

Online Permit Form - Basic - Using an Approved Basic Plan - Single Family Residence, Garage/Accessory Structure or Duplex



KITSAP COUNTY

Department of Community Development

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 "Email me my completed Online Permit Form" 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 Online Permit Form 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](#).

Please select the type of basic plan:

Using an Approved Basic - Duplex Plan

Section 1 - Required Submittal Items - The items listed below will need to be uploaded into the Online Permit Center when you create your permit

File Naming Convention:

Please name files simply and accurately, indicating what the item is in the file name. Example: *Site Plan, Construction Plans, Floor Plan*.

Upload items in PDF format, see [Submittal Item Standards](#) for PDF file requirements.

1. Online Permit Form (this document)

2. Site Plans (if new septic system, use septic design) - would you like to see helpful hints?
No

3. Sewage Disposal - Select one of the following and provide documentation detailed in 5b.
New Sewer

New Sewer Submittal Documentation: Contact Kitsap Public Health District:
<http://www.kitsappublichealth.org/>

- Building Clearance for Sewered Properties

4. Water Supply

Public Water System

Water Provider Name:
Silverdale

5. [Energy Code Worksheet](#) (Only needed if fixtures options are changing from the approved established basic permit)

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

7. Letter from Engineer and/or Architect allowing use of basic plan submittal

Building permits approved utilizing a basic that will be constructed on an individual lot shall be accompanied by a site specific letter from the designer and Engineer of Record (when applicable) that states the building design is appropriate for the lot. For buildings being constructed in a plat/subdivision, a blanket letter; that identifies all the lots, may be substituted for site specific letters. A copy of the plat map showing the lot locations shall be included in the blanket letter.

Note:

Construction Plans, Engineered Plans, Engineered Calculations, and Energy Code Worksheet (unless modified) do not need to be provided by applicant, DCD will attach these items to your permit from the approved basic permit.

Submittal Questions

Are you the owner of the property?

Yes

Does the driveway use an easement to get onto the County Road?

No

Is your project in Manchester or Illahee?

No

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

No

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

Section 2 - Project Information

Building Information - Single Family Residence or Duplex

Your email address, where you would like your completed Project Application Sent
todd@norpoint.com

Type of Project

New

Impact 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

Brief description of project and use

Duplex residential building in +55 retirement community.

Primary Fuel Source

Natural Gas

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

No

Construction Plans

Permit Number for Established Basic Plan:

18-05976

Basic Option you are using:

None

Has your basic plan permit been approved?

Yes

Total Bedrooms:

2

Total Bathrooms:

2

Square Footage

Main Floor Square Footage

2,568.00

Second Floor Square Footage

Basement - Unfinished Square Footage

Basement - Finished/Habitable Square Footage

Garge Square Footage

Garge Second Floor- Unfinished Storage Square

946.00

Footage

**Garge Second Floor- Finished or Habitable
Space Square Footage**

Carport - 2 Walls or Less Square Footage

Deck Uncovered Square Footage

Covered Porch Square Footage
198.00

Total Square Footage
3,712.00

Select all the options you will be using for your basic:

Utilities and Approach/Driveway:

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

Are any other utilities already installed on the building site:

Road Approach/Driveway Type:
New

Road Approach/Driveway Material:
Asphalt

Road Name the driveway/approach is on:
Deer Harbor NW

Nearest Crossroad:
Ridgetop Blvd NW

**How many residences are served by the
approach/driveway?**
2

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:

Umpqua Bank

Lender Phone

(253) 926-5954

Lender Address

2525 N Proctor St, Tacoma, Washington 98406

Lender Email

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

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 is through [Kitsap County Parcel Search](#).

Choose which applies to this parcel

Binding Site Plan

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	20
Side Setbacks	Rear Setbacks
5	10

Additional Contacts:

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

No

Clicking the "Create PDF of Complete Online Permit Form" 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.