



SUBMITTAL CHECKLIST **SINGLE FAMILY RESIDENCE OR DUPLEX**

This submittal checklist is intended to assist you in preparing and submitting a complete application. You must submit all items in **Part 1 - Submittal Requirements** so that your application can be accepted. **Part 2 - Climatic and Geographic Design Criteria** provides you with Kitsap County building design criteria data. **Part 3 - Building Code Design Data** references the current building codes. **Part 4 - Fully Complete Details** provides you with more detail and code references for certain submittal items. Use Parts 2-4 as a reference to submit the required items correctly. Once your application is determined to be counter complete, a review for technical completeness is conducted and you may be required to submit additional information in order to proceed with further review of your application.

☐ New

☐ Replacement

☐ Moved

Owner's Name: _____ Assessor Tax Parcel #: _____

Project Name: _____

Fees are due at the time of submittal. [See Current Fee Schedule.](#)

Please be aware that refund requests must be received postmarked within one year of the original payment date.

Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to Kitsap County Dept of Community Development
- Electronic Checks - \$1.00 flat fee per electronic check
- Credit Cards: MasterCard, Discover, American Express or VISA - a third party convenience fee of approximately 2.5% will apply.



Part 1 – Submittal Requirements

Please be aware that permit application submittals can take 30 – 45 minutes for each application. This is to ensure application materials are complete and accurately prepared for a timely review from county staff.

Use the column to the left to check off items included with your application.

✓	Required Applications
	1. Project Application - 1 original
	2. Supplemental Application for Single Family Residence or Duplex - 1 original
	3. Road Approach Supplemental Application - 1 copy
	4. Address Request/Verification Supplemental Application - 1 copy
✓	Required Submittal Items
	5. Submittal Checklist for Single Family Residence or Duplex (New, Replacement, or Moved) - 1 copy
	6. Site plan - Needed only if the property is serviced by public sewer and water - 2 copies

7. Sewage Disposal and Water Supply Documentation - 1 original plus 1 copy All new and replacement single family residences or duplexes are required to have review of sewage disposal and water supply. The documentation to submit to DCD will be one of the following:	
Onsite Septic	<input type="checkbox"/> Accepted or Concurrent Review BSA (Building Site Application) - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Accepted or Concurrent Review BC (Building Clearance) - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Accepted Building Clearance Exemption - from Kitsap Public Health District (360-337-5285)
Existing Sewer	<input type="checkbox"/> Current Sewer bill that shows the site address <input type="checkbox"/> Current Water bill that shows the site address
New Sewer	<input type="checkbox"/> Building Clearance for Sewered Properties - from Kitsap Public Health District (360-337-5285)
8. Residential Onsite Stormwater Management & Pollution Prevention Plan (SWPPP) Worksheet. Also include the following as necessary: <input type="checkbox"/> Soil Analysis – 2 copies (see Residential Onsite Stormwater Management & Pollution Prevention Plan Worksheet, Section 3 for requirements) <input type="checkbox"/> SWPPP Narrative - 2 copies <input type="checkbox"/> SWPPP Drawings - 2 copies (on minimum 11" x 17" paper; drawn to scale) <input type="checkbox"/> Soil Management Plan - 2 copies	
9. Energy Code Worksheet - 2 copies	
10. View Protection Overlay Zone Height Worksheet - 1 copy (for projects located in the Manchester Village or Illahee View Protection Overlay Zones only).	
11. Engineered plans and calculations, if applicable - 2 Sets (1 set to be 11"x17" or smaller and carry engineer's original stamp and signature).	
12. Construction plans - 2 sets (1 set to be 11"x17" or smaller and carry design professional's original stamp and signature if prepared by a licensed professional).	

Part 2 – Climatic and Geographic Design Criteria - IRC Table R301.2 (1)

Ground Snow Load	Wind Speed/3 Sec Gust	Seismic Design Category	Weathering	Frost Line Depth	Termite	Decay	Winter Design Temp	Ice Shield Underlayment Req'd	Flood Hazard	Air Freezing Index	Mean Annual Temp
30 lbs	110mph /85mph	D2	Moderate	12"	Slight to Moderate	Moderate to Severe	26° F	No	(a) 1980, (b) 1980)	148	51.4 °F

Part 3 – Building Code Design Data

- 2012 International Residential Code (IRC), WAC 51-51-003
- 2012 Washington State Energy Code (WSEC), WAC 51-11R
- 2012 Uniform Plumbing Code (UPC), WAC 51-56
- 2012 International Mechanical Code (IMC) and 2012 International Fuel Gas Code (IFGC), WAC 51-52-003

Part 4 – Fully Complete Details

Detailed application requirements are noted below. Additional items may be required if the review process indicates more information is needed to evaluate the project.

Kitsap County Code is available online at: www.codepublishing.com/wa/kitsapcounty.

Code Requirement	Code Reference
Site Plan	
Site plan clearly shows new construction and existing structures and distances from lot lines. In the case of demolition, the site plans shall show construction to be demolished and show location of structures to remain. Structures show the setbacks and intended use of each. For shoreline properties, adjacent property building(s) location(s) shall be shown.	IRC R106.2, KCC 17.400.050, See Brochures #45 and 47
Location of any critical areas and their associated buffer and/or setback requirements.	KCC 17.400.050
If applicable, site plan indicates compliance with conditions of approval for any associated Plat, Short Plat, PUD, or PBD.	KCC Title 17
All developments that create greater than 2,000 square feet of new impervious surface shall identify method of stormwater management.	KCSDM Chapter 5
Construction Drawings	
Braced wall lines shall be identified on the construction documents and all pertinent information including, but not limited to bracing methods and location and length of braced wall panels shall be provided.	IRC R106.1.1
Foundation details are in accordance with the prescriptive foundation detail handout and are located a minimum of 12" below grade.	IRC R404 & KCC 14.04.558
Submitted Plans prepared by a registered professional bear an original seal and signature of the design professional or the plans are accompanied by a letter, with original seal and signature, from the design professional authorizing the use of copies for the particular project.	1976 Federal Copyright Act, RCW 18.08.420(7)
Construction plans indicate the size, specie and grade of all framing members and locations of all point loaded structural members.	IRC R106
Floor plans clearly identify the use of each space	IRC R106
Garage is separated from the residence and attics by ½" gypsum board (applies to residences within 3' of the garage) and all habitable rooms above the garage by 5/8" gypsum board.	IRC Table R302.6
Tempered glazing (safety glazing) shall be provided at all hazardous locations.	IRC R308.4
Basements, habitable attic areas and every sleeping room shall have at least one operable emergency escape and rescue opening.	IRC R310.1
Smoke alarms shall be installed in each sleeping room, bonus room, hallways to sleeping rooms, and each story of the dwelling unit.	IRC R314
Carbon monoxide alarms shall be installed outside each sleeping room in the immediate vicinity of the room when fuel-fired appliances are installed in the residence or the residence has an attached garage.	IRC R315
Porches, balconies or raised floor surfaces located more than 30" above the floor or grade shall have guards not less than 36" in height.	IRC R312
All stairways with 4 or more risers and ramps exceeding a slope of 1:12 (8.33%) shall have at least one grippable handrail.	IRC R311.7.8 & R311.8.3
Concrete walls retaining more than 24" of unbalanced fill and supporting a surcharge shall be engineered. Retaining walls not exceeding 4' in height (from the bottom of the footing to top of the wall) and not supporting a surcharge are exempt from permit requirements.	IBC 1806.1, IRC R105.2, IRC R404