



SUBMITTAL CHECKLIST ESTABLISH BASIC PLAN RESIDENTIAL

This submittal checklist is intended to assist you in preparing and submitting a complete application. You must complete & submit all items for your application to be accepted. 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.

- Single Family Residence
 Duplex
 Detached Garage

Fees are due at the time of submittal. [See Current Fee Schedule.](#)

Please be aware that refund requests must be received postmarked within one year of the original payment date.

Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to Kitsap County Dept of Community Development
- Electronic Checks - \$1.00 flat fee per electronic check
- Credit Cards: MasterCard, Discover, American Express or VISA - a third party convenience fee of approximately 2.5% will apply.



Section 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
✓	Required Submittal Items	
<input type="checkbox"/>	Energy Code Worksheet	2 Paper sets
<input type="checkbox"/>	Construction plans <ul style="list-style-type: none"> <input type="checkbox"/> 1 set printed at full size. The full size set is a set printed out at 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"/> 1 set printed on no larger than 11"x17" paper. The 11"x17" set should be to scale. If it is not to scale, an electronic version* that is to scale must accompany the submittal. <input type="checkbox"/> Plans that contain an Architect's or Engineer's professional seal(s) should have the original signature or "wet stamp" on at least the 	2 Paper sets See details to the left for paper size and scale



✓	Use the Column to the left to check off items included with your Application	Number
	11"x17" plan set. The full size set can have a copy. If the 11"x17" set only has a copy of the signature, an electronic version* that has a "digital wet stamp" must accompany the submittal. For structures that equal or exceed 5000 sq. feet see section 8 for additional requirements.	
<input type="checkbox"/>	Engineered Plans & Engineer's Calculations For structures that equal or exceed 5000 sq. feet see page 4 for additional requirements.	2 Paper sets Further
<input type="checkbox"/>	Letter from Engineer and/or Architect allowing use and reproduction of basic plan	1 Paper Original

Section 2 – Building Information

- Single Family Residence
 Duplex
 Detached Garage

Proposed building/project: _____ Use: _____

Number of floors _____ # Total bedrooms _____
 # Total bathrooms _____

Structure	Square Footage- Enter square footage (sq. ft.) for each that applies: Sq. Ft= measurement to exterior walls
Main floor	
Second floor	
Basement - unfinished	
Basement - finished space or habitable	
Garage*	
Garage 2 nd fl - unfinished storage	
Garage 2 nd fl - finished space or habitable	
Carport - 2 walls or less	
Deck - uncovered	
Covered porch	

Section 3 – Allowable Options



Allowable options for basic plans are restricted to: different elevations, energy code compliance, room layouts, bay windows, skylights, reversals (mirror-image), or similar construction. Please list below any allowable options you would like to submit with your basic plans.

Option	# Options	Name of Options
Example: Elevation	2	Elevation Option A & Elevation Option B
Example: Energy Code	2	WSEC 2015 & WSEC 2012

Section 4 – Contact Information

The authorized agent/representative is the primary contact for all project-related questions and correspondence. The County will email requests and information about the application to the authorized agent/representative and will ‘copy’ (Cc) the owner noted below. The authorized agent/representative is responsible for communicating information to all parties involved with the application. It is the responsibility of the authorized agent/representative and owner to ensure their mailbox accepts County email (i.e., County email is not blocked or sent to “junk mail”). There may be instances where regular USPS or courier mail is used.

Applicant:

- Owner Applicant (other than owner) Authorized Agent/Representative

Name: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Email Address: _____

Note: For projects with multiple owners, attach a separate sheet with each owner(s) information and signatures.

Professional

- Engineer Architect Surveyor Contractor*

Name: _____ Title: _____

License Number: _____ Liability Certificate: _____

Address: _____

Work Phone #: _____ Cell Phone #: _____

Email Address: _____



Professional

Engineer Architect Surveyor Contractor

Check if this is the Authorized Agent/Representative for this project.

Name: _____ Title: _____

License Number: _____ Liability Certificate: _____

Address: _____

Work Phone #: _____ Cell Phone #: _____

Email Address: _____

I affirm, under penalty of perjury, that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I understand, in accordance with the Department of Community Development fee policies, the base fee is determined by an average processing time. If staff hours required to process the permit exceeds the base fee, additional charges may be incurred, and I agree to pay all fees of the County that apply to this application. I understand refunds may also be issued for those permits that require less processing time.

Print Name

Signature

Date

Section 5 – Applicable Code Requirements

Detailed application requirements are noted below. Additional items may be required if the review process indicates more information is needed to evaluate the project.

Kitsap County Code is available online at: www.codepublishing.com/wa/kitsapcounty.

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

Ground Snow Load	Wind Speed/3 Sec Gust	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	110mph /85mph	D2	Moderate	12"	Slight to Moderate	Moderate to Severe	26° F	No	(a) 1980, (b) 1980)	148	51.4 °F

- 2015 International Residential Code (IRC), WAC 51-51
- 2015 Washington State Energy Code (WSEC), WAC 51-11 Effective 1-1-17 (2012 Through 12-31-16)
- 2015 Uniform Plumbing Code (UPC), WAC 51-56 and 51-57v
- 2015 International Mechanical Code (IMC) and 2015 International Fuel Gas Code (IFGC), WAC 51-52

Code Requirement	Code Reference
Construction Drawings	
For buildings and structures utilizing braced wall design, braced wall lines shall be identified on the construction documents. Pertinent information including, but is not limited to, bracing methods, location and length of braced wall panels and foundation requirements of braced wall panels at top and bottom shall be provided. Pole buildings shall be engineered.	IRC R106.1.1



Code Requirement	Code Reference
Foundation details shall be noted in accordance with the IRC Chapter 4 and Kitsap County Amendments.	IRC Chapter 4 & KCC 14.04.558
DCD keeps the 11x17 sized set of plans for records retention purposes. If these plans are prepared by a registered professional they shall bear an original seal and signature of the design professional or the plans must be accompanied by a letter, with original seal and signature, from the design professional authorizing the use of copies for the particular project.	1976 Federal Copyright Act, RCW 18.08.420(7)
Construction plans shall indicate size, species and grade of framing members, location of point loads (consolidated point of bearing from trusses, beams, headers, etc.), and structural members.	IRC R106.1.1
Construction documents shall be drawn upon suitable material. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of work proposed and show in detail that it will conform to the provisions of the 2015 IRC or IBC and relevant laws, ordinances, rules and regulations.	IRC R106.1.1
Floor plans shall clearly identify the use of each space. All rooms shall be identified.	IRC R106.1
Garages shall be separated by not less than ½" gypsum (sheetrock). Openings in garage walls or ceilings shall be equipped with solid wood doors not less than 1 3/8", solid or honey-comb steel doors or 20 min. fire rated doors, equipped with self-closing device. Habitable rooms above the garage shall be separated by not less than 5/8"x gypsum, secured at 6" on-center throughout. Detached garages constructed less than 3' from a residence, ½" gypsum separation is required.	IRC Table R 302.5.1, R302.6, Table 302.6
Porches, balconies or raised floor surfaces located more than 30" above the floor or grade (measured vertically from the floor or grade and 36" horizontally to the edge), shall have guardrails not less than 36" in height.	IRC R312
Stairways with 4 or more risers and ramps exceeding a slope of 8.3% (12h:1v), shall have at least one graspable handrail.	IRC R311.7.8 & R311.8.3
Retaining walls not laterally supported at the top and retain in excess of 48" of unbalanced fill (fill on one side higher than the other), or retaining walls exceeding 24" in height that resist lateral loads in addition to soil, shall be designed in accordance with accepted engineering practice. Retaining walls that are not over 4' in height (measured from the bottom of the footing to the top) and do not support a surcharge (added weight against the wall, i.e. parked car, other retaining walls, etc.) are exempt from building permits.	IRC R105.2, IRC R404.4
Structures that equal or exceed 5000 sq. shall meet the requirements of Kitsap County Code Title 14 Appendix B Table B103.3 for fire protection (i.e. fire hydrants located within 1000 ft. from structure that provide the required gallons per minute of water, fire sprinklers, fire resistive construction, etc.). Square footage is measured from the outside walls of the structure including attached garages, attached storage, useable areas under decks (patios under decks), unfinished basements, crawl spaces constructed in such a manner as to allow storage, covered porches, etc.	KCC 14.04.760
Garage and carport floor surfaces shall be of approved (concrete or asphalt) non-combustible material and be sloped toward the garage or carport door opening to facilitate drainage of liquids. Variances to floor surface requirements for carports must be requested from the Building Official.	IRC R309.1
Carports shall be open on two sides.	IRC R309.2
No more than 1 access (driveway) from County maintained roads are allowed. If you already have access to your property from a County maintained road, you cannot have a separate access for any other structure. If you access from a private road or easement, the County does not restrict the number of access points you can have. Please show all existing and proposed road approaches on your site plan.	Kitsap County Public Works Road Standards 2007 – 4.1G

