



# #51—RESIDENTIAL BUILDING PERMIT GUIDELINES

## Basic Information

A complete, accurate application will greatly enhance your application experience. The following information and completed forms are necessary for processing your application and must be provided upon permit application submittal:

### Assessor's Parcel Tax Account Number

See your tax statement or contact the Kitsap County Assessor's Office at 360-337-7160.

### Owner's Information

Provide the owner's name, address, and phone number.

### Short Plat Number

If the property has been short platted, provide short plat number (if known) and the recording number.

### Site Address

Submit an Address Verification/Request form to verify a present address (required for 911 emergency dispatch purposes), or to request a new building site address. Be sure to also include a copy of the parcel map indicating the location of driveways.

### Contractor Information

Owners may act as the builder and construct all portions of a building. However, if the owner hires out any or all of the construction (including plumbing and mechanical), s/he must use a contractor licensed by the state of Washington and provide a copy of the contractor's license and phone number. To verify your contractor's licensing, contact the Bremerton office of the Washington State Department of Labor and Industries:(ph: (360) 415-4000; website: [www.LNI.wa.gov](http://www.LNI.wa.gov)).

### Lender's Information

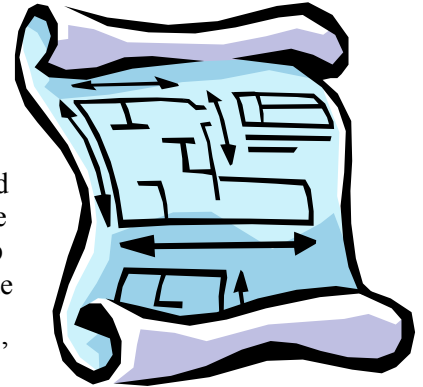
Washington State law requires that the lender's name, address and phone number shall be posted at the construction site.

## Drawings and Plans

Submit two copies of the following required information along with your application form. When the Building Permit is issued, one copy of the approved plan is returned to the applicant and must be kept on-site for the duration of the project, and the Building Division retains the other.

All plans and drawings must be indelible prints drawn to scale.

Professionally engineered documents must carry the engineer's original stamp and signature, and include structural calculations. Photocopies of engineers' or architects' seal and signature can not be accepted.



### Site Plan

Site Plan Forms are available at DCD and the Kitsap County Health District. If your lot is served by septic, use a site plan that was approved by the Kitsap County Health District. Site plans must show all decks, porches, roof overhangs, patios and other projections into yards. For minimum setback (distance to each property line) requirements, see brochure #10 - *Setbacks*. For waterfront property, show all adjacent properties, structures, and natural or man-made water bodies (by name) on the property, with distances shown from the proposed structure to high-water line. For further information, contact the Kitsap County Shorelines Administrator at 360-337-7181.

### Foundation Plan

Show the size and shape of the foundation, anchor bolt size and spacing, holdown types and locations, rebar schedule, size and span of beams, size, spacing and span of floor joists, pier footings, chimney footings, foundation vents, crawl space access, ground cover, and insulation for slab on grade (see brochure #61 - *Foundation Requirements*).

### Floor Plan

The floor plan must show:

- Arrangement of partitions and rooms.
- Location of plumbing fixtures, appliances, cupboards, windows and doors (show rough opening sizes), chimneys and fireplaces, smoke detectors, stairs, and handrails.

- Structural information on the directions and spacing of structure beams, rafters, and ceiling and floor joists. If trusses are to be used, supply the manufacturer's truss layout on all spans or styles of trusses being installed. Identify all girder truss locations (see brochure #63—*Conventional Light-Frame Construction*).
- All prescriptive braced wall panel types and locations, or a lateral bracing system (with attached calculations) prepared by an engineer or architect licensed by the State of Washington. The system must include shear wall types and locations, hold down devices, and anchor bolts (see brochures #62—*Braced Wall Panels*, and #60—*Does My Building Design Need Engineering?*).

## Cross Section

The cross section must include:

- The method of framing, roof pitch, roof braces, amount of overhang, ceiling heights, bearing partitions, posts, beams, foundation, finish grade and backfill.
- The sizes and types of all materials.
- If applicable, provide whole cross section of stairs showing rise, run, landings and headroom.
- If the building is heated, show R values of insulation to be used for ceiling, walls, floors, and foundations.

## Elevations

Elevations must show:

- Type, sizes and spacing of all exterior materials.
- Windows.
- Estimated finished grade.
- Roof pitch.
- Chimney locations and heights.
- Guardrails.

## Plumbing

Show the location and types of all plumbing fixtures that will be installed.

## Mechanical

Show the location of all mechanical and exhaust system components. Please Note: Some heating systems and fuel sources (such as propane) have special conditions that must be followed in order to ensure safety. Propane is prohibited in hazardous locations (pit locations) such as cellars, basements, and under-floor areas where accumulations of "heavier than air" propane can become trapped. Mechanical equipment located in garages that can produce a spark (such as gas or electric furnaces or water heaters) must be located at least 18" above the floor and be protected from physical damage.

## Energy: Insulation and Ventilation Requirements

For heated buildings, submit a completed Energy Application with the building permit application. If heat loss calculations are submitted, they must be accompanied by a completed energy application and include the name and phone number of the person who prepared the calculations. All insulation values must be shown on the building plans.

For additional information on more specific code requirements that must be identified on the submitted plans, please request a copy of the Plan Review Checklist.

## ADDITIONAL PERMITS AND REQUIREMENTS

### Demolition Permit

A Demolition Permit is required before demolition of any building. A site plan and fee are required at time of submittal.

### Electrical Permit

An Electrical Permit for electrical work must be obtained from Washington State Department of Labor and Industries (L&I) (360-415-4000). L&I performs all electrical inspections.

### Fire Sprinkler Permits

When buildings require, or are provided with automatic sprinkler systems, a separate sprinkler system permit must be obtained. Three copies of plans and specifications with the necessary forms and fees are required.

### Road Approach Permit

A Road Approach Permit is required for access from a county road or right-of-way (contact the DCD Development Engineering Division at 360-337-7181). Flag the proposed location prior to the issuance of a building or road approach permit. The DCD Building Division inspects the temporary construction entrance during the foundation inspection. DCD Development Engineering inspects the permanent entrance prior to the final building inspection.

### Site Development Activity Permit

DCD Development Engineering approval is required if the proposed project entails: new impervious area exceeding 5000 sq. ft.; 150 c.y. of grading; 1 acre of clearing; or is located within a critical area. Any adverse effects of increased runoff resulting from land disturbing and/or land development activities shall be controlled by appropriate best management practices. Roof stormwater infiltration systems, abbreviated drainage plans or an engineered drainage system design may be required. See brochure # 4 - *Site Development Activity Permits* for additional information.

## **Erosion Control Requirements**

Minimum requirements for erosion control are contained in Kitsap County Stormwater Management Ordinance 199-1996. Installation of erosion control facilities is inspected during foundation inspection. Maintenance of erosion control facilities is inspected during subsequent building inspections.

## **Sewered Properties**

Kitsap County requires installation of a backwater valve on the building sewer if the residence is below the upstream manhole cover per Section 710 of the Uniform Plumbing Code.

## **Concurrency**

Complete a Concurrency application. Concurrency is the traffic management system for Kitsap County. The concurrency management system is designed to identify traffic patterns and needs in a manner that allows a road construction program to keep up with traffic growth.

## **Vicinity Map**

Provide a map indicating how to find your construction site from the main road. Include an arrow to indicate North, and any prominent landmarks. This document does not need to be to scale, and may not be a copy of a copyrighted map.

## **Water and Sewer/Septic Approval**

You must provide evidence of an adequate water supply and sewage disposal system for the property where the structure is to be built. The following projects require Health District approval:

- New construction (houses, garages, accessory buildings, etc.);
- All decks over 30" above grade and all covered decks;
- Additions where there is an increase in the floor area which extends beyond the original exterior walls; and
- Alterations or remodeling where the total number of bedrooms is increased.
- If the building site has an on-site septic system or well, contact Kitsap County Health District (KCHD) at 360-337-5285 to obtain a Building Site Application (BSA) or Building Clearance (BC).

If the building site is served by public water and/or sewer, contact your water purveyor to obtain a water availability letter and a sewer letter, then provide copies to both KCHD and DCD.

## **FEES**

Payment of fees can be made using a company or personal check, cashier's check, cash, VISA, or MasterCard. The plan review fee is due at permit application; the permit fee and any other fees are due upon permit issuance, with the exception of "deferred" impact fees described below.

The Building Permit and Plan Review fees are based on the established valuation of the proposed building. See Tables 1 and 2 on the next page to determine these fees.

## **Plumbing and Mechanical Fees**

Plumbing and/or mechanical fees are assessed based on the number and type of appliances and fixtures.

## **Surcharges**

Based on codes maintained by the Washington State Building Code Council (SBCC), each permit issued is assessed a fee of \$4.50, which funds the operations of the SBCC.

## **Impact Fees**

Residential impact fees apply to all new single-family dwellings (either stick-built or manufactured). Applications received by DCD after January 1, 2004, may elect to "defer" impact fees until project completion. Please see brochure #32 - *Deferred Impact Fees* for additional information.

## **Manufactured/Mobile Home Permits**

The Manufactured/Mobile Home Permit covers the set-up inspections required for installing a manufactured home on site. The fee is \$330.00. Separate permits are required for additional structures and mechanical permits. Alterations to manufactured homes require permits from Washington State Department of Labor and Industries (see brochure #52—*Mobile/Manufactured Home Setup Requirements*).

For Building Permit and Plan Check fees, use Table 1 to find your project’s valuation, and Table 2 to determine the fees.

TABLE 1: VALUATION DETERMINATION			
Type of Square Footage	# of SQ FT	\$ Valuation	\$ Totals
New Residential Space		X \$85.49 =	\$
New Unfinished Basement		X \$13.50 =	\$
Garage, Shed, Barn, Storage		X \$33.22 =	\$
Covered Porch, Carport		X \$18.75 =	\$
Interior Remodel		X \$17.50 =	\$
Decks		X \$11.60 =	\$
Conversion of Garage to SFR		X \$52.27 =	\$
Other		X \$ =	\$
		<b>Total Valuation</b>	<b>\$</b>

**Note:** Minimum valuation is determined by using the most current “*Building Valuation Data*” table compiled by the International Code Council (ICC) and published in the *Building Safety Journal* magazine with a local cost modifier of .90 applied in accordance with KCC 14.04.120(A). The valuation amounts shown here were current as of the August 2007 edition, the valuation amounts change twice a year upon the February and August publication dates. Check with the Department of Community Development for the most current valuation amounts.

TABLE 2: BUILDING PERMIT AND PLAN REVIEW FEE CALCULATION					
Total Valuation	Building Permit Fee Calculation	Building Permit Fee		Plan Review Fee is 65% of the Building Permit Fee	Total Fees
\$1.00 to \$500.00	\$25.15	\$25.15	+	\$25.15 x .65 = \$16.35	\$41.50
\$501.00 to \$2,000.00	\$25.15 for the first \$500.00 plus \$3.25 for each additional \$100.00, or fraction thereof, to and including \$2,000.00		+	x .65 =	\$
\$2,001.00 to \$25,000.00	\$74.10 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00		+	x .65 =	\$
\$25,001.00 to \$50,000.00	\$418.64 for the first \$25,000.00 plus \$10.80 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00		+	x .65 =	\$
\$50,001.00 to \$100,000.00	\$688.80 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00		+	x .65 =	\$
\$100,001.00 to \$500,000.00	\$1,063.30 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00		+	x .65 =	\$
\$500,001.00 to \$1,000,000.00	\$3,459.40 for the first \$500,000.00 plus \$5.10 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00		+	x .65 =	\$

## The Building Permit Process

Plans Examiners review your plans and identify any potential code conflicts. If the plans are incomplete or incorrect, the plans examiner requests additional or corrected information. Planners review your site plan, setbacks and environmental impacts for compliance with zoning, flood hazard and critical area codes and ordinances.

Once the plans are approved, the permit will be approved for issuance. Upon payment of the permit fees, the permit will be issued and construction may begin.

During construction, inspectors visit the construction site to ensure that the project complies with Kitsap County code requirements. See the Inspection Requests brochure for details and information on how to schedule an inspection.