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CITY OF KENMORE, WA ACCESSORY STRUCTURE CHECKLIST

18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

Staff use Area	Permit Number: _____					Date Stamp
	Project Number: _____					
	Related Permit(s): _____					

1	A Permit Application needs to be completed and submitted with this checklist. This checklist identifies the minimum requirements and number of copies the applicant must provide 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.					
2	Property Address: _____ _____ _____ Project Name: _____ Zoning: _____					
3	Total Gross Building Area: _____ Building Use: _____ Primary Structure is: Commercial <input type="checkbox"/> or Multi-Family <input type="checkbox"/> or Single-Family <input type="checkbox"/>					
4	Setbacks	Street	Side 1	Side 2	Rear	To nearest structure
5	$\frac{\text{Total Impervious Area}}{\text{Lot Square Foot}} \times 100 = \% \text{ of Coverage}$ _____ = % of Coverage _____ Allowed Coverage per KMC					
6	Submittal Requirements: Applicant, please check each box under the applicant heading on this checklist to confirm items included in your submittal. If you think an item is not applicable, you must contact the appropriate department prior to your intake, to have the item(s) initialed as not required. # of Copies: The first number is the amount of copies required for Commercial and Multi-family and the second number is the amount of copies required for Single-family structures.					
	Appl.	Staff	General:			# of Copies
	<input type="checkbox"/>	<input type="checkbox"/>	A completed permit application (one for each building and/or accessory structure)			5/4
	<input type="checkbox"/>	<input type="checkbox"/>	A completed supplemental permit application			5/4
	<input type="checkbox"/>	<input type="checkbox"/>	One Copy of CD -preferred (electronic submittal)			
7	<input type="checkbox"/>	<input type="checkbox"/>	Site Plan with: <ul style="list-style-type: none"> ▪ North Arrow ▪ Property lines ▪ Area of lot in square footage or acres ▪ Existing and proposed impervious surface area calculation ▪ Existing topography contours at 5 foot maximum increments ▪ Location, dimension and use of existing and proposed easements ▪ Location of public and private streets surrounding and within the property 			5/4

		<ul style="list-style-type: none"> Locations of all curb cuts and/or access of public right of way 	
		Site Plan cont: <ul style="list-style-type: none"> Types of surface proposed, landscaping materials and finished grades Existing and proposed driveway location and dimensions Location and dimensions of proposed building(s) including distance to property lines Location and dimensions of existing structures including retaining walls Finish floor elevation Roof overhangs of existing and new buildings Existing and proposed location of sanitary side sewer, septic tanks, drain fields, water service, wells, storm drainage lines and systems, electrical service entrance, and connections to existing systems. When present, show environmentally sensitive areas, buffers and building set backs on site, adjacent to or within 200 feet of property (such as wetlands, streams, rivers, lakes, fish and wildlife habitats of importance, steep slopes, seismic and erosion hazard areas). Show all trees on the property and on or near the adjacent right-of-way and provide tree protection measures, if applicable. 	
			# of Copies
	Appl. Staff	Construction Plans - Consisting of Items 8 through 11	5/4
8	<input type="checkbox"/> <input type="checkbox"/>	Complete Floor Plans with: <ul style="list-style-type: none"> Wall/partition location and type Door and window size and locations Room/area use(s), and area Location of stairways, ramps and guards Means of egress Location of plumbing fixtures and appliances Location of mechanical appliances and equipment 	
9	<input type="checkbox"/> <input type="checkbox"/>	Elevations of All Sides of Building with: <ul style="list-style-type: none"> Building height and where average finish grade strikes the building Exterior material(s) Door(s), window(s) and opening(s) 	
10	<input type="checkbox"/> <input type="checkbox"/>	Building Sections: <ul style="list-style-type: none"> Through all different portions of the building from the foundation through the roof Detailing all components and materials 	
11	<input type="checkbox"/> <input type="checkbox"/>	Structural Plans with: <ul style="list-style-type: none"> Foundation Floor framing Roof framing Locations and sizes of Columns, posts, beams and girders Shear walls and diaphragms Manufactured products 	
12	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	SEPA checklist (if required) <ul style="list-style-type: none"> See SEPA categorical exemptions in KMC 19.35.060 and WAC 197-11-800. Mailing Address Labels (if SEPA required) <ul style="list-style-type: none"> For property owners located within 1,000 feet of the site, but the area shall be expanded as necessary to send at least 20 different nearby property owners. Mailing labels can be obtained from a title company. 	2/2
13	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Supporting Documents <ul style="list-style-type: none"> Drainage plan if project adds more than 500 square feet of new impervious surface or is adjacent to a critical area Landscape Plan This Checklist 	# of Copies 1/1 1/0 5/4

14 **NOTES:**

- **# of Copies:** The first number is the amount of copies required for Commercial and Multi-family and the second number is the amount of copies required for Single-family structures.
- Applications for which no permit is issued within 18 months will expire, and applications may be canceled if an applicant fails to respond to the department's written request within 90 days of the date of request.
- All plan check fees are due at application intake.