



SUBMITTAL CHECKLIST RESIDENTIAL ACCESSORY BUILDINGS

This submittal checklist is intended to assist you in preparing and submitting a complete application.

Part 1 - Submittal Requirements - You must complete & submit all items for your application to be accepted.

Part 2 - Building Code Design Data references the current building codes. See IRC table R301.2 (1) below.

Applicable Code Requirements for further information on Kitsap County Code and requirements, please visit <http://www.codepublishing.com/WA/KitsapCounty/>.

Type of Work:

- | | | |
|---------------------------------|--|--------------------------------------|
| <input type="checkbox"/> New | <input type="checkbox"/> Conversion (rec room, game room, office space etc.) | <input type="checkbox"/> Replacement |
| <input type="checkbox"/> Repair | | |

Structure:

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> Garage | <input type="checkbox"/> Shed/Storage Building | <input type="checkbox"/> Greenhouse |
| <input type="checkbox"/> Carport (detached) | | <input type="checkbox"/> Barn |

Part 1 –Submittal Requirements

Please be aware that permit application submittals can take 30 – 45 minutes for each application. This is to ensure application materials are complete and accurately prepared for a timely review from county staff. Use the column to the left to check off items included with your application.

✓	Use the Column to the left to check off items included with your Application	Number
<input type="checkbox"/>	Submittal Checklist (this document)	1 paper
<input type="checkbox"/>	Fees are due at the time of submittal. See Current Fee Schedule to estimate fee. Accepted forms of payment: <ul style="list-style-type: none"> • Cash • Check/Cashier's Check- Checks payable to Kitsap County Department of Community Development • Electronic Checks - \$1.00 flat fee per electronic check • All Major credit cards- a Third Party convenience fee will apply 	-
✓	Required Applications	
<input type="checkbox"/>	Project Application	1 paper
<input type="checkbox"/>	Supplemental Application for Residential Accessory Buildings	1 paper
<input type="checkbox"/>	Mechanical (heating/ventilation)/Plumbing Supplemental Application (if applicable)	1 paper



✓	Use the Column to the left to check off items included with your Application	Number						
✓	Required Submittal Items							
	<p>Sewage Disposal and Water Supply Documentation</p> <p>All residential accessory buildings are required to have review of sewage disposal and water supply. The documentation to submit to DCD will be one of the following:</p>							
□	<table border="1"> <tr> <td style="width: 15%;">Onsite Septic</td> <td> <input type="checkbox"/> Accepted or Concurrent Review BSA (Building Site Application), including septic design (Site Plan) - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Accepted or Concurrent Review BC (Building Clearance) including Site Plan - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Accepted Building Clearance Exemption including Site Plan - from Kitsap Public Health District (360-337-5285) </td> </tr> <tr> <td>Existing Sewer</td> <td> <input type="checkbox"/> Current Sewer bill that shows the site address <input type="checkbox"/> Current Water bill that shows the site address <input type="checkbox"/> Site plan (see Brochure #45 for instructions/requirements), with date prepared and/or revised </td> </tr> <tr> <td>New Sewer</td> <td> <input type="checkbox"/> Building Clearance for Sewered Properties - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Site plan (see Brochure #45 for instructions/requirements), with date prepared and/or revised </td> </tr> </table>	Onsite Septic	<input type="checkbox"/> Accepted or Concurrent Review BSA (Building Site Application), including septic design (Site Plan) - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Accepted or Concurrent Review BC (Building Clearance) including Site Plan - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Accepted Building Clearance Exemption including Site Plan - from Kitsap Public Health District (360-337-5285)	Existing Sewer	<input type="checkbox"/> Current Sewer bill that shows the site address <input type="checkbox"/> Current Water bill that shows the site address <input type="checkbox"/> Site plan (see Brochure #45 for instructions/requirements), with date prepared and/or revised	New Sewer	<input type="checkbox"/> Building Clearance for Sewered Properties - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Site plan (see Brochure #45 for instructions/requirements), with date prepared and/or revised	2 Paper (1 Original and 1 Copy)
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□	<p>Residential Stormwater Worksheet. Completing the worksheet will direct you to complete the following if necessary:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Soil Analysis <input type="checkbox"/> SWPPP Narrative <input type="checkbox"/> SWPPP Drawings (on minimum 11" x 17" paper; drawn to scale) <input type="checkbox"/> Soil Management Plan <p>If a Site Development Activity Permit (SDAP) has been submitted for this project complete the stormwater worksheet and provide the SDAP Application</p> <p>Permit # _____</p>	2 Paper						
□	Energy Code Worksheet- Only if adding Heating or Ventilation to Structure	2 Paper						
□	View Protection Overlay Zone Height Worksheet (for projects located in Manchester or Ilahaee only), contact DCD to inquire about these overlay zones	1 paper						
□	<p>Construction plans</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plans must have industry standard scale of a clearly legible size For example: a 24"x36" or 18"x24" with floor plans, elevations, and sections at not less than 1/8" = 1' scale <input type="checkbox"/> Original Plan Set should contain the original Architect's or Engineer's professional seal(s) and should have signature or "wet stamp" 	2 Paper sets (Both to Scale)						
□	Engineered Plans & Engineer's Calculations- Original Plan Set should contain the original Architect's or Engineer's professional seal(s) and should have signature or "wet stamp". Note: Calculations can only be submitted by an Engineer, not an Architect.	2 Paper sets						



✓	Use the Column to the left to check off items included with your Application	Number
☐	An owner's signature is required to Issue a permit for this type of work. The signature must be on the Project Application or a separate letter or email from the owner authorizing someone else to represent them on the project	1 Paper

Part 2 – Building Code Design Data

Climatic and Geographic Design Criteria - IRC Table R301.2 (1)

Ground Snow Load	Wind speed	Seismic Design Category	Weathering	Frost Line Depth	Termite	Decay	Winter Design Temp	Ice Shield Underlayment Req'd	Flood Hazard	Air Freezing Index	Mean Annual Temp
*30 lbs	Ult. design speed 110 mph	D2	Moderate	12"	Slight to Moderate	Moderate to Severe	26° F	No	(a) 1980, (b) 1980)	148	51.4 °F

*Minimum allowable uniform roof snow load not less than 25 psf.

- 2015 International Residential Code (IRC), WAC 51-51
- 2015 Washington State Energy Code (WSEC), WAC 51-11
- 2015 Uniform Plumbing Code (UPC), WAC 51-56 and 51-57v
- 2015 International Mechanical Code (IMC) and 2012 International Fuel Gas Code (IFGC), WAC 51-52

