

Role in the Project:
Project Manager

Email
rpallo@lexarhomes.com

Phone
(360) 900-7391

Address
92 Kala Square Place, Port Townsend, Washington 98363

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



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.