

406

CITY OF KENMORE, WA
DECK CHECKLIST



18120 68th Ave NE, Kenmore, WA 98028

425-398-8900

www.kenmorewa.gov

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

		Date Stamp
1	A Permit Application needs to be completed and submitted with this 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.	
2	Property Address: _____ _____	
	Project Name: _____	
3	Type: <input type="checkbox"/> Single-Family Residence or <input type="checkbox"/> Commercial or Multifamily → Type of Construction: _____	
4	Deck Area: _____ Square Feet Valuation: \$ _____	
5	Deck Design: Full compliance with Mybuildingpermit.com Deck Tip Sheet N <input type="checkbox"/> , Y <input type="checkbox"/> → Construction Plans Not Required Washington State Architect or Engineer N <input type="checkbox"/> , Y <input type="checkbox"/> → May be required for decks over 8 feet or unconventional	
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. The minimum scale for drawings is 1/4" = 1 foot.	
	Appl. <input type="checkbox"/> Staff <input type="checkbox"/>	# of Copies
	<input type="checkbox"/> <input type="checkbox"/> Site Plan with: <ul style="list-style-type: none"> ▪ North Arrow ▪ Property lines ▪ Area of the lot in square footage or acres ▪ All present improvements on the property ▪ Building and other structures foot prints and location of proposed deck ▪ Distance to proposed structure and existing structures and property lines ▪ Existing and proposed impervious surface area calculation ▪ Location, dimension and use of existing easements ▪ Location of public and private streets surrounding and within the property ▪ 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 setbacks on site, adjacent to or within 200 feet of property (such as wetlands, streams, rivers, lakes, steep slopes, seismic and erosion hazard areas). 	2

6 cont	Appl.	Staff	# of Copies
	<input type="checkbox"/>	<input type="checkbox"/>	2
<p>Construction Plans with: (note: not required when complies w/mybuildingpermit.com deck construction tip sheet)</p> <ul style="list-style-type: none"> ▪ Locations and sizes of footings, columns, posts, beams and girders ▪ Direction, size and spacing of all framing members ▪ Stairways and handrails (if proposed) ▪ Guardrail (if more than 30" above grade) ▪ Elevation view of all sides of deck 			
7	Appl.	Staff	# of Copies
	<input type="checkbox"/>	<input type="checkbox"/>	2
	<input type="checkbox"/>	<input type="checkbox"/>	2
<p>Supporting Documents</p> <ul style="list-style-type: none"> ▪ Structural Calculations for both gravity and lateral - if applicable ▪ Manufacturer's listed information and installation instructions – if applicable 			
8	NOTES:		
	<ul style="list-style-type: none"> ▪ 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. 		