



CITY OF KENMORE DECK PERMIT CHECKLIST

This checklist identifies the minimum requirements, for the City of Kenmore, to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance does not deem the application complete.

A separate land clearing/grading/excavating/filling permit is required for the use of any earth moving equipment or the excavation or filling of material greater than 50 cubic yards. A separate mechanical and plumbing permit will be required for any work to be done.

APPLICANT: Please check each box under the applicant heading on this checklist to confirm items included in your submittal. The Permit Technician will check off each box under staff when the item is confirmed to be included in the submittal package. Please submit the number of copies of each item requested below.

Two (2) Copies Each:

Appl Staff

- A completed Permit Application Form
- A sworn statement, made before a notary public and under penalty of perjury, by the applicant that the property affected by this application is in the exclusive ownership of the applicant, or that the applicant has submitted the application with the consent of all owners of the affected property. Proof of that consent must be submitted.
- A property and/or legal description of the site
- The applicable fee

SITE PLAN

Three (3) Copies Each:

Appl Staff

- 8.5" x 11" size paper showing the proposed and existing structures in the plan view indicating:
 - North arrow;
 - Scale; i.e. 1'=20", 1'=1/4",
 - Existing and proposed streets surrounding the property;
 - Existing and proposed contours (5' increments);
 - If present, environmentally sensitive areas on site, adjacent to, or within 200 feet (such as wetlands, steep slopes, top and toe of slopes, rivers, streams, etc.);

- Property lines;
- Square footage of lot;
- Square footage of existing building and proposed deck;
- All present improvements on the property;
- Distances from the proposed deck to property lines and other buildings on site;
- Legal description and/or assessors parcel number
- Location of existing and/or proposed easements;
- Existing sewer, water and storm drains.

CONSTRUCTION PLANS

Three (3) Copies of Each:

Appl Staff

- Deck elevations;
- Flashing at siding;
- Beam, header, girders, columns, and post sizes;
- Direction, size, and spacing of all floor framing members;
- Ledger bolting;
- Building-section showing details of footings;
- Types of fasteners being used;
- Guardrails and rails; stairways and handrails.

ADDITIONAL ITEMS THAT MAY BE REQUIRED

Appl Staff

- Three (3) copies of soils report from a licensed Geo-technical Engineer if geological hazard areas or steep slopes are present on the parcel.
- Three (3) copies of wetland delineation and classification from a professional wetland biologist/environmental consultant if hydrologically sensitive areas (i.e. wetlands, streams, floodplain, etc.) are present on the property.
- Three (3) copies of floodplain survey indicating floodplain, floodway, zero-rise floodway, approved LOMA by FEMA.
- Three (3) complete sets of the approved Land Use Decision and/or SEPA Determination and all items required by those decisions
- Special Inspection Form for retaining walls that require engineering
- Two (2) copies of small site drainage plan, if impervious surface exceeds Surface Water Design manual limits, square feet and/or the parcel contains or is adjacent to sensitive areas (See small site drainage plan submittal requirements, Appendix C in 1998 KCSWDM)