



SUBMITTAL CHECKLIST SINGLE FAMILY RESIDENCE OR DUPLEX

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/>.

Once your application is determined to be counter complete, a review for technical completeness is conducted and you may be required to submit additional information in order to proceed with further review of your application.

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 Single Family Residence or Duplex	1 paper
✓ Optional Item	
<input type="checkbox"/> Blue Address Sign available for purchase <ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No 	\$9.25 per sign



✓	Use the Column to the left to check off items included with your Application	Number
	<input type="checkbox"/> Construction Stormwater Pollution Prevention Plan and Narrative (SWPPP) <input type="checkbox"/> Drainage Report <input type="checkbox"/> Geotechnical Analysis/Soils Report If the Stormwater Worksheet, Fig. 4.1 Flow Chart or Fig. 4.2 Flow Chart resulted in Abbreviated Drainage Review, Abbreviated Drainage Review-Engineered or Full Drainage Review, a Site Development Activity Permit is required.	
<input type="checkbox"/>	Energy Code Worksheet	2 Paper (1 Original and 1 Copy)
<input type="checkbox"/>	Does the proposed structure equal or exceed 5,000 square feet? <input type="checkbox"/> YES- If yes, please visit Brochure #98- Fire Flow Table to select fire prevention credits. <input type="checkbox"/> NO- No further information needed	Show Fire Flow Elections on plans
<input type="checkbox"/>	View Protection Overlay Zone Height Worksheet (for projects located in Manchester or Ilahaee only), contact DCD to inquire about these overlay zones.	1 Paper
<input type="checkbox"/>	Construction plans <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)
<input type="checkbox"/>	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"	2 Paper sets
<input type="checkbox"/>	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 51-51-003
- 2015 Washington State Energy Code (WSEC), WAC 51-11R
- 2015 Uniform Plumbing Code (UPC), WAC 51-56
- 2015 International Mechanical Code (IMC) and 2012 International Fuel Gas Code (IFGC), WAC 51-52-003

