

Required Permit Questionnaire - Accessory Dwelling Unit (ADU)

Detached from the Primary Residence



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

Follow the steps below:

Step #1: Fill out the form below and use as your required submittal items checklist.

Step #2: When complete, click "Create PDF of Complete Questionnaire" 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 questionnaire 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](#).

Type of Work

New Construction

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 hints: [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')
- 3 Parking Spaces

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

Yes

Construction Plans shall include:

- Beam Calculations
- Use an architectural scale, example, $\frac{1}{4}" = 1 \text{ ft.}$ or $\frac{1}{8}" = 1 \text{ ft}$
- Floor Plans need to show the arrangement and label each room (i.e. bedroom, kitchen, living room) etc, and Include: smoke alarms, carbon monoxide detectors, and exhaust fan layout

4. **Photographs of Existing Single Family Residence (All exterior elevations)**

5. **Sewage Disposal - Select one of the following and provide documentation detailed below**

Onsite Septic

Onsite Septic Submittal Documentation: Contact Kitsap Public Health District:

<http://www.kitsappublichealth.org/>

- Building Site Application
- Building Clearance

- Building Clearance Exemption

6. [Energy Code Worksheet](#)

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

Additional reports that may be required based on site conditions:

- Flood Elevation Certification
 - Soil Management Plans
 - Engineered Drainage Plans
 - Engineered Drainage Report
 - Report for No Net Loss (Shoreline)
 - Habitat Management Plan
 - Shoreline, wetland, or stream habitat report
 - Geotechnical Report
 - Wetland Delineation Report
 - Sieve Analysis
 - View Protection Overlay Zone Height Worksheet
-

Submittal Questions

Answer the following

Does your project need Engineering?
Yes

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

Submittal Item:

You are required to submit Engineered Plans & Calculations.

Are you the owner of the property?

Yes

Is your property located in a Rural Zone?

Yes

Which Zone?

Rural Protection (RP)

An Accessory Dwelling Unit (ADU) in a Rural zone requires a separate Conditional Use Permit. [The Conditional Use Permit](#) must be approved prior to the building permit being issued.

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 or more than 5,000 square feet?

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

Fee Information

Impact Fees

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 at time of submittal and paid later, or prior to requesting your final building inspection.

Would you like to defer your impact fees?

Yes

First Half/Second Half

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

10489

Tree Clearing for project

Do you have to clear any trees for your project?
No

Please Indicate on your site plan "No Clearing".

Do you know when the property was cleared and do you know the permit number?
Yes

Year the property was cleared: Permit Number
existing parking area at the property for many years N/A

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 Sent
lhenderson@bjcgroup.com

Brief description of project and use

ADU on an our property, the area is currently a big grassy lot we use for parking our trailers.

Square Footage of Proposed ADU

900

Square Footage of Primary Residence

2190

Proposed square footage must be no more than 50% of the primary residence or 900 square feet, whichever is smaller. Kitsap County Code 17.410.060.3.e.

Number of Bedrooms

1

Number of Bathrooms

1

Primary Fuel Source

Electric

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

No

Water Supply

Individual or Two Party Exempt Well

Building Square Footage

Main Floor Square Footage

900

Second Floor Square Footage

0

Basement - Unfinished Square Footage

0

Basement - Finished Space or Habitable Square Footage

0

Garage Square Footage

0

Garage 2nd Floor - Unfinished Storage Square Footage

0

Garage 2nd Floor - Finished Space or Habitable Square Footage

0

Carport - 2 Walls or Less Square Footage

0

Deck Uncovered Square Footage

0

Covered Porch Square Footage

232

Road Approach/Driveway:

Road Approach/Driveway Type:
Existing

Road Approach/Driveway Material:
4" Crushed rock gravel (CSTC)

Road Name the approach/driveway is on:
Salmonberry Rd

Nearest Crossroad:
Longlake Dr

How many residences are served by the approach/driveway?
1

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?
No

Additional Contacts:

Engineer's Contact Information

Name

John Hodge

Company

Hodge Engineering, Inc

License Number

190390

Email

john@hodgeengineering.com

Phone

(253) 857-7055

Address

2615 Jahn Ave. N.W. Suite E-5, Gig Harbor, Washington 98335

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

Name

Jeff

Company

Steale Krank Design

License Number**Email**

skd@wavecable.com

Phone

(360) 876-6242

Address

P.O. Box 292, Olalla, Washington 98359

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, Owners, Authorized Agent, etc.?

No

Would you like to see ADU Code Criteria?

Yes

Accessory Dwelling Unit (ADU) Kitsap County Code (KCC) Criteria

- An ADU shall be allowed as a permitted use in those areas contained within an urban growth boundary. KCC 17.410.060.3.a.
- An ADU shall be subject to a conditional use permit in those areas outside an urban growth

boundary. KCC 17.410.060.3.b.

- Only one ADU shall be allowed per lot. KCC 17.410.060.3.c.
- Owner of the property must reside in either the primary residence or the ADU. KCC 17.410.060.3.d.
- The ADU shall not exceed fifty percent of the square footage of the habitable area of primary residence or nine hundred square feet, whichever is smaller. KCC 17.410.060.3.e.
- The ADU shall be located within one hundred fifty feet of the primary residence or shall be the conversion of an existing detached structure (i.e., garage). KCC 17.410.060.3.f.
- The ADU shall be designed to maintain the appearance of the primary residence. KCC 17.410.060.3.g.
- All setback requirements for the zone in which the ADU is located shall apply. KCC 17.410.060.3.h.
- The ADU shall meet the applicable health district standards for water and sewage disposal. KCC 17.410.060.3.i.
- No mobile homes or recreational vehicles shall be allowed as an ADU. KCC 17.410.060.3.j.
- An ADU shall use the same side street entrance as the primary residence and shall provide additional off-street parking. KCC 17.381.040 & KCC 17.410.060.3.k.
- An ADU is not permitted on the same lot where an accessory living quarters exists. KCC 17.410.060.3.l.

Clicking the "Create PDF of Complete Questionnaire" 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.