



CITY OF KIRKLAND

# EXPRESS PERMITS

123 FIFTH AVENUE, KIRKLAND, WASHINGTON 98033

## SINGLE FAMILY FIRST FLOOR ADDITIONS

### APPLICATIONS NOT ACCEPTABLE FOR THIS EXPRESS PERMIT:

- ✓ Anything where Average Building Elevation calculations are needed.
- ✓ If addition will occur on or within 25 feet of the regulated slope or on area containing soft compressible soils
- ✓ Any addition within 100 feet of a stream or wetland
- ✓ Additions 500 s.f. or greater in size or non-conventional framing.
- ✓ If you have a pending permit or a building under construction for this property.
- ✓ Properties located in RSX 35, RS 35, and PLA 16 zones within the Bridle Trails Neighborhood located north of Bridle Trails State Park.
- ✓ If addition is more than 50% of the existing square footage.
- ✓ **Significant trees are Potentially impacted by construction**

### THE FOLLOWING ITEMS MUST BE PROVIDED IN ORDER TO PROPERLY PROCESS YOUR PERMIT(S):

- 1. Submit a complete application, this checklist, and plans for all building, plumbing, mechanical or electrical work done in conjunction with this project.
- 2. Copy of contractor's registration card and UBI number prior to permit issuance. .  
**Note:** Registration must be current at time of permit issuance.
- 3. Total project cost. Value of the Work (fair market value of labor & materials).
- 4. Lender information (name of company who loaned you money for this project) for projects valued over \$5,000.
- 5. Four (4) full size copies of the site plan, drawn to scale. **Note:** The site plan should include all of the information listed on the next page.
- 6. Two (2) sets of construction drawings - show all structural details including foundation, framing and roof. Drawings should be minimum 1/8" scale. (note: plans done must be drawn in blue or black ink)
- 7. Architects/Engineers signed registration stamp must appear on plans and calculations prepared by such professionals.
- 8. City of Kirkland energy forms relative to the Washington State Energy Code, completed for all residential additions and/or alterations.
- 9. Show compliance with Washington State Ventilation and Indoor Air Quality Code.
- 10. If property is on septic system, King County Health Department Approval is required at time of application.

**Note:** If the addition and/or alteration is attached to the existing structure or within 10 feet of the existing structure, you will be required to show exterior wall details (i.e., windows, doorways, steps, decks, etc.) of the existing structure and use of the rooms and area.

For further information, please contact the City of Kirkland  
Building Department at 425-587-3600, Public Works Department at 425-587-3800,  
or the Planning Department at 425-587-3225.

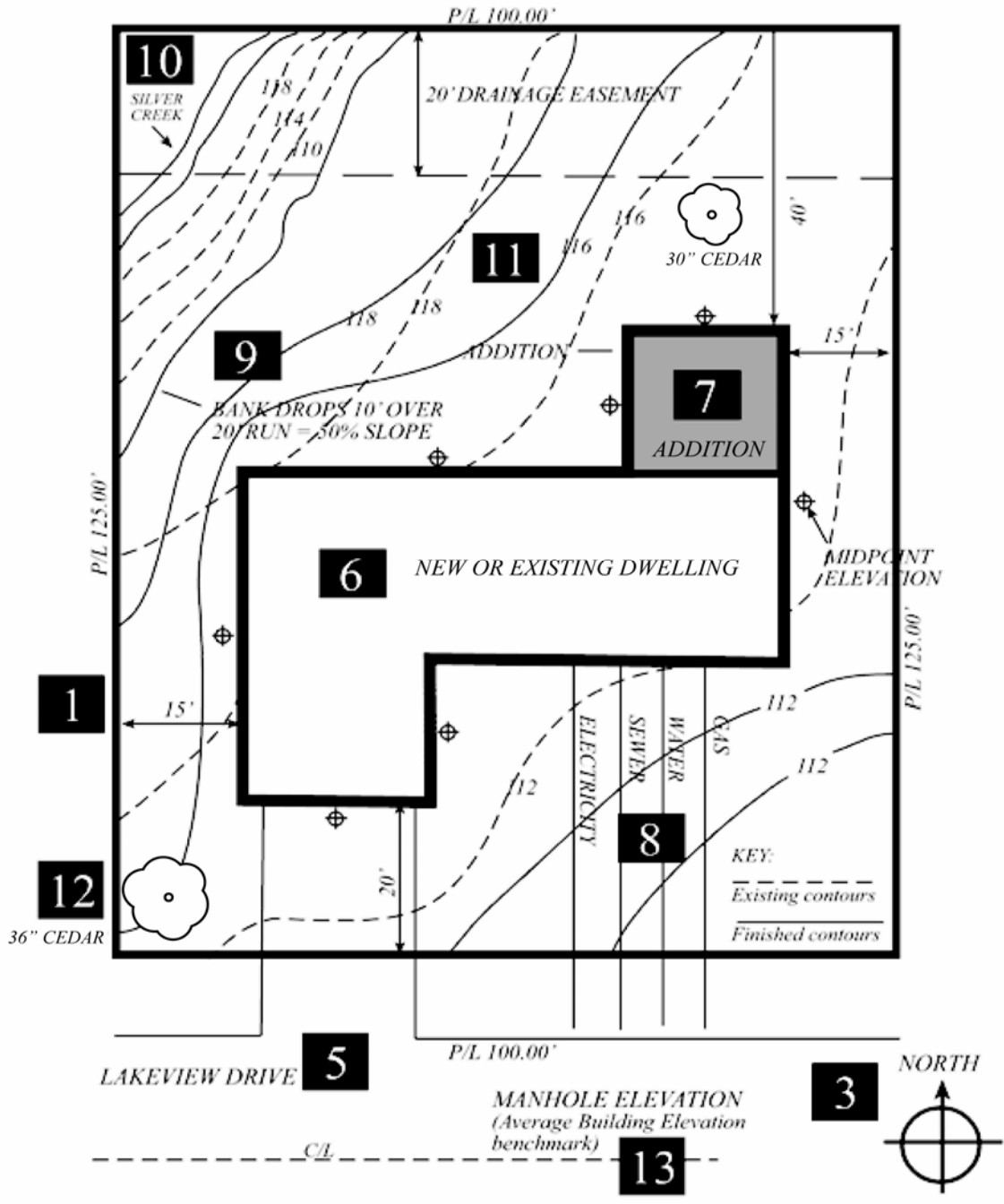
**NOTE:: Permit Applications requiring plan review are accepted Monday-Tuesday-Thursday-Friday 8-4:00, Wednesday 10:30-4:00**

## SITE PLAN GENERAL REQUIREMENTS

Many different permits require a site plan (sometimes called a “plot” plan), which is a detailed and accurate map of the subject property. Providing a complete and accurate site plan, drawn to scale, will help avoid delays in the review and approval of your project. A complete site plan shall include all features and information listed below.

1. The property owner’s name. The assessor’s parcel number. The site address
2. Common map scale such as 1” = 20’ 1/8” = 1” and a North arrow.
3. All property lines and site dimensions. All easements (utilities, access, etc.)
4. All streets and alleys, with street names. Show all existing and/or proposed driveways (include surface material).
5. The location and dimensions of all existing and proposed buildings. Identify each building by its use (garage, residence, etc.). Include decks, retaining walls and rockeries, and the like. Show all the distances between buildings and between buildings and property lines.
6. Clear distinction between all existing buildings and any proposed addition. Also show any buildings to be demolished. You must contact the Puget Sound Clean Air Organization regarding Asbestos abatement requirements: by phone 1-800-552-3565 - or - online: <http://www.pscleanair.org/asbestos/asbe-home-form.shtml> for details.
7. Location of water, electricity, and gas lines, any underground storage tanks, sewer, septic tanks, drainfield and reserve drainfield area.
8. Topography of site shown in two (2) foot contours. Any steep slopes (15% or greater), and areas of cut or fill.
9. All surface water (creeks, streams, ponds, wetlands, etc.) within 100 feet of the property.
10. Submit Tree Plan I – minor: Significant trees are defined as a tree that is at least 6 inches in diameter at breast height (DBH) The diameter or thickness of a tree trunk is measured at 4.5 feet from the ground).
  - Show accurate location of all significant trees and their drip lines.
  - Approximate trunk location and dripline of significant trees that are on adjacent property where dripline extends over subject property.
  - Designate each tree with a number
  - Size and species of trees, general health of trees
  - Replanting plan if less than 2 significant trees are located on the property.
  - Any significant trees within the Public right-of-way must be shown if work within the right-of-way is proposed.
11. Lot coverage and supporting calculations (area of impervious surface) – including all buildings, walkways and driveways. Provide separate subtotals for buildings, driveways/parking areas and walkways/patios.
12. Floor Area Ratios (FAR) (not applicable in Houghton). Provide calculations by structure (garage, house, shed, etc.) and area in square feet by floor (basement, 1<sup>st</sup> floor, 2<sup>nd</sup> floor, attic) of existing and proposed structures. FAR calculations must include:
  - 1) Attic area with five feet or more headroom, and
  - 2) Any floor area where the top of the supporting members of the ceiling is six feet or more above finished grade, and
  - 3) Attached garages, and
  - 4) Accessory structures within 20 feet of the main structure.
13. Location and height of all proposed retaining walls or rockeries. Regardless of height, show wall drainage conveyance system also.
14. If proposed alteration/addition will increase the existing impervious area by at least 500s.f, show a drainage design on the site plan or two (2) separate plans for storm drainage.

NOTE: Sample Site Plan provided on next page.



**2** SITE PLAN  
1" = 20'

**14** LOT COVERAGE CALCULATIONS  
(Can be on a separate sheet)

1126 LAKEVIEW DRIVE  
PARCEL NO. 380223-5254  
JOHN DOE

**1**

**SAMPLE SITE PLAN**

1. Erosion and Sedimentation Control plan required on site per example ESC plan (Obtain from Public Works Department.)
2. Show Significant trees and tree type, tree drip line, and trees proposed to be removed. An Arborist report may be required – see Planning Department’s 2006 Tree Regulations for details: 425-587-3225
3. Show Structures to be demolished.