

Required Permit Questionnaire - Basic - Using an Approved Basic Plan - Single Family Residence, Garage/Accessory Structure 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.

Please select the type of basic plan:

Using an Approved Basic - Single Family Residence

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 (if new septic system, use septic design) - would you like to see helpful hints?
Yes

Helpful tips: [Site Plan Requirements](#)

Commonly missed items on Site Plan

- North Arrow
- Plan to scale and list scale
- At least one property line dimensioned (linear feet)
- Clearing Proposed, if not clearing write "No Clearing" on Site Plan
- Proposed and Existing Structures
- Road Name
- LP tank (if greater than 125')
- Designate Driveway and Parking Area: Minimum of 540 square feet unless subdivision.

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:
West Sound Utility District

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

6. 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?

Yes

Please submit a printed copy of your [Parcel Map](#), with the following:

- Draw in and label the easement and where it connects to the County road
- Draw the proposed driveway connecting to the easement
- Draw neighboring driveways that use the easement

Is your project in Manchester or Illahee?

No

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

No

Are fixture options changing from the approved established basic permit?

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

Project Information

Building Information - Single Family Residence or Duplex

Your email address, where you would like your completed Required Permit Questionnaire Sent
lawillconst@gmail.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

Blue Address Signs are Available, would you like to purchase one?
No

Brief description of project and use

Construct SFR on lot 39 phase 3 of Willey Estates using plan # 2112 using Basic Plan # 20-01624

Primary Fuel Source
Electric

Does the project include the installation of a

Propane/LP tank?

No

Are there any existing structures on this parcel?

No

Construction Plans

Permit Number for Established Basic Plan:
20-01264

Basic Option you are using:

Has your basic plan permit been approved?

Yes

Total Bedrooms:

4

Total Bathrooms:

2.5

Square Footage

Main Floor Square Footage
866.00

Second Floor Square Footage
1,266.00

Basement - Unfinished Square Footage
0.00

Basement - Finished/Habitable Square Footage
0.00

Garge Square Footage
370.00

Garge Second Floor- Unfinished Storage Square Footage
0.00

Garge Second Floor- Finished or Habitable Space Square Footage
0.00

Carport - 2 Walls or Less Square Footage
0.00

Deck Uncovered Square Footage
0.00

Covered Porch Square Footage
15.00

Total Square Footage
2,517.00

Select all the options you will be using for your basic:
Elevations (Elevation A, Elevation B)

Please describe Elevations (Elevation A, Elevation B) options here:

Elevation A

Elevation B

Elevation Front

Which elevation will you be using?

Elevation "A"

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:

Telephone

Provider Name(s):

Century Link, Wave

Road Approach/Driveway Type:

New

Road Approach/Driveway Material:

Asphalt

Road Name the driveway/approach is on:

SE Kelby Circle

Nearest Crossroad:

Harris Road SE

How many residences are served by the approach/driveway?

1

Driveway: Kitsap County Code requires a minimum of 540 square feet of parking for historical lots or lots with no standing requirements. For subdivisions 360 square feet of parking must be located on site.

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

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

Plat

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	

Side Setbacks

5

Rear Setbacks

10

Contractor Contact Information

Are you currently or will you be working with a contractor for

your project?
No

Please Note: By clicking no, you have confirmed you will be performing the lead activities on the project and acting as your own general contractor (owner builder) and meet an exemption listed under [RCW 18.27.090](#)

Additional Contacts:

Do you have additional contacts you would like to add to your project, such as Contractors, Architects, Engineers?
No



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.