

Required Permit Questionnaire - Residential Porch



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](#).

Will this porch structure be covered?

Yes

Project:

Enclosed Porch or Sunroom

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](#), which shall include:

- North Arrow
- Plan to scale and list scale with at least one dimensioned property line
- Clearing Proposed - If no clearing is needed, write 'No Clearing Proposed'
- Proposed Structure
- Road Name
- LP tank (if greater than 125')

3. Construction Plans and Beam Calculations

4. Sewage Disposal and Water Supply - Select one of the following and provide documentation detailed in 5b.

Onsite Septic

Onsite Septic Submittal Documentation: Contact Kitsap Public Health District:

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

- Building Site Application
- Building Clearance
- Building Clearance Exemption

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

Submittal Questions

Does your project need Engineering?

No

See [Does My Building Design Need](#)

[Engineering?](#) Brochure for more information.

Are you the owner of the property?

Yes

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

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
-

Fee Information

Fee Information

How To Pay

Your permit will be reviewed for completeness, once it has been verified you have a complete application a Permit Technician will email you requesting payment.

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

Building Information

Your email address, where you would like your completed Required Permit Questionnaire Sent
djcjtho@centurylink.net

Description of the project:
covered sunroom on existing slab

What is the square footage of the proposed porch?
180

Lender Information:

Does construction financing cost exceed \$5,000?
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) 50
Front Setbacks (Additional fronts: adjacent roadways/private easement)

Side Setbacks
20

Rear Setbacks
20

Additional Contacts:

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.?
No

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.