



BROCHURE # 41

RESIDENTIAL BUILDING PERMIT GUIDELINES

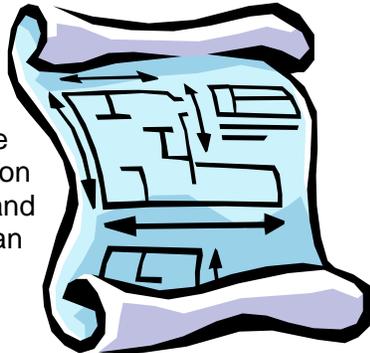


THE BUILDING PERMIT PROCESS

The Permit Center reviews your submittal documents to ensure you have a complete application. 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. The property is also reviewed for any stormwater mitigation thresholds, and legal road access.

Once the plans are approved, the permit will be approved for issuance. Upon payment of the remaining balance of 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 as well as the approved plans. See the Inspection Requests brochure for details and information on how to schedule an inspection.



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 to gain your parcel number, or visit the Kitsap County Parcel Search:

<https://psearch.kitsapgov.com/pdetails/default.aspx>

And enter in your site address to view your parcel number.

Owner's Information

You will need to provide owner's name, address, phone, and E-mail address.

Kitsap County Department of Community Development
614 Division Street, MS-36
Port Orchard, WA 98366-4682
www.kitsapgov.com/dcd/
Revision Date: 10/1/2016

Builder/Contractor

Provide builder/contractor name, address, phone, E-mail address and Contractor License number.

Project Site Address

All application submittals require DCD to verify your 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 if you use an easement to get onto a county road.

Need a reflective blue address sign?

Blue Address signs available for purchase:

- \$9.25 Per sign
- Visible both day & night to increase safety
- Contact (360) 337-5777 or add on to your permit application
- Sign to be picked up upon issuance of permit

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).

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

Phone: (360) 337-5777
Form Number: 4301B
Email: help@kitsap1.com

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 drawn to industry standard scale with floor plans, elevations, and sections at not less than 1/8"=1' scale. Two paper sets are required, both to scale, example sizes: 24" x 36" or 18" x 24".

Engineered or architectural documents must carry the engineer's original stamp and signature, and include structural calculations. Two sets need to be provided, both including stamp, signature and seal, 1 original with wet stamp and 1 duplicate copy.

Site Plan

Kitsap County Health District approval must be obtained prior to application submittal, and the site plan must meet the Universal Site Plan Requirements - see Brochure #45 – *Site Plan Requirements*. If you are on septic, you may ask the Health District about the Concurrent Review process. If your lot is served by septic, use the original stamped 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 i.e. fireplace bump outs and roof overhangs. For minimum setback (distance to each property line) requirements, see brochure #47 - *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 360-337-5777.

Foundation Plan

Show the size and shape of the foundation, anchor bolt size and spacing, hold down 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.

Floor Plan

The floor plan must show:

- Arrangement of partitions and rooms; clearly identified.
- 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.
- All prescriptive braced wall panel types and locations, or a lateral bracing system (with attached calculations) prepared by an engineer licensed by the State of Washington. The system must include shear wall types and locations, hold down devices, and anchor bolts.

Cross Section

The cross section must include:

- Roof/Overhang and exterior finishes
- Wall Framing
- Interior and Exterior Finishes
- Insulation
- Floor Framing
- Foundation Details

Elevations

Elevations must show:

- Front/Rear Views
- Left/Right Views
- Locations of all openings
- Roof Pitch
- Chimney Locations
- Exhaust Termination

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 typically prohibited in hazardous locations (pit locations) such as cellars, basements, and under-floor areas where accumulations of "heavier than air" propane can become trapped, but may be allowable with additional requirements, see Kitsap County Code for requirements. 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. Placement of propane tanks must be shown on approved site plan and drawn to scale.

Energy: Insulation and Ventilation Requirements

For heated buildings, submit a completed Energy Code Worksheet with the building permit application. 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 see the Plan Review Checklist located on our website at www.kitsapgov.com/dcd/forms/default.

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 360-337-5777). 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.

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.

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 Kitsap Public Health District approval:

- New construction (houses, garages, accessory buildings, etc.);
- 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), Building Clearance (BC), or Building Clearance Exemption.

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 Kitsap Public Health District.

FEES

Payment of fees can be made using a company or personal check, cashier's check, cash, Discoverer, American Express, or MasterCard. 50% of the Building Permit Fee plus \$90 is due at permit application; the balance of the permit fee and any other fees are due upon permit issuance, with the exception of "deferred" impact fees described below.

Plumbing and Mechanical Fees

Plumbing and/or mechanical fees are included in the building permit fee; unless a separate plumbing or mechanical permit is submitted after completion of project.

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 ready for final inspection. Please see brochure #5 - *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. Separate permits are required for alterations to manufactured homes and require permits from Washington State Department of Labor and Industries (See: *Mobile/Manufactured Home Setup Requirements*). **

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