



SUPPORTING DOCUMENT **RESIDENTIAL EMERGENCY REPAIR**



Instructions for Over the Counter Permit Application

The purpose behind issuing permits over the counter is to reduce plan review time. All permits issued over the counter are subject to field inspection with the understanding that applicants are ultimately responsible for code compliant construction practices. General inquiries regarding specific code questions may be made at anytime; however the applicant assumes the responsibility to correct all code deficiencies regardless of conditions. If you prefer to waive over the counter processing, you may elect to request a plan review by DCD prior to issuing your permit.

The illustrations and information in this supporting document are intended to explain the common codes which can apply to your project. At your first inspection, the inspector will discuss your project and detail additional code items which will need to be addressed with your project.

Before You Apply for Your Project

- ✓ If you hire someone to perform the work, they must be a registered contractor—it's the law in Washington State. To verify your contractor's information, contact the Washington State Department of Labor and Industries (phone: (360)415-4000; website: www.LNI.wa.gov).
- ✓ Electrical work requires a separate permit from the Washington State Department of Labor and Industries (phone: (360)415-4000; website: www.LNI.wa.gov).

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

Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to Kitsap County Dept of Community Development
- Electronic Checks
- Credit Cards: MasterCard, Discover, American Express or VISA



Section 1 – Counter Complete Submittal Requirements

Use the column to the left to check off items included with your submittal.

✓	Required Submittal Items
	1. Completed Supplemental Application
	2. Mechanical/Plumbing Supplemental Application (if applicable)
	3. Detailed Scope of Work
	4. Floor plan* – 2 Copies no larger than 11 x 17 (See Section 4)
	5. Photos of damaged areas

Section 2 – Inspections

Inspectors visit the construction site during the project to make sure that it complies with building code requirements. The inspector may conduct one or more inspections during one visit if they can observe all work done. Additionally, the inspector may make or require other inspections to ascertain compliance with the provisions of the code.

Section 4 – Prescriptive Construction Drawings

Floor Plan

Please draw your floor plan here. Drawing must be fully dimensioned or to scale. Use of each room and all elements to be remodeled must be identified.

Scale: 1 square = 5 feet (1" = 20')

Section 5 – General Code Provisions

The following are common code requirements which apply to residential projects. This information is intended to provide basic, helpful information only and shall not be construed as an all-inclusive list of code requirements.

Basic Requirements

1. **APPROVED PLANS:** IRC R105.7, R106.3.1, R106.4. The building permit, inspection card, and 1 set of approved construction documents must remain on the job site at all times until the completion of the project.
2. **PREMISES IDENTIFICATION:** IRC R319.1. Address numbers shall be visible from the street or road fronting the property. If the home is not visible from the street, the address shall be at the driveway entrance. Addresses shall be posted prior to requesting any inspection.
3. **HEATING:** IRC R303.8, M1701.1 Every dwelling unit shall be provided with heating facilities capable of maintaining a room temperature of 68° F. Primary heating sources shall not be dependent upon wood stoves. Supplemental wood burning appliances shall be EPA certified and be provided with combustion air in accordance with the appliance manufacturer's installation instructions.

General Floor Plan Requirements

4. **ROOM IDENTIFICATION:** IRC R105.3. Each room and its intended use must be clearly shown.
5. **DOORS & EXITS:** IRC Section R311.2. At least one egress door shall be provided in each dwelling unit. The egress door shall be side-hinged, with a minimum clear width of 32" when measured between the face of the door and the stop (usually a 36" door) and clear height of 78", and that can be opened without the use of a key, tool or special knowledge.
6. **EGRESS WINDOWS:** IRC R310.1. Basements and bedrooms are required to have at least one 5.7 square foot opening directly to the outside with a minimum opening height of 24" and a minimum opening width of 20".
7. **SMOKE ALARMS:** IRC R315. A smoke alarm shall be installed in each sleeping room, in the hall leading to the sleeping room and on each story.

8. **CARBON MONOXIDE ALARMS:** An approved carbon monoxide alarm shall be installed outside of each separate sleeping area in the immediate vicinity of the bedroom, unless the dwelling has been owner-occupied prior to July 1, 2010.
9. **SAFETY GLAZING:** IRC R308.4. All glass located in an area considered hazardous must be safety glazed. Common locations include in bathrooms, adjacent to doors and within 60" of a stairway.
10. **FLOOR AREA:** IRC R304. Dwelling units shall have at least one habitable room with not less than 120 square feet of floor area. Other habitable rooms except kitchens shall have an area of not less than 70 square feet with a minimum dimension of 7' in one direction.
11. **MINIMUM CEILING HEIGHTS:** IRC R305.1 Habitable spaces shall have a ceiling height of not less than 7 feet. Bathrooms shall have minimum ceiling height of 6'-8" at the front clearance areas of fixtures.
12. **INTERIOR FINISH:** IRC R302.9, R702.3.8 & R702.4.2, R702.3.8.1. When gypsum is used as a base for tile or wall panels for tub/shower enclosures, water-resistant shall be used.

Doors and Stairs

13. **LANDINGS:** IRC R311.3.
 - a) Door or stair landings shall be equal in width to the stair or door width (minimum 36") and 36" in depth. Exterior landings may have a slope not to exceed 2% (1" in 48").
 - b) At doors, landings shall not drop 1.5" lower than the threshold of the doorway, except doors other than the main exit may drop up to 7 3/4" provided the door does not swing over the landing (*exception: screen doors*). Landings are not required at exterior doors other than the main door that have no more than 2 steps down to grade.
 - c) An *interior* door may open at the top of a flight of stairs provided the door does not

swing over the top step. Exterior landings may have a slope not to exceed 2% (1" in 48").

Fire Separation Requirements

14. GARAGE/DWELLING SEPARATION IRC R302.5, R309.1, R302.5.1.

- a) Door opening between the residence and garage shall be a solid wood door or 20 min rated door. Note: Openings between a garage and bedroom are prohibited.
- b) The common wall shall have ½" gypsum applied to the garage side (this includes garages within 3' of the residence. If habitable space is above the garage, the ceiling shall be covered with 5/8" Type X and the supporting walls with ½" (this includes all bearing walls, posts, columns, etc.).
- c) Penetrating ducts shall be constructed of a minimum No.26 gage sheet steel or other approved material. Openings around vents, pipes, ducts, cables, and wires shall be fire blocked.
- d) The garage floor shall be of concrete or other approved noncombustible material, and shall be sloped toward the outside. A carport (open on at least 2 sides) may have asphalt floor surface material.

General Mechanical Requirements

- 15. **APPLIANCES LOCATED IN GARAGE:** IRC Section M1307.3. Appliances shall be protected from vehicle damage and be elevated minimum 18" from the floor.
- 16. **DUCTS:** If a duct is concealed a permanent label or tag shall be posted within 6' of the connection.
- 17. **APPLIANCE LOCATIONS:** IRC G2406.2. Fuel burning appliances shall not be **installed in a sleeping room, bathroom, toilet room, or closet.** *Exception: direct vent appliances (see IRC Section G2406.2 for additional exceptions).*
- 18. **RANGE HOOD:** IRC Section M1503, M1901. The vertical distance between the cooking top of a domestic range and unprotected

combustible material shall not be less than 30" or per manufacturer's specifications.

- 19. **CLOTHES DRYERS:** IRC Sections M1502, G2439.3 & G2439.5. Clothes dryer exhaust ducts shall terminate outside the building at least 3 feet away from any openings and be equipped with a back draft damper. Duct length shall be per manufacturer's specifications or per Table M1502.4.4.1
- 20. **WATER HEATER:** IRC Section M1307.2; UPC 508.2, 508.4, 608.5; WSEC Section 504.2.1. Water heaters shall have expansion tanks, temperature and pressure relief valves, and be securely strapped to avoid movement. Where water heaters are installed over framed floors, a pan with drain to the outside shall be installed. All electric hot water heaters shall be placed on an R-10 pad when located on an unheated slab in an unheated space.
- 21. **EXHAUST FANS:** IRC Section M1507: Source specific exhaust ventilation is required in each kitchen, bathroom, water closet, laundry room, indoor swimming pool, spa, and other rooms where water vapor or cooking odor is produced. All exhaust ducts in unconditioned spaces shall be insulated to a minimum of R-4.

Table 1507.3 Minimum Required Exhaust Rates for One- and Two-Family Dwellings

	Laundry rooms or Bathrooms	Kitchens
Intermittently Operating	50 cfm	100 cfm
Continuous Operation	20 cfm	25 cfm

- 22. **WINDOW OR WALL PORTS:** IRC Section M1508.4.5. Outdoor air shall be distributed to each habitable room by individual outdoor air inlets. Individual room outdoor air inlets shall have a controllable and secure opening and be capable of a total opening area of not less than 4 square inches. Outdoor air inlets shall be located so as not to take air from within 10 feet of a plumbing vent opening, or an appliance vent outlet, or where it will pick up objectionable odors, fumes or flammable vapors.
- 23. **DISTRIBUTION:** IRC M1508.4.5. Where outdoor air supplies (*window or wall ports*) are

separated from fan locations by doors, adequate air flow shall be ensured by undercutting doors or installing grilles or transoms. Doors shall be undercut to a minimum of 1/2" above the surface of the finished floor covering.

that the fixture is capable of being used for its intended purpose.

- 28. **SHOWERS:** Showers shall be minimum 30"x 30" and have a minimum 24" clearance in front of the opening, and at least 6' 8" clearance above the shower floor or tub.

Chimneys & Fireplaces (IRC Chap. 10)

- 29. **GENERAL:** Factory-built chimneys and fireplaces shall be installed per manufacturers specs. Masonry or concrete fireplaces shall be constructed in accordance with IRC Chapter 10 and certified in accordance with Washington State Building Code Standard 31-2 and IBC 2114.

- 30. **CHIMNEYS:** Chimneys shall extend at least 2' higher than any portion of a building within 10'. Chimneys shall be provided with crickets when the dimension parallel to the ridgeline is greater than 30" and does not intersect the ridgeline. The cricket and chimney shall be built & flashed according to Figure R1003.20 and Table R1003.20.

- 31. **FOUNDATION SUPPORT:** Masonry chimneys shall be supported on solid masonry or concrete foundations at least 12 inches thick, extend least 6 inches beyond each side of the exterior dimensions of the chimney and be at least 12" below grade. Reinforcement shall conform to the requirements set forth in Table R1003.2 and IRC Figure R1001.1.

General Framing Requirements

- 32. **WALL FRAMING:** IRC Sections 602.3.1, 602.3.2, 602.3.3, 602.3.4, 602.6 & 602.9. The size, height, and spacing of all other wood-framing studs shall be in accordance with Table R602.3.(5). (Maximum 10 feet in Seismic Design Category D₂.)

- a) Cutting and notching: May not exceed 25% of the stud width in bearing or exterior walls and may not exceed 40% of a single stud width in non-bearing partitions.
- b) Bored or drilled holes: The diameter of the resulting hole may not exceed 40% of the stud width, can be no closer than 5/8" to the edge of the stud, and may not be located in the same section as a cut or notch. See IRC Section R602.6 for exceptions See IRC

24. MAKE-UP THROUGH FURNACE: IRC

M1508.5.1, Integrated forced-air ventilation systems shall distribute outdoor air to each habitable room through the forced-air system ducts. The whole house ventilation system shall be controlled by a 24-hour clock timer with the capability of continuous operation, manual and automatic control. At the time of final inspection, the automatic control timer shall be set to operate the whole house system for at least 8 hours a day. A label shall be affixed to the control that reads "Whole House Ventilation (see operating instructions)."

25. L.P.G. (PROPANE) APPLIANCES: IFGC

Section 303.2 and 303.3 prohibits appliances from being installed in a hazardous location, L.P.G. tanks shall be installed in accordance with NFPA 58 and Chapter 38 of the 2009 International Fire Code. L.P.G. standard shall be NFPA 58.

Typical LPG Tank Setbacks

L.P.G. Tank Size (gal)	Required Setback from Buildings & property lines
< 125	zero, with conditions*
125 to 500	10 feet
500 to 2000	25 feet

*Minimum 5 feet to property lines; building openings; sources of ignition; ventilation air intakes; openings into direct-vent appliances.

General Plumbing Requirements

- 26. **BACKFLOW PREVENTORS:** UPC Section 603.4.7. All cross connections between potable water sources and other systems, such as landscape irrigation systems, radiant heat systems, swimming pools, etc. shall be equipped with backflow preventers in accordance with UPC Section 603.

- 27. **WATER CLOSETS:** IRC Figure 307.1. Water closets shall be located in a clear space not less than 30" in width, and not closer than 15" to a wall or barrier and have 21" in front. The ceiling height above the fixture shall be such

Figures R602.6 (1), R602.6.2 (2), and R602.6.1 for additional details.

the insulation and the roof sheathing at the locations of the vents.

33. FIRE-BLOCKS & DRAFT-STOPS: IRC Sections R602.8, R502.12. Fire blocking shall be provided in concealed spaces of wood stud walls and partitions: vertically at the ceiling and floor levels; horizontally at intervals not exceeding 10 feet; and at all interconnections between concealed vertical and horizontal spaces such as soffits, drop ceilings and cove ceilings, as well as stair stringers at the top and bottom of the run and openings around vents, pipes and ducts at ceiling and floor levels. All fire blocking and draft stopping shall be in place prior to requesting a framing inspection.

38. ATTIC ACCESS: IRC Section R807.1. Attics must be provided with an access opening of not less than 22" x 30" See M1305.1.3 for additional details regarding appliances in the attic. The attic access shall not penetrate the garage/dwelling fire resistive barrier.

General Energy Code Requirements

All structures intended for human occupancy must be heated and insulated according to the Washington State Energy Code. Please see the energy code worksheet for specific details including:

- ✓ **Foundation, Underfloor, Wall and Ceiling Insulation Values**
- ✓ **Minimum window and door energy efficiency values**
- ✓ **Vapor Barrier Requirements**

34. SIDING TYPE IRC Section R703.3, R703.4, R703.5, R703.8, R703.9, R703.10, Table R703.4. Exterior wall coverings shall be installed, attached and flashed in accordance with the provisions of IRC Section R703 and the siding manufacturer's installation instructions. **Please note that masonry wall coverings exceeding 3" in thickness require an engineered design in Seismic Design Category D₂ (all of Kitsap County). See #67**

39. ENERGY CODE COMPLIANCE CERTIFICATE WSEC Section 105.4: A permanent certificate shall be posted within three feet of the electrical distribution panel.

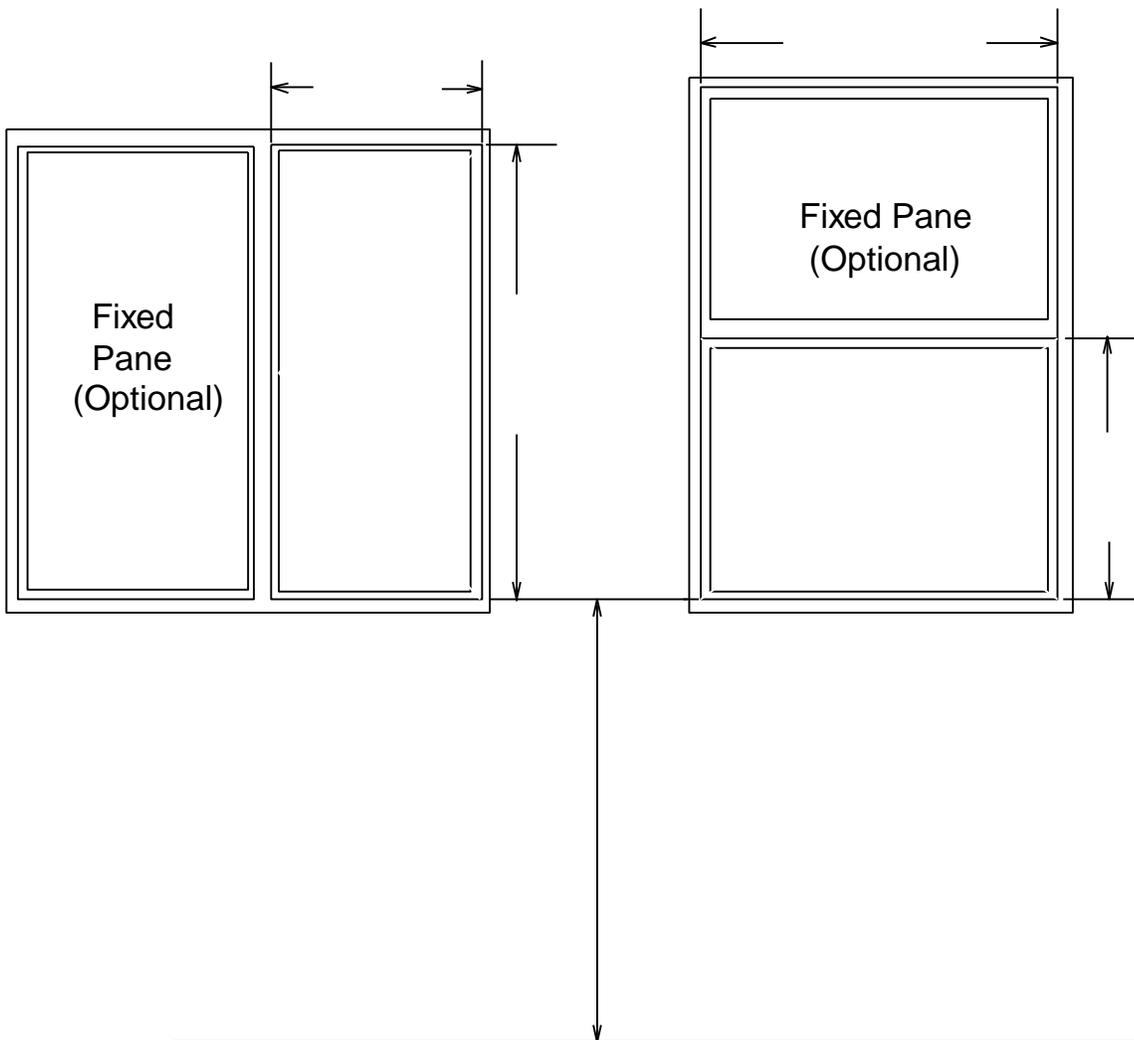
35. SIDING/EARTH SEPARATION: IRC Section R317. Wood siding, sheathing and wall framing on the exterior of the building used within 6" of earth shall be pressure treated wood or wood of natural resistance to decay as identified in item #52 of this checklist.

General Roof Plan Requirements

36. ROOF DRAINAGE & COVERING: IRC R801.3, R903, R904, R905. All structures shall have a controlled method of water collection and disposal from roofs (typically gutters). Water shall discharge to an approved drainage system or to splash blocks where a drainage system is not required.

37. VENTILATION: IRC R806. Enclosed attics and rafter spaces shall have ventilation not less than 1 to 150 of the area of the space ventilated. The total area is permitted to be reduced to 1 to 300, provided at least 50% and not more than 80% of the required vent area is located in the upper portion of the space to be ventilated. Vent openings shall be protected with corrosion resistant wire mesh. A minimum 1-inch airspace must be maintained between

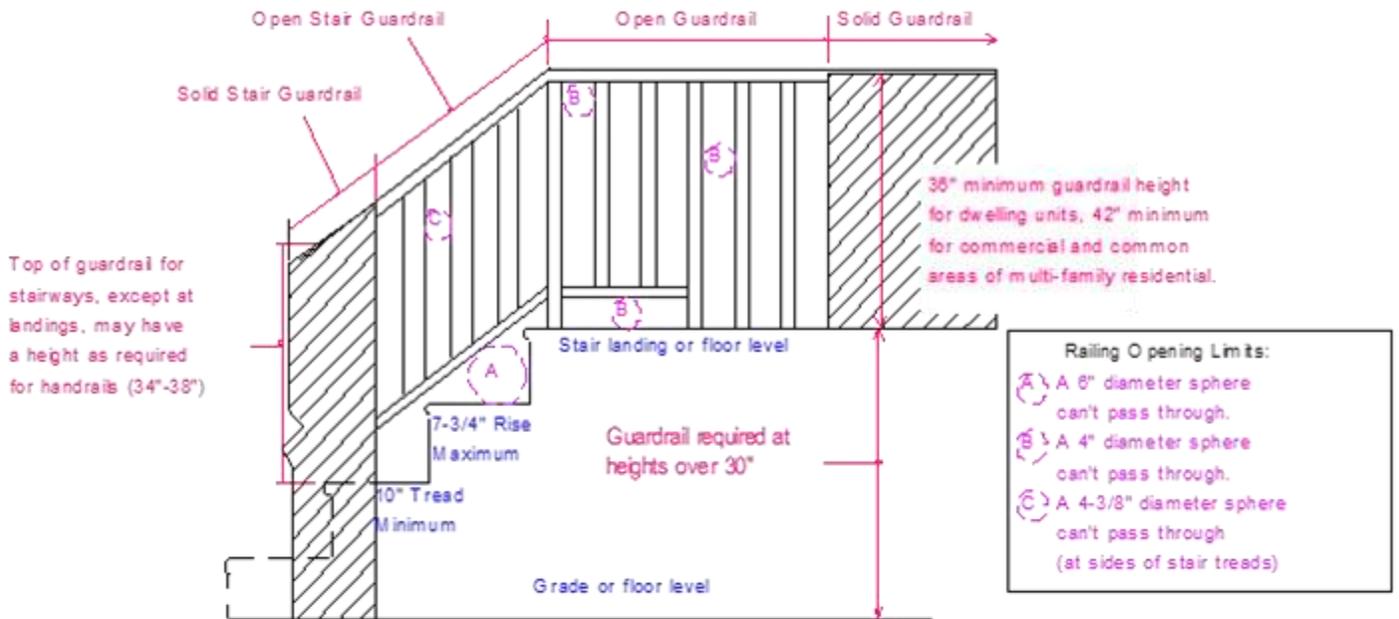
STANDARD CONSTRUCTION DETAILS
EMERGENCY EGRESS/RESCUE OPENING



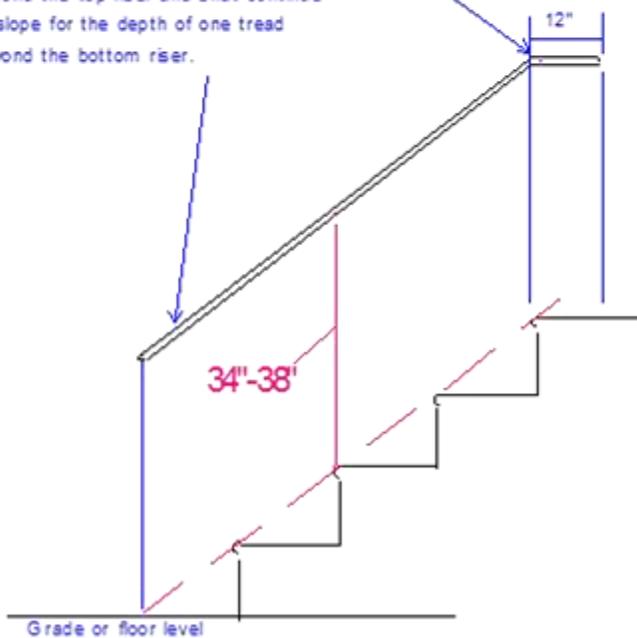
Notes:

1. Basements in dwelling units and every sleeping room below the fourth story shall have at least one emergency escape and rescue window or door opening directly to an approved outside location.
2. The door or window shall be openable from the inside without the use of separate tools.
3. Finished sill height of 44" is measured from interior finished floor level. A step may not be used to achieve proper sill height unless it complies with the code requirements as a landing.

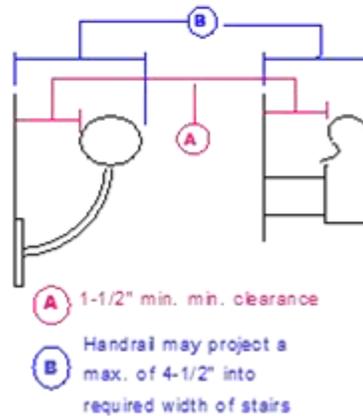
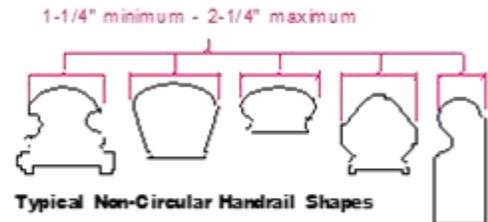
STAIR AND GUARDRAIL DETAIL



Handrail extensions are required on commercial and common areas of multi-family buildings. The extension length shall be at least 12" horizontally beyond the top riser and shall continue to slope for the depth of one tread beyond the bottom riser.



Handrail Height and Extensions



Wall Clearance

