



EXPRESS PERMITS

123 FIFTH AVENUE, KIRKLAND, WASHINGTON 98033

BASIC DECKS

APPLICATIONS NOT ACCEPTABLE FOR THIS EXPRESS PERMIT:

- ✓ Multi-tier or complex framing plans
- ✓ If addition is within 25 feet of a regulated slope or an area containing soft compressible soils
- ✓ If addition is within 100 feet of a wetland or stream
- ✓ 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.

THE FOLLOWING ITEMS MUST BE PROVIDED IN ORDER TO PROPERLY PROCESS YOUR PERMITS:

- 1. **Complete** building permit application and this checklist. An electrical permit may be required. Please check with the Building Department.
- 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. Square footage of deck.

STRUCTURAL DETAILS REQUIREMENTS:

Note: Refer to "Blueprints for Success" tip sheet #005 (available in the Building Department).

- 1. Two sets of construction drawings – show all structural details, including foundation, framing, guardrails, and ledger attachments.
Note: If the proposed deck 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 designation of existing use of the rooms and area.
- 2. **Architects/Engineers signed registration stamp must appear on plans and calculations prepared by such professionals.**

SITE PLAN GENERAL REQUIREMENTS

- 1. This permit requires a site plan drawn to scale (sometimes called a plot plan). Please provide four (4) full size copies of the site plan, drawn to scale, with your permit application. If you do not provide a complete and accurate site plan, your permit will be delayed. **A complete site plan will include the site features and information listed here and on the next page. Please refer to Site Plan example on the next page.**

PLAN CHECKLIST:

- 1. The property owner's name and the site address.
- 2. Common map scale such as 1" = 20', 1/8" = 1' and a North arrow.
- 3. Show all property lines, all easements (utilities, access, etc.), and site dimensions. Show all distances in feet from the proposed deck to all property lines.
- 4. All streets and alleys, with street names. Show existing and/or proposed driveways.
- 5. The location and dimensions of all existing and proposed buildings. Identify each building by its use (garage, residence, etc.). Include decks, retaining walls, rockeries etc.
- 6. Clear distinction between the existing building and the proposed deck. Also show any buildings to be demolished.
- 7. Any steep slopes (15% or greater), and/or fill areas within 25' of the new deck.
- 8. All surface water (streams, ponds, wetlands, etc.) within 100 feet of the property.

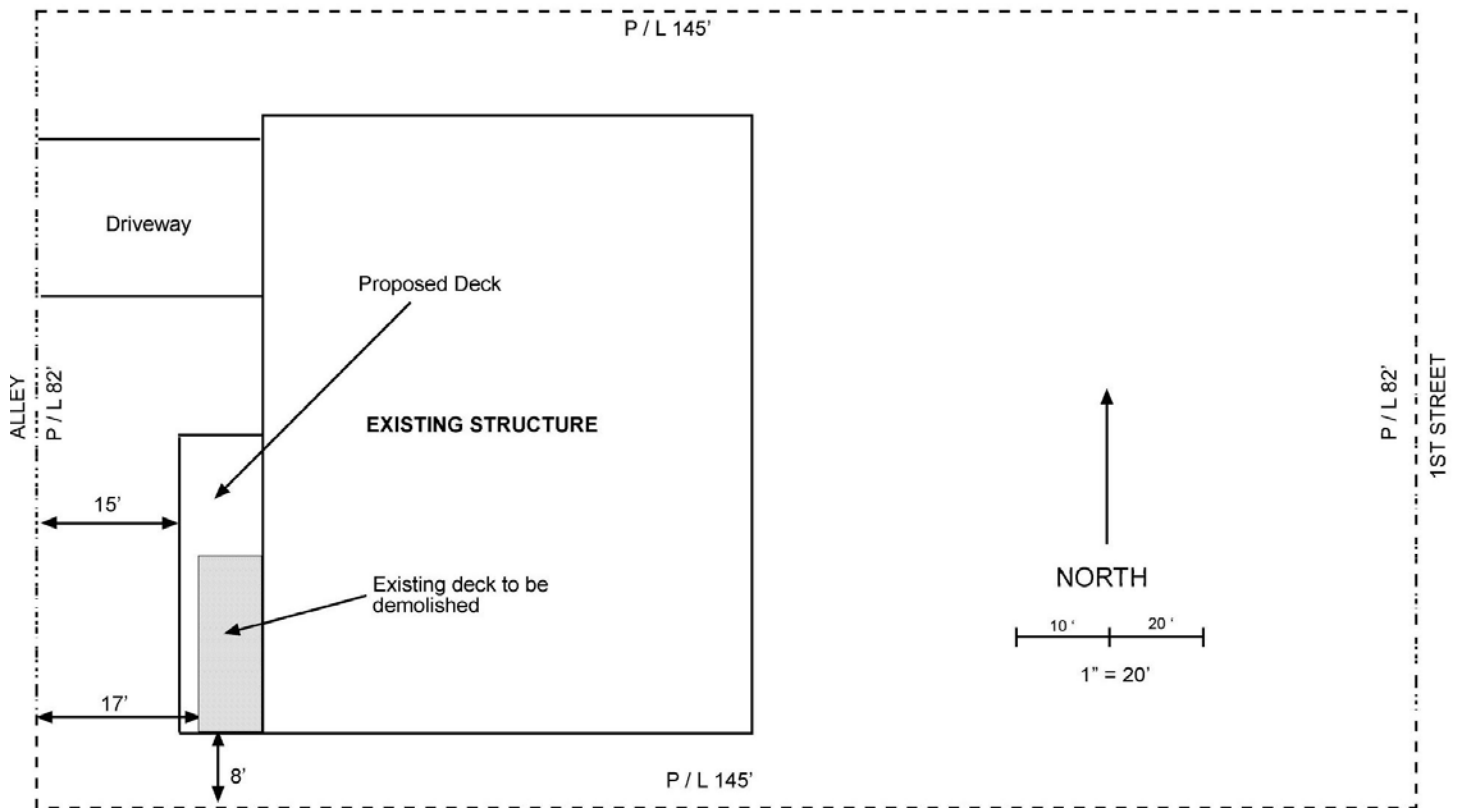


CITY OF KIRKLAND

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- 9. Location, type, and diameter of significant trees. Show any significant trees that will be removed or potentially impacted by this project. . See attached Single Family Tree Plan regulations, or check with the Planning Department to see what Tree Plan you will need to follow for your proposed project.. (In most cases, a Tree Plan I – Minor is required.)
- 10. Show location of existing utilities, (storm drainage, sewer, septic tank and drainfield, etc.) pier blocks, or piles.



For further information, please contact the City of Kirkland
 Building Department at 425.587-3600, Planning Department at 425.587-3225,
 or the Public Works Department at 425.587-3809

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

*******Notice to Our Customers*******
New Tree Regulations - Single Family and Duplex
Effective January 1, 2006

Purpose of the new tree regulations

Trees and other vegetation are important elements of the physical environment which protect public health, safety and general welfare in a variety of ways. These regulations establish a process and standards to provide for the protection, preservation, replacement, proper maintenance and use of significant trees, associated vegetation and woodlands located in the City of Kirkland.

Helpful definitions to complete the tree plans described below:

1. DBH: The diameter or thickness of a tree trunk measured at 4.5 feet from the ground.
2. Dripline: The distance from the tree trunk that is equal to the furthest extent of the tree's crown.
3. Impact: A condition or activity that affects a part of a tree including the trunk, branches, and critical root zone.
4. Significant Tree: A tree that is at least 6" in diameter at breast height (DBH).

Permit Submittal Requirements - Single Family/Duplex Permits

The following information is required for all permits in order for the application to be deemed complete. Incomplete applications will not be accepted.

I. Tree Plan I - Major: Shall be submitted with single family permit application, including:

- Demolitions
- New or redeveloping Single Family homes or duplexes
- Major remodels (adding over 50% of existing square footage) on a single lot

A. The following general information must be incorporated on the site plan:

1. Accurate location of all significant trees and their driplines measured relative to visible site features. Please number all trees for reference purposes. *If the trees are not accurately located on a site plan, the Planning Official may require that their locations be surveyed.*
2. Size (DBH) and species (or at least type) of the significant trees;
3. General health of these trees;
4. Approximate trunk location and dripline of significant trees that are on adjacent property with driplines extending over the subject property line.
5. Tree density calculations of retained trees compared to the minimum tree density for the site. The required minimum tree density is 30 tree credits per acre. Use the following formula to determine the required tree density:

(Lot size in square feet/43,560) X 30 = Required minimum tree density

For example, the minimum tree density for a 7,200 square foot lot is five (5) tree credits and for 8,500 square feet, it is six (6) tree credits.

Use the following chart to calculate the tree density for existing trees that are going to be retained.

Tree Density for Existing Significant Trees (Credits per minimum diameter - DBH)					
DBH	Tree Credits	DBH	Tree Credits	DBH	Tree Credits
3-5"	0.5				
6-10"	1	24"	8	38"	15
12"	2	26"	9	40"	16
14"	3	28"	10	42"	17
16"	4	30"	11	44"	18
18"	5	32"	12	46"	19
20"	6	34"	13	48"	20
22"	7	36"	14	50"	21

6. If the calculated tree density is below the minimum, indicate the type, size and location of the supplemental trees needed to meet the density requirement. Supplemental trees must be at least 6' tall if they are conifers or 2" caliper if they are deciduous or broad-leaf evergreens. They are worth one tree credit each. Larger supplemental trees may be awarded additional credits.
- B. If there are significant trees in the required yards (setbacks) or within ten (10) feet of any side property line, the tree plan must include a report from a qualified professional containing the following information:
1. Size and species of these trees;
 2. A complete description of each tree's health and viability. If a tree is not viable for retention, the reason(s) must be soundly based on health, high risk of failure due to structure, defects, unavoidable isolation (windfirmness), or suitability of species and for which no reasonable alternative action is possible (pruning, cabling, etc.). The impact of necessary tree removal to remaining trees, including those in a grove or on adjacent properties, must also be discussed.
 3. The location of limits of disturbance around all trees potentially impacted by site disturbances and any special instructions for work within that protection area (hand-digging, tunneling, root pruning, maximum grade change).
 4. A discussion of timing and installation of tree protection measures that must include fencing and be in accordance with the Tree Protection Standards as outlined in KZC 95.35.6.
 5. The suggested location and species of supplemental trees needed to meet the required minimum tree density. The report shall include planting and maintenance specifications pursuant to KZC 95.45 and KZC 95.50.

II. Tree Plan I - Minor: Shall be submitted for all other types of single family or duplex development activity not listed in Section I above.

- A. If any significant trees are potentially impacted by proposed development activity, the following general information must be incorporated on the site plan:
 1. Accurate location of all significant trees and their driplines measured relative to visible site features (survey not required). Please number all trees for reference purposes.
 2. Size (DBH) and species (or at least type) of the significant trees;
 3. General health of these trees;
 4. Approximate trunk location and dripline of significant trees that are on adjacent property where driplines extends over the subject property line.
- B. At least two trees must be on the property at the end of the development activity, which may require planting of trees. Planted trees must be at least 6' tall if they are conifers or 2" caliper if they are deciduous or broad-leaf evergreens.

Note: This is an overview of tree requirements, for more details and information visit our website at <http://www.ci.kirkland.wa.us/depart/planning/trees.htm> or request a copy of Ordinance 4010.