

Required Permit Questionnaire - Home Business Land Use Application



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 questionnaire does not create your online permit.

Follow the steps below:

Step #1: Fill out the questionnaire 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 questionnaire or access your emailed copy to save your completed questionnaire to your computer.

Step #4: Log in to the Online Permit Center to apply for your permit and upload your required submittal items.

For full instructions on applying for your permit, visit the [Online Permit Resource Page](#).

Required Submittal Items

Your permit will not be reviewed until these items are uploaded to the Online Permit Center

1. Required Questionnaire (this document)

Permit Number: 20-00064

2. Site Plans

See: [Site Plan Requirements](#)

3. Floor Plans - required for existing buildings and, if available, for proposed buildings:

- Must be to scale and identify building
- Include all floors and label all spaces

4. Sewage Disposal and Water Supply - Select one of the following and provide documentation detailed below:

Onsite Septic

Onsite Septic Submittal Documentation: Contact Kitsap Public Health District:

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

- Building Site Application
- Building Clearance

5. [Concurrency Test Application from Public Works](#)

6. Building Elevations - identifying building(s) and elevations, photos acceptable for existing building(s), photo simulations acceptable for proposed buildings

7. [Parking Analysis Worksheet](#)

8. [Stormwater Worksheet](#)

9. Narrative Statement of Intent outlining compliance with [Sub-Area Plan](#) or [Design District Requirements](#) (if project within Kingston, Port Gamble, Silverdale, Keyport, Manchester)

Other Technical Reports

Additional Submittal Documents

Abbreviated Drainage Plan

Submitting

Engineered Drainage Plan and Report

Waiving

Geotechnical Report

Submitting

Habitat Management Plan

Waiving

Hydrogeological Report

Waiving

Shoreline, Wetland or Stream Habitat Report

Waiving

Wetland Delineation Report of Certification

Waiving

**Do you intend to request to waive any additional
submittal items?**

No

Submittal Questions:

Did you have a Pre-Application meeting?

No

Are you the owner of the property?

Yes

**Is your Home Business going to be in a new
structure?**

Yes

You will need to submit a **Water Availability Letter**
and a **Sewer Availability Letter**

***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

Project Details

Email address, to receive your completed Required Permit Questionnaire

mike@wnekeng.com

Parcel Number

4973-000-008-0106

**Indicate if the proposed Home Business meets criteria for Moderate
or Minor Home Business as defined in Kitsap County Code
17.410.060**

Moderate Home Business Permit Application

**Would you like to see
Minor/Moderate Business
Definitions?**

No

Is the business located within the Residence and/or attached Garage?

No

Permit Number: 20-00064

Is the business located within a separate Accessory Building, such as a Detached Garage?

Yes

Is any portion of your business conducted outside of a building, including storage of materials or equipment?

No

Business Name

Wnek Engineering

Does the owner of the business live on-site?

Yes

Are you the Business owner?

Yes

Is there more than one business owner?

No

How many people live in the Residence that also work for the business (including Owners, Independent Contractors and family members)?

1

How many additional employees and/or Independent Contractors work on-site?

4

How many employees and/or independent contractors work off-site, if applicable?

0

Total Square Footage of the Residence

3,628

Square Footage of the Residence that will be used for the business

0

Total Square Footage of the Accessory Building that will be used for the business

1,125

Will entire Accessory Structure be used for the business?

Does the proposal include a Business Sign?

No

Number of off-street parking spaces for the Residence

3

Number of off-street parking spaces for the employees of the business

4

Number of off-street parking spaces for the customers of the business

0

How will customers or clients make contact with the home business activities, check all that apply:

Phone/Email/Website

Days of Operation, check all that apply:

Sunday

Monday

Tuesday

Wednesday
Thursday
Friday
Saturday

Hours of Operation (if it varies by day, please specify hours for each day below):
7 a.m. to 8 p.m.

Narrative/Description of Project:

Description of Proposed Use, describe in detail the business activities which will take place on a daily and/or periodic basis:
Consultant Civil Engineer

Explain how the proposed Home Business will be compatible with the residential uses permitted in the surrounding zone:

The engineering office will be on the second story of an accessory building (garage). There is no exterior work that takes place, it is all enclosed in the office space.

What measures (e.g., fences, planting/landscape features, berms, screening, etc.) will be taken to ensure compatibility with the residential uses permitted in the surrounding zone:

None necessary, accessory structure will be landscaped as typical residential use.

If work is done off-site, explain where and what type of activities take place:

Project site visits.

Explain in detail any products will be sold on the premises, and if so, whether they will be processed, produced or assembled on-site:

None

Lender Information:

Does construction financing cost exceed \$5,000?

No

Additional Contacts:

Do you have additional contacts you would like to add to your project, such as: Contractors, Architects, Engineers, 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 access to finish later.

This does not create your online permit.