

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?

Yes

How to ensure a good Site Plan is submitted:

- **Use the same Site Plan that is being turned into the Health District. This applies to properties served by an onsite septic system only, not a public sewer system.** If you have a new septic design proposed, the septic design will be your Site Plan. Contact us with any questions about adding required information (see the bullet listing commonly missed items below) to a septic design if your designer hasn't already.
- **Why do we require this?** To ensure consistency of review across agencies, we use the same Site Plan as the Health District for review and approval. When DCD issues a building permit, the Site Plan we stamp approved will be the same one stamped by Kitsap Public Health District. This also allows field personnel (Contractors and Building Inspectors) to have confidence that the Site Plan that is stamped approved meets code requirements.
- **See our Site Plan Requirements Brochure for all of the information to be included:** [Site Plan Requirements](#)
- **Review this list of commonly missed items. Not including these items can delay the**

Permit Number: 20-03414

processing of your permit:

- North Arrow -Road Name
- Plan Drawn to Scale -LP Tanks
- All Property Lines - at least one property line dimensioned in linear feet
- Show 3 Parking Spaces
- Show the footprint of the proposed structure - if septic designer provided a building envelope (large square/rectangle) show actual footprint inside
- If clearing trees show proposed clearing, if no clearing list "No Clearing"
- Easements and Buffers

3. Construction Plans and Beam Calculations, would you like to see helpful hints?

Yes

See [Brochure #108 Construction Plan Components](#) for a comprehensive list of items to include on your construction plans.

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,
- 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?

Yes

See [Does My Building Need Engineering Brochure](#) for more information

Submittal item:

You are required to submit Engineered Plans & Calculations

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, 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

Individual or Two Party Exempt Well

Water Supply - Well

Existing

***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
- No Net Loss (Shoreline)

Permit Number: 20-03414

- Soil Management Plans
 - Engineered Drainage Plans
 - Engineered Drainage Report
 - Infiltration Test Worksheet
 - 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?
No



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
josiah@kingshomesinc.com

Parcel Number #
282302-4-049-2000

Need help locating parcel Number?
No

Type of Single Family Residence or Duplex	Select One
New	Single Family Residence

Brief description of project and use
New Home

Number of Bedrooms
3

Number of Bathrooms
2

Primary Heat Source

Electric Forced Air

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

2,340.00

Garage Square Footage

796.00

Covered Porch Square Footage

516.00

Total Square Footage

3652

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? Check all that apply:

Cable

Telephone

Provider Name(s):

Wave

Road Approach/Driveway Type:

New

Road Approach/Driveway Material:

6" Cement Concrete

A formal inspection is required prior to pouring Cement Concrete.

Road Name the driveway/approach is on:

Orchard

Nearest Crossroad:

Willock

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

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?

Rural Residential (RR)

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

For this Zone: Kitsap County Code requires three parking spaces (20' x 9' each) per single family residence. This does not include the garage

Parking Spaces are shown on 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) 50	Front Setbacks (Additional fronts: adjacent roadways/private easement) 50
Side Setbacks 25	Rear Setbacks 25

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

Plat

Additional Contacts:

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](#)

Are you working with an Engineer for your project?
Yes

Engineer's Contact Information

Name
NL Olson

Company
NL Olson

Email
mzawlocki@nlolson.com

Phone
(360) 876-2284

Address
2453 Bethel Ave, Port Orchard, Washington 98366

Would you like your Engineer to have access to your Online Permit?
No

Are you working with an Architect for your project?
Yes

Architect's Contact Information

Would you like your Architect to have access to your Online Permit?
No

Do you have additional contacts you would like to add to your project, such as Contractors, Authorized Agent, Owner, etc.?
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.