



CITY OF KIRKLAND
Planning and Building Department
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PRE-APPROVED ACCESSORY DWELLING UNIT PROGRAM

Submission Guide for Designers and Architects

INTRODUCTION

Pre-approved plans offer the Kirkland community a faster, more predictable, and cheaper path to build ADUs. By encouraging relatively lower-cost designs, the City can help expand the number of households who can afford it. Homeowners choosing a pre-approved DADU plan will benefit from a simple and streamlined permitting process.

We invite architects, designers, and builders to submit DADU designs to be part of the City's pre-approved DADU program. Pre-approved plans will be displayed in an online gallery with images, description, and information about the designer. To use a pre-approved plan, a homeowner pays a royalty, set by the designer up to \$1,000, for the use of their plan. Homeowners can then hire the designer, who retains the copyright to and liability for the pre-approved plan, to prepare the site plan, obtain a building permit, and/or to construct the DADU at an hourly rate specified in their plan submission. If a homeowner instead wishes to use other professionals or complete work themselves, the designer can require a liability release that the homeowner must sign to use the plan. Follow the submission steps below if you have a DADU construction plan and would like to participate in the City of Kirkland's Pre-Approved DADU Program.

SUBMISSION AND SELECTION PROCESS

Submissions must meet the submission requirements described in this document. A full permit-ready plan will be reviewed and pre-approved by Planning and Building Department similar to the process for other new construction permits for accessory dwelling units. Participation in this program is not an assurance or guarantee that a plan will ultimately be accepted by the City as a Pre-approved Plan. Approved designs will be registered and held by the Planning and Building Department for use in this program. In addition, Designers further acknowledge that the City's code requirements periodically change and the City may revoke or withdraw pre-approval of a DADU Pre-approved Plan at any time and for any reason; pre-approved plans will be valid during the code cycle they were approved.

Submission Requirements

We accept submissions from architects, designers, and builders. Designs must be submitted through MyBuildingPermit.com by following the pathway below.

Jurisdiction	Application Type	Project Type	Activity Type	Scope of Work
Kirkland	Land Use	Any Project Type	Preapplication Services	Pre-Approved Detached Accessory Dwelling Unit

Designers must submit a complete building construction plan set (no site plan) and appropriate calculations that will allow City staff to evaluate the design for Washington State energy code and structural compliance.

**No options within a design set are allowed. The City will not register plan sets with multiple options not intended for use on a site specific application. This includes designs with multiple elevations, room layouts, etc. If different models are needed, each need a separate registration number.*

Here are some useful links that will get you a head start on how Kirkland regulates ADUs.

- [Accessory Dwelling Units – City of Kirkland \(kirklandwa.gov\)](http://kirklandwa.gov)
- [Accessory Dwelling Units \(Kirkland Zoning Code \(KZC\) 115.07\)](#)
- [Accessory Structures \(KZC 115.08\)](#)

All Submissions must include:

- Name and contact information for individual(s) or firm(s) submitting the design
- Project description (150 words maximum)
- Narrative describing how the submission fulfills the design criteria (300 words maximum)
- Estimate of construction cost (this can be a range; can include assumptions for site conditions; and for built DADUs can denote when the project was built and any noteworthy or anomalous factors that affected cost)
- Architectural Drawings (Floor plans, roof plan, designation of room uses, elevations, building sections, details, dimensions, etc.) If prepared by a WA State licensed design professional, the plans must be stamped and signed by the design professional.
- Structural Drawings (Structural notes, design criteria, foundation plan, framing plans, shearwalls, holdowns, connection details, truss layout, etc.) If prepared by a WA State licensed design professional, the plans must be stamped and signed by the design professional.
 - Floor plans (1/4" scale) with dimensioned room sizes
 - Building sections (1/4" scale) showing wall and roof assembly
 - Building elevations (1/4" scale)
- Three-dimensional views (maximum of four)
- Major materials
- List of mechanical systems

- Energy Code Compliance Information shall be included on plans in the construction plan set. (Required for new construction and projects with changes to the thermal envelope or heated space.)
 - Building Thermal Envelope Compliance Method
 - Energy Credits (required credits and selected option(s))
 - Heating Equipment Type and Sizing Window and Door Schedule (including fenestration U-factor(s))
 - Energy Code Notes (such as high-efficacy lighting)
 - Supporting Calculations and Worksheets used to demonstrate energy code compliance shall be provided. Worksheets from WSU Energy Extension Program may be used.
- Whole House Ventilation Compliance Information shall be included on plans in the construction plan set. (Required for new construction and additions greater than 500 square feet of heated space.)
 - Specify the proposed method of whole house ventilation
 - Specify whether operation is to be intermittent or continuous
 - If operation is to be intermittent, specify the run-time percentage in each 4-hour segment Specify proposed cubic feet per minute flow rate
- Structural Calculations. If structural calculations have been done for lateral or gravity structural design, the calculations shall be submitted. If calculations have been done by a WA State licensed design professional, the calculations and any plan sheets that contain structural information, such as design criteria, connection details, shearwalls and holdowns, must also be stamped and signed by the design professional.

Note: The structural design will be required to meet the most conservative possibility, exposure C. The City will not review the structural calculations on the site specific applications.
- Photographs of completed DADU (if submitting plans for a built project)
- Price for the plan (up to \$1,000) and hourly rate for any further work

Applicants should expect at least two rounds of review to register a set of plans.

Approval of Plans:

Planning and Building staff shall review the applications for Washington State energy code, structural, and program design criteria compliance. Staff will inform an applicant if their plan has been accepted and approved. Upon approval staff shall forward a Memorandum of Agreement to participate in Kirkland's Pre-Approved DADU program to be signed by the applicant. Upon receipt of a signed MOA staff shall supply the applicant with a plan case number for the registered plan set for use with future permits.

Design Criteria

ADUs can help a wide range of households meet their needs. Pre-approved plans that serve diverse family and household types, including individuals, families with children, multigenerational households, and older adults downsizing, aging in place, or housing a caregiver, among others. Therefore, the following categories describe the range of ADUs that

meet the various housing needs of the community. Submissions should identify which category or categories they fulfill.

Small-footprint DADUs. Designs that, whether one or two stories, have a footprint of 250-300 square feet. On small or narrow lots, treed lots, and lots with limited available yard space or lot coverage, an ADU with a small footprint may be desirable, or possibly the only feasible option. Smaller units also tend to cost less to construct.

Family-friendly DADUs. Designs with at least two bedrooms. Larger households and families with children may need multiple bedrooms to meet their needs. Large lots with ample yard space may be able to accommodate larger ADUs, which can work for many families or offer more potential rent.

Accessible DADUs. Designs that meet accessibility requirements. Some people require a single-story accessible design. We recognize that accessibility depends in part on site conditions, which vary for each lot. But single-story ADUs designed with accessibility in mind meet the needs for some residents. We also encourage plans that, even if not fully accessible, include universal design features and are visitable.

Low-cost DADUs. While we encourage cost-saving measures in all submissions, we seek designs that specifically offer a substantially lower price point than conventional DADU designs.

Garage DADUs. Some homeowners may desire a DADU that includes a garage or may require such a design in order to preserve the required parking space for the principal unit. Therefore, we seek designs that includes a garage space.

Sustainable Designs. People living in Kirkland value our natural environment. Buildings and related infrastructure not only use a great deal of natural and human made materials, but their construction and operation are responsible for over one third of the community's greenhouse gas emissions. We will seek designs that maximize energy and water efficiency through the use of things like solar panels and green roofs. We will also seek designs that use eco-friendly building materials.

Varying Architectural Designs. We highly encourage creative DADU submittals with varying architecture styles. In addition, we encourage the same DADU floorplan submitted with a mirrored version as well as plans that vary in building material for the outside façade. This will give homeowners options within the same floorplan to choose from.

In addition to the above design criteria, DADU designs must not be taller than 30' above ground elevation which is the maximum height limit currently allowed in our RSX and RSA zones. We encourage designs to be less than 25' in height, however, because this is the maximum height in the RS zone. Submitting DADU's that are less than 25' in height will increase the chances of a homeowner utilizing your design. It's recommended to leave a buffer between the height of the structure and the maximum height to account for site-specific elevation and ABE (Average Building Elevation) calculations.