

# Single Family/Duplex Permit Checklist



Use this checklist to help gather all the required information and documents in order to submit a complete building permit application for a project involving construction or modification of detached one- or two-family dwellings, or their accessory structures.

The Building, Fire, Planning and Public Works Departments can inform you of requirements for your interior tenant improvement project.

- Allowed uses, parking requirements and other zoning information may be obtained from the Planning Department. (425-587-3600)
- Structural and life safety requirements can be obtained from the Building Department. (425-587-3600)
- Water, sewer and right-of-way information can be obtained from the Public Works Department. (425-587-3800)
- Fats, Oils and Grease (FOG) specific information can be obtained from the Surface & Wastewater Division of Public Works. (425-587-3909)
- Fire sprinkler information can be obtained from the Fire Department. (425-587-3651)

Property information, including relevant zoning code and permitting history for your property may be obtained from [maps.kirklandwa.gov](http://maps.kirklandwa.gov).

## GENERAL SUBMITTAL DOCUMENTS

While applying for a permit at [MyBuildingPermit.com](http://MyBuildingPermit.com), you will be walked through the application process. You will also be prompted to upload documents. Those documents are described here.

- Supplemental Building Information Form** (Required for NEW construction and projects proposing a change in use, change in space or change in square footage.)
- Rodent Abatement Declaration** (Required for NEW construction and projects where exterior work is to occur.)
- Construction Plan Set** using a minimum 1/8" = 1' scale for drawings.
  - Site Plan** (May not be required if work is entirely within an existing building footprint.) See Single Family Site Plan Requirements.
  - Boundary and/or Topographic Survey** (See the City of Kirkland Survey Policy to see if a survey is required for your project.) Must be stamped and signed by the licensed surveyor.
  - 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.

## BUILDING DEPARTMENT REQUIREMENTS

- Kirkland Energy Code Sheet** shall be submitted as a separate document. Use the data from the Energy Code Compliance forms to complete this document. (Required for new construction and projects creating new heated space.)
- 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.)

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- 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
- Geotechnical Report** (Required if construction will occur in an area containing soft compressible soils, or where there are landslide or seismic hazards, or when the foundation design calls for unique or deep foundations.)
- 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.
- Additional Information** (Required for NEW construction and projects that have plumbing and/or mechanical work included with this Building Permit.)
  - Single Family Plumbing Worksheet
  - Plumbing and Mechanical Information will be asked for during the permit application process, as applicable.
- Any other items deemed pertinent by the Building Department.

## KIRKLAND'S GREEN BUILDING PRIORITY REVIEW PROGRAM REQUIREMENTS

- A completed and signed **Green Building Priority Review Contract** for a new single family residence
- A completed **Preliminary Checklist.** Either LEED for Homes Checklist or BuiltGreen™ Checklist.
- A copy of a contract with a **Third Party Verifier.**
- Ensure that the submitted construction plans will achieve **either silver or better rating** from LEED for Homes or four star or better rating through BuiltGreen™.

## PLANNING DEPARTMENT REQUIREMENTS

- Accessory Dwelling Unit (ADU) Registration Application** (Required if the project involves creating a new ADU or registering an existing ADU.)
- Floor Area Ratio (FAR) Calculations** (Required for NEW construction or any project with an addition of new

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square footage.) FAR calculations shall be provided by structure (garage, house, shed, etc.) and area (in square feet) by floor (basement, 1st Floor, 2nd floor, attic) of existing and proposed structures. If located in Houghton, contact a Planner to determine if FAR Calculations are required or not. To be included on Site Plan.

- Average Building Elevation (ABE) Calculations** (Required for new construction or if there is any change in the existing roof line, or if an addition is occurring on a portion of the site with lower topography.) See ABE Calculation Instructions. To be included on Site Plan.
- Lot Coverage Calculations** (Required for NEW construction or any project with an addition of impervious surface.) To be included on Site Plan.
- Building Height Table**
- Tree Retention Plan** (May not be required is work is entirely within an existing building footprint.) See KZC 95.30 or call the Planning Department at 425-587-3600 for details on which plan is required for your project.
- Arborist Report** (If required by the Tree Retention Plan.) See KZC 95.30 or call the Planning Department at 425-587-3600 for details on whether or not an arborist report is required for your project.
- Geotechnical Report** (Required if construction will occur on or within 25' of a regulated slope.) Any other items deemed pertinent by the Planning Department.

## PUBLIC WORKS DEPARTMENT REQUIREMENTS

- Civil Drawings** (Drainage, utilities, etc., when required) To be included in the construction plan set.
  - Stormwater Drainage Plan** (Required for projects creating 500 square feet or more of new or replaced impervious surface.) Find more information on the Public Works Storm Drainage Pre-Approved Plans and Policies website, particularly Policies D-2 and D-3.
  - Right-of-Way Improvements Plan** (Required for all new single family residences, and all single family additions with a value greater than \$200,000 - the value of the addition is determined using the published Building Valuation Data Table.) The right-of-way improvements plan must be designed by a licensed civil engineer. These improvements include sidewalks, curbs and gutters, underground storm drainage, planter strip and street trees, and alley paving, among other items. For more information about this requirement, contact the Public Works Department at 425-587-3800.
  - Erosion and Sedimentation Control (ESC) Plan** (Required for projects creating 500 square feet or more of new or replaced impervious surface.) Visit Public Works to learn more about temporary erosion and sediment control. See an example ESC Plan.
- Sewer Availability Certificate** (Required if a new sewer connection will be through a district other than the City of Kirkland or if the project is on a septic system and at least one bedroom is being added.) Contact the King County Public Health Department for septic system requirements at 206-296-4600.
- Water Availability Certificate** (Required if a new water connection will be through a district other than the City of Kirkland.)
- Stormwater Drainage Report/TIR** (May be required for projects that create or replace 2,000 square feet or more of impervious surface.) Submit the appropriate type of drainage report depending on the project size and scope, per Policies D-2 and D-3. Projects that trigger Simplified Drainage Review are required to submit a Simplified Drainage Plan Submittal Template to meet TIR requirement. (If paper application, submit 2 hard copies

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and 1 electronic copy.)

- Construction Stormwater Pollution Prevention (CSWPP) Plan** (Required for projects creating 500 square feet or more of new or replaced impervious surface.) Projects that trigger this requirement are required to submit a Construction Storm Water Pollution Prevention (CSWPP) Plan Template.
- Soils Report** (Required if no public storm drainage is available, or when required by Policy D-8.)
- Any other items deemed pertinent by the Public Works Department.

## FIRE DEPARTMENT REQUIREMENTS

- Understand that there are several circumstances in which a **fire sprinkler system may be required** for a new or existing one or two-family dwelling.

For new construction or where there is an addition in square footage, items such as the available fire flow, hydrant proximity, and Fire Department access are checked by the Fire Department. If any of these items are found to be deficient, a fire sprinkler system may be required.

If the gross floor area of the building is 5,000 square feet or greater (as defined in the Kirkland Municipal Code), a fire sprinkler system will be required.

For more information, please refer to:

Fire Prevention Operating Policy #2 Automatic Sprinkler and Standpipe Systems

Fire Prevention Operating Policy #4 Fire Hydrants Fire Prevention Operating Policy #6 Fire Department Access

## ACTIONS TO TAKE

- Verify that the project has been designed for compliance with the codes currently adopted by the City of Kirkland and amended by the State of Washington.
- Pay relevant fees when they are due. Learn more about Building Department Fees, Public Works Fees, and Planning Department Fees.
- Demolition of any existing structure(s) shall be applied for under a separate Demolition Permit.
- If full or partial demolition is to occur which would render the building uninhabitable, you must contact the Puget Sound Clean Air Agency whether there is asbestos or not. Call 1-800-552-3565 with questions or go to the PSCAA website for instructions and regulations.
- Electrical work shall be applied for under a separate Electrical Permit (except when the Building Permit is for NEW construction).
- Mechanical work shall be applied for under a separate Mechanical Permit (except when the Building Permit is for NEW construction or when the mechanical work is included with the Building Permit).
- Plumbing work shall be applied for under a separate Plumbing Permit (except when the Building Permit is for NEW construction or when the plumbing work is included with the Building Permit).
- If a fire sprinkler system is to be installed, a separate Fire System Permit must be obtained.
- If a rodent baiting program is required, a rodent abatement letter shall be provided to the City of Kirkland from the abatement company indicating that the requirements of the Kirkland Municipal Code Section 21.41.302 (e)

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have been complied with, prior to issuance of the permit.

Rodent abatement could take from 2 to 6 weeks depending on the vegetation/rodent population on the site. A rat baiting program shall be initiated on the project site at least fifteen days prior to the start of demolition, clearing, or land surface modification activity. The baiting program must continue at least until the project begins, however, no demolition, clearing or land surface modification work shall commence until all significant rat activity has been abated even if it has been fifteen or more days since the initiation of the rat baiting program, unless approved by the building official.

- All designated trees to be retained must be prominently marked and fenced, and the tree fencing inspection shall be completed and signed off by the Planning Department prior to issuance of the building permit. Call 425-587-3225 to schedule this inspection, and allow 2 days time for this inspection to be completed and signed off.
- See the City of Kirkland Survey Policy to learn if building height field verification will be required.
- Learn about recycling construction, demolition and land clearing (CDL) debris by visiting King County Solid Waste Division.