

Building Permit Intake Checklist

Planning staff will use this form to determine if a building permit application is complete.

Please check the boxes to indicate details or materials are included with your application materials.

Section 1 General Information:

1. Site Address or Parcel Number: _____
2. Planner familiar with project? _____
3. Confirm Zoning District using [City Maps](#): _____
4. Verify if lot is part of a plat using [Kitsap County Parcel Search](#) If yes, what is the name of the Plat? _____

5. Is this proposal subject to existing land use approvals? If yes, what are the permit numbers? _____

6. [Kitsap Public Health District](#) documents included? _____
7. [Lot Coverage](#) allowed in Zoning District: _____ %
8. Lot Coverage of site, including proposed development: _____ %
9. [Floor Area](#) shown (if applicable)? Base _____ Bonus _____

Section 2 Site Plan Details Include:

Existing development
Proposed development



Zoning setbacks

Front _____ ft Sides _____ ft Rear _____ ft

Special setbacks because lot is in a subdivision? What are they? _____

Utilities (propane, heat pump, solar panels)

Clearing limits?

Significant trees with size measured in dbh (diameter at breast height)?

Tree units (if in R-2.9, R-3.5, or R-4.3 Zones)? See City Tree Regulations

Shoreline Site Plan – Additional Requirements – see Shoreline Master Program (also see Section 6)

200' Shoreline Jurisdiction

Ordinary high-water mark

Shoreline Buffer? Zone 1: _____ sf Zone 2: _____ sf **OR** site-specific management area _____ sf

Shoreline structure view setback

30% side yards _____ ft minimum? and _____ ft total

Existing vegetation proposed to be removed

Replanting areas

Docks Only – Additional Requirements

Littoral boundaries

Dimensions from side yards

Dimensions of dock components (pier, ramp, and floats)

Total overwater length

Grating location Percent Grating open area: _____ %

Float stops

Piling locations

Elevation drawings



Tidal elevations (extreme low water, MLLW, MHHW, extreme high water)

Section 3 Critical Areas

[Aquifer Recharge Protection Area](#) (ARPA) shown on site plan? If yes, note square footage _____sf

Wetlands? Delineation is **REQUIRED** if proposal is within 300' of a wetland.

Fish and Wildlife Habitat Conservation Areas? See [City Maps](#)

Buffers for wetlands or streams are shown on site plan?

15' Structure or hard surface setback? See [BIMC 16.20.110.E.7](#)

Buffer Modification Requested? See [BIMC 16.20.110.E.8](#)

(Buffer averaging or reduction of a wetland or stream buffer.) Buffer Enhancement Plan is **REQUIRED**.

Geologically Hazardous Areas **on the site**? _____ 15% or greater slope _____ liquefaction
_____ erosion _____ seismic fault _____ landslide

*Development is **proposed on or within** any Geologically Hazardous Area - Geological Hazards Assessment (Geotech Report) Required.

*Development is **proposed on or within** the standard setback from a landslide hazard area – Geotech Report required.

Development shows both the standard buffer and the setback established by the Geotech Report.

***3rd Party Review is REQUIRED including \$2500 deposit**

Section 4 Site Assessment Review (SAR) and Drainage Requirements ([Public Works](#) Requirements)

[SAR application](#), SAR response letter, or SAR parcel tag is on file or being submitted

Area of land disturbance is greater than 7,000 sf - Drainage Plan Required

New impervious area is greater than 800 sf - Drainage Plan Required

New or replacement impervious area is greater than 5,000 sf – **Engineered** Drainage Plan Required

Section 6 Additional Shoreline Requirements Demonstrating No Net Loss/Outside Agency Requirements

Shoreline Designation? Check [City Maps](#)

Standard Shoreline Buffer is utilized and Option 1 or 2 (below) is submitted

Option 1: [Shoreline Single-Family Residence Mitigation Manual](#) is utilized and Checklist on page 19 completed

Option 2: Site-Specific Impact Analysis

Site-Specific Vegetation Management Area is proposed – Habitat Management Plan Required.

[Joint Aquatic Resources Permit Application](#) (JARPA)

[State Environmental Policy Act \(SEPA\) Checklist](#) – Public noticing will be required.

Frequently Flooded Area?

[FEMA Habitat Assessment Worksheet](#)

[FEMA Elevation Certificate](#)

Consider providing a brief narrative of your proposal. What other information may be relevant to this review?

[illegible]