



CITY OF KENMORE NEW SINGLE FAMILY BUILDING PERMIT CHECKLIST

This checklist identifies the minimum requirements, for the City of Kenmore, to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance does not deem the application complete. **Mechanical and plumbing review will be included with the review of the building permit application.**

APPLICANT: Please check each box under the applicant heading on this checklist to confirm items included in your submittal. The Permit Technician will check off each box under staff when the item is confirmed to be included in the submittal package. **Please submit the number of copies of each item requested below.**

FIVE (5) COPIES OF EACH:

Appl Staff

- A completed Permit Application Form with appropriate sworn statement.
- The applicable fee
- Evidence of Water and Sewer Availability obtained from Northshore Utility District, located at 6830 NE 185th St., 425-398-4400. If on septic, please provide Letter from the King County Health Department.
- Proof of Legal Lot

THREE (3) COPIES OF EACH:

Appl Staff

- Soils report from a licensed Geo-technical Engineer if geological hazard areas are present on the parcel.
- Wetland delineation and classification from an environmental consultant if hydrologically sensitive areas are present on the property
- Washington State Energy Code Compliance Form.
- Gravity Calculations
- Lateral Calculations
- Small Site Drainage Information (as outlined on the Small Site Drainage Checklist) which must include a written drainage assessment, drainage plan, erosion plan and soils logs.

SITE PLAN - FIVE (5) COPIES:

Appl Staff

- 8.5" x 11" minimum size paper
- North arrow;

- Scale; (i.e. 1' = 10" or 1' = 1/4")
- Existing and proposed structures in the plan view indicating:
- Existing and proposed streets surrounding the property;
- Existing and proposed contours (5' increments);
- If present, environmentally sensitive areas on or adjacent to the site – includes streams, rivers, wetlands, floodplain, geologic hazards.
- Property lines;
- Square footage of lot;
- Square footage of total building;
- Distances from the proposed buildings to property lines and other buildings on site;
- Name, address, and phone number of applicant/owner;
- Location of existing and proposed easements;
- Driveway information for existing and proposed driveways, including location and width of the existing driveway and/or depressed curb; **** Note**** any new driveway must meet the requirements of KMC 12.50.080
- Elevation of finished floor at driveway location;
- Elevation of the curb at centerline of the proposed driveway;
- Existing sewer, water, and storm drains;
- Location of proposed sewer connection, water meter, roof drain connection to the existing storm drain, and the **location of the foundation drain with point of disposal indicated.**

CONSTRUCTION PLANS

Two (2) Copies of Each:

Appl Staff

- Building elevations; average existing grade to scale on all profiles
- Floor plan of each floor and basement indicating:
- Proposed uses in the building with floor areas calculated for each use;
- Beam, header, girders, columns, and post sizes;
- Location of all permanently installed equipment such as plumbing fixtures, water heaters, furnaces, and appliances;
- Direction, size, and spacing of all floor and ceiling framing members;
- Floor and wall assemblies;
- Building-section showing details of footings through roof;
- Stairway and handrail (if multi-level) details;
- Guardrail and railing details.