



DEVELOPMENT SERVICES

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Building Permit Application

Building Services

Complete this form to submit at City Hall. Or, use mybuildingpermit.com to submit your application entirely online.

A Building Permit is required prior to constructing, enlarging, altering, repairing or changing the use of a building or structure. Use the [Building Permit Checklist](#) to ensure that additional required submittal documents are provided for a complete permit application.

PROPERTY INFORMATION

Site Address: 6204 110th Ave NE Kirkland, WA Project Name: Pohl Remodel
Parcel No.: 330076-0370 Tenant (if commercial): _____
Property Owner: Maynard Pohl Owner Phone: 206-660-9970
Owner Address: 6204 110th Ave NE Kirkland, WA

PERMIT INFORMATION

This permit involves: (select one)

- Single Family, Duplex or Townhouse (Residential Only)
- Multi-Family (Residential Only)
- Mixed-Use (Residential plus commercial or industrial)
- Non-Residential (Anything other than the above items)

This permit is for: (select one)

- Re-roof ONLY
- Repair/Replacement ONLY
- Construction of a **NEW** building
- Addition and alteration to an **EXISTING** building
- Alteration to an **EXISTING** building located: Interior ONLY Exterior ONLY Interior and Exterior
- Construction or modification of a **non-building structure** (such as a swimming pool or retaining wall)
- Change of use ONLY

Provide a description of work to be done:

Addition of a 1144sf upper floor to existing single family residence. So site area ground disturbance is proposed. No existing trees will be impacted.

Will the proposed project involve any of the following? (check all that apply):

- Related LSM permit Related move permit Related demolition permit Accessory Dwelling Unit

Related permit numbers (if any): _____

Estimated Total Project Fair Market Value (labor & materials): \$188,760.00

This project is: Owner-funded Funded by a lender (Lender information only required for projects over \$5,000)

Lender Name: _____ Phone: _____

Lender Branch/Address: _____

Office Use Only	
Address (if different from above):	Permit Number:
<input type="radio"/> Express <input type="radio"/> Fast Track <input type="radio"/> Regular <input type="radio"/> Green <input type="radio"/> Expedited \$\$	Target:

PRIMARY CONTACT INFORMATION

Contact Person: Edward Pozniak Phone: 425-641-5320
Company Name: Architectural Innovations
Contact Address: 14311 SE 16th Street Kirkland WA 98007
Contact Email: ed@kappplerhomeplans.com

CONTRACTOR INFORMATION (Must be provided prior to permit issuance)

Contractor Company Name: Tennyson Homes Construction Phone: 206-914-5970
Contact Name: Jim Tennyson Email: jim@tennysonhomes.com
Contractor Mailing Address: PO Box 3106 Kirkland WA
Contractor's L&I License No.: TENNYHC853K1 Contractor's WA State UBI No.: 602784036

OR OWNER IS CONTRACTOR - I have read RCW 18.27.010 relating to definitions of general contractors and specialty contractors and RCW 18.27.110, which prohibits issuing permits without proof of registration, and owner is contractor.

Owner/Agent Printed Name: _____
Owner/Agent Signature: _____ Date: _____

MECHANICAL, PLUMBING, ELECTRICAL

For NEW single family or duplex construction:

Mechanical, plumbing and electrical work is automatically included with the building permit, so there is no need to apply separately for those permits, but the Supplemental Mechanical Information, Supplemental Plumbing Information and Single Family Plumbing Worksheet shall be provided.

For ALL OTHER project types: (including new mixed-use, single family alterations, commercial TIs, etc.)

When electrical work is occurring, a separate Electrical Permit must be obtained.

Do you intend to include mechanical work with this building permit?

- No, there is no mechanical work occurring.
- No, a separate Mechanical Permit will be obtained.
- Yes, and the Supplemental Mechanical Information is being provided. The fair market value of the mechanical work is: _____

Do you intend to include plumbing work with this building permit?

- No, there is no plumbing work.
- No, a separate Plumbing Permit will be obtained.
- Yes, and the Supplemental Plumbing Information is being provided. The fair market value of the plumbing work is: _____

ACKNOWLEDGEMENTS

1. By signing this application, I authorize employees/agents of the City of Kirkland to enter onto the property which is the subject of this application during regular business hours. The sole purpose of entry is to make any examination of the property which is necessary to process this application.

2. I certify that I am the owner of this property or the owner's authorized agent. If acting as an authorized agent, I further certify that I have full power and authority to file this application and to perform, on behalf of the owner, all acts required to enable the jurisdiction to process and review such application. I have furnished true and correct information. I will comply with all provisions of law and ordinance governing this type of application. If the scope of work requires a licensed contractor to perform the work, the information will be provided prior to permit issuance.

Owner/Agent Printed Name: Maynard Pokl
Owner/Agent Signature: _____ Date: 4/17/2022



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Building Permit Checklist (Single Family)

Building Services

Complete this form to submit at City Hall. Or, use mybuildingpermit.com to submit your application entirely online.

Use this checklist to help gather all the required information and documents in order to submit a complete building permit application for a project involving **construction or modification of detached one- or two-family dwellings**, or their **accessory structures**.

The Building, Fire, Planning and Public Works Departments can inform you of requirements for demolishing, remodeling, adding to or constructing a new residence or residential accessory structure.

- Required setbacks, height limitations, floor area ratios, lot coverage, and other zoning information may be obtained from the **Planning Department**. (425-587-3600)
- Structural and life safety requirements can be obtained from the **Building Department**. (425-587-3600)
- Water, sewer and right-of-way information can be obtained from the **Public Works Department**. (425-587-3800)
- Fire sprinkler information can be obtained from the **Fire Department**. (425-587-3650)

Property information, including relevant zoning code, structural design criteria and permitting history for your property may be obtained from maps.kirklandwa.gov.

GENERAL SUBMITTAL DOCUMENTS

- [Building Permit Application](#) (completely filled out)
- [Supplemental Building Information](#) (Required for NEW construction and projects proposing a change in use, change in space or change in square footage.)
- [Rodent Abatement Declaration](#) (Required for NEW construction and projects where exterior work is to occur.)
- Construction Plan Set** (If paper application, submit 3 complete sets plus one extra Site Plan.)
 - Site Plan** (May not be required if work is entirely within an existing building footprint.) See [Single Family Site Plan Requirements](#).
 - Boundary and/or Topographic Survey** (See the City of Kirkland [Survey Policy](#) to see if a survey is required for your project.) Must be stamped and signed by the licensed surveyor.
 - Architectural Drawings** (Floor plans, roof plan, designation of room uses, elevations, building sections, details, dimensions, etc.) If prepared by a WA State licensed design professional, the plans must be stamped and signed by the design professional.
 - Structural Drawings** (Structural notes, design criteria, foundation plan, framing plans, shearwalls, holdowns, connection details, truss layout, etc.) If prepared by a WA State licensed design professional, the plans must be stamped and signed by the design professional.

BUILDING DEPARTMENT REQUIREMENTS

- Energy Code Compliance Information** shall be included on plans in the construction plan set. (Required for new construction and projects with changes to the thermal envelope or heated space.)
 - Building Thermal Envelope Compliance Method
 - Energy Credits (required credits and selected option(s))
 - Heating Equipment Type and Sizing
 - Window and Door Schedule (including fenestration U-factor(s))
 - Energy Code Notes (such as high-efficacy lighting)
- Supporting Calculations and Worksheets** used to demonstrate energy code compliance shall be provided. [Worksheets](#) from WSU Energy Extension Program may be used.

- Whole House Ventilation Compliance Information** shall be included on plans in the construction plan set. *(Required for new construction and additions greater than 500 square feet of heated space.)*
 - Specify the proposed method of whole house ventilation
 - Specify whether operation is to be intermittent or continuous
 - If operation is to be intermittent, specify the run-time percentage in each 4 hour segment
 - Specify proposed cubic feet per minute flow rate
- Geotechnical Report** *(Required if construction will occur in an area containing soft compressible soils, or where there are landslide or seismic hazards, or when the foundation design calls for unique or deep foundations.)*
- Structural Calculations.** If structural calculations have been done for lateral or gravity structural design, the calculations shall be submitted. If calculations have been done by a WA State licensed design professional, the calculations and any plan sheets that contain structural information, such as design criteria, connection details, shearwalls and holdowns, must also be stamped and signed by the design professional.
- Additional Documentation** *(Required for NEW construction and projects that have plumbing and/or mechanical work included with this Building Permit.)*
 - [Single Family Plumbing Worksheet](#)
 - [Supplemental Plumbing Information](#)
 - [Supplemental Mechanical Information](#)
- Any other items deemed pertinent by the Building Department.

KIRKLAND'S GREEN BUILDING PRIORITY REVIEW PROGRAM REQUIREMENTS

- A completed and signed Green Building Program [Priority Review Application](#) for a new single family residence
- A completed Preliminary [LEED for Homes Checklist](#) or [BuiltGreen™ Checklist](#)
- A copy of the contract with a Third Party Verifier
- Ensure that the submitted construction plans will achieve either silver or better rating from [LEED for Homes](#) or four star or better rating through [BuiltGreen™](#)

PLANNING DEPARTMENT REQUIREMENTS

- Accessory Dwelling Unit (ADU) Registration Application** *(Required if the project involves creating a new ADU or registering an existing ADU.)*
- Floor Area Ratio (FAR) Calculations** *(Required for NEW construction or any project with an addition of new square footage.)* FAR calculations shall be provided **by structure** (garage, house, shed, etc.) and **area** (in square feet) **by floor** (basement, 1st Floor, 2nd floor, attic) of existing and proposed structures. If located in Houghton, contact a Planner to determine if FAR Calculations are required or not. To be included on Site Plan.
- Average Building Elevation (ABE) Calculations** *(Required for new construction or if there is any change in the existing roof line, or if an addition is occurring on a portion of the site with lower topography.)* See [ABE Calculation Instructions](#). To be included on Site Plan.
- Lot Coverage Calculations** *(Required for NEW construction or any project with an addition of impervious surface.)* To be included on Site Plan.
- Building Height Table** *(Required when a topographic survey is required. See the [Survey Policy](#).)*
- Tree Retention Plan** *(May not be required if work is entirely within an existing building footprint.)* See [KZC 95.30](#) or call the Planning Department at 425-587-3225 for details on which plan is required for your project.
- Arborist Report** *(If required by the Tree Retention Plan.)* See [KZC 95.30](#) or call the Planning Department at 425-587-3225 for details on whether or not an arborist report is required for your project.
- Geotechnical Report** *(Required if construction will occur on or within 25' of a regulated slope.)*
- Any other items deemed pertinent by the Planning Department.

PUBLIC WORKS DEPARTMENT REQUIREMENTS

- Civil Drawings** (*Drainage, utilities, etc., when required*) To be included in the construction plan set.
- Stormwater Drainage Plan** (*Required for projects creating 500 square feet or more of new or replaced impervious surface.*) Find more information on the [Public Works Storm Drainage Pre-Approved Plans and Policies](#) website, particularly Policies [D-2](#) and [D-3](#).
- Right-of-Way Improvements Plan** (*Required for all new single family residences, and all single family additions with a value greater than \$200,000 - the value of the addition is determined using the published [Building Valuation Data Table](#).*) The right-of-way improvements plan must be designed by a licensed civil engineer. These improvements include sidewalks, curbs and gutters, underground storm drainage, planter strip and street trees, and alley paving, among other items. For more information about this requirement, contact the Public Works Department at 425-587-3800.
- Erosion and Sedimentation Control (ESC) Plan** (*Required for projects creating 500 square feet or more of new or replaced impervious surface.*) Visit Public Works to learn more about [temporary erosion and sediment control](#). See an [example ESC Plan](#).
- Sewer Availability Certificate** (*Required if a new sewer connection will be through a district other than the City of Kirkland or if the project is on a septic system and at least one bedroom is being added.*) Contact the [King County Public Health Department](#) for septic system requirements at 206-296-4600.
- Water Availability Certificate** (*Required if a new water connection will be through a district other than the City of Kirkland.*)
- Stormwater Drainage Report/TIR** (*May be required for projects that create or replace 2,000 square feet or more of impervious surface.*) Use the appropriate drainage report template depending on the project size and scope. The templates are available at the Public Works counter or through Policies [D-2](#) and [D-3](#). (*If paper application, submit 2 hard copies and 1 electronic copy.*)
- Stormwater Low Impact Development (LID) Feasibility Worksheet** (*May be required for projects that create or replace 2,000 square feet or more of impervious surface.*) See Feasibility Policies [L-1](#), [L-2](#), and [L-3](#). (*If paper application, submit 2 hard copies.*)
- Soils Report** (*Required if no public storm drainage is available, or when required by [Policy D-8](#).*)
- Any other items deemed pertinent by the Public Works Department.

FIRE DEPARTMENT REQUIREMENTS

- Understand that there are several circumstances in which a **fire sprinkler system may be required** for a new or existing one or two-family dwelling.

For new construction or where there is an addition in square footage, items such as the available fire flow, hydrant proximity, and Fire Department access are checked by the Fire Department. If any of these items are found to be deficient, a fire sprinkler system may be required.

If the gross floor area of the building is 5,000 square feet or greater (as defined in the [Kirkland Municipal Code](#)), a fire sprinkler system will be required.

For more information, please refer to:

[Fire Prevention Operating Policy #2 Automatic Sprinkler and Standpipe Systems](#)

[Fire Prevention Operating Policy #4 Fire Hydrants](#)

[Fire Prevention Operating Policy #6 Fire Department Access](#)

ACTIONS TO TAKE

- Verify that the project has been designed for compliance with the [codes currently adopted by the City of Kirkland and amended by the State of Washington](#).
- Pay relevant fees when they are due. Learn more about [Building Department Fees](#), [Public Works Fees](#), and [Planning Department Fees](#).
- Demolition of any existing structure(s) shall be applied for under a separate [Demolition Permit](#).
- If full or partial demolition is to occur which would render the building uninhabitable, you must contact the [Puget Sound Clean Air Agency](#) whether there is asbestos or not. Call 1-800-552-3565 with questions or go to the PSCAA website for instructions and regulations.
- Electrical work shall be applied for under a separate [Electrical Permit](#) (*except when the Building Permit is for NEW construction*).
- Mechanical work shall be applied for under a separate [Mechanical Permit](#) (*except when the Building Permit is for NEW construction or when the mechanical work is included with the Building Permit*).
- Plumbing work shall be applied for under a separate [Plumbing Permit](#) (*except when the Building Permit is for NEW construction or when the plumbing work is included with the Building Permit*).
- If a fire sprinkler system is to be installed, a separate [Fire System Permit](#) must be obtained.
- If a rodent baiting program is required, a **rodent abatement letter** shall be provided to the City of Kirkland from the abatement company indicating that the requirements of the [Kirkland Municipal Code Section 21.41.302 \(e\)](#) have been complied with, prior to issuance of the permit.

Rodent abatement could take from 2 to 6 weeks depending on the vegetation/rodent population on the site. A rat baiting program shall be initiated on the project site at least fifteen days prior to the start of demolition, clearing, or land surface modification activity. The baiting program must continue at least until the project begins, however, no demolition, clearing or land surface modification work shall commence until all significant rat activity has been abated even if it has been fifteen or more days since the initiation of the rat baiting program, unless approved by the building official.

- All **designated trees to be retained** must be prominently marked and fenced, and the tree fencing inspection shall be completed and signed off by the Planning Department prior to issuance of the building permit. Call 425-587-3225 to schedule this inspection, and allow 2 days time for this inspection to be completed and signed off.
- See the City of Kirkland [Survey Policy](#) to learn if building height field verification will be required.
- Learn about recycling construction, demolition and landclearing (CDL) debris by visiting [King County Solid Waste Division](#).



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Single Family Plumbing Worksheet

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Complete this form to submit at City Hall. Or, use mybuildingpermit.com to submit your application entirely online.

This form is to be used in combination with a [Plumbing](#) or [Building](#) Permit Application when new or additional plumbing fixtures are to be installed in a new or existing single family residence and/or an accessory dwelling unit (ADU).

WATER SYSTEM INFORMATION

Sewer District: Kirkland Northshore Redmond On Septic System

Water District: Kirkland Northshore Woodinville Bellevue

Distance from meter to most remote outlet (in feet): 80

Difference in elevation between meter and lowest fixture (in feet): 3

Difference in elevation between meter and highest fixture (in feet): 13

Pressure in street main (in psi, measured with a pressure gauge or check with water district): _____

Proposed or existing water meter size (measure or check with water district): _____

The total number and type of plumbing fixtures located within the single family residence and/or ADU must be entered into the table below. The resulting total fixture unit count is needed to determine what size water meter is required to serve the domestic water needs.

FIXTURE UNIT CALCULATION

2015 UPC Table 610.3 - Number of Plumbing Fixtures (including rough-ins)

Plumbing Fixtures	Accessory Dwelling Unit	Main Residence	Fixture Count x Multiplier	Fixture Units
Bar sink			x 1.0 =	
Bathtub or combo bath/shower		4	x 4.0 =	16
Clothes washer		1	x 4.0 =	4
Dishwasher		1	x 1.5 =	1.5
Hose bibb, first		1	x 2.5 =	2.5
Hose bibb, add'l		1	x 1.0 =	1
Kitchen sink		1	x 1.5 =	1.5
Laundry sink			x 1.5 =	
Lavatory (Bathroom sink)		5	x 1.0 =	5
Lawn Sprinklers* (each head)			x 1.0 =	
Shower, stand alone (list each head)		1	x 2.0 =	2
Water closet (toilet)		4	x 2.5 =	10
Other:			x =	
			Total Fixture Units:	43.5

If the total fixture unit count exceeds 39, an additional \$14,954 in Facility Charges for a 1" meter will be due at permit issuance. Completing the Alternate Fixture Unit Calculation using Table C 303.1(1) on Page 2 may result in a fixture unit count not exceeding 39.

* See Lawn Sprinkler Exception on Page 2.

ALTERNATE FIXTURE UNIT CALCULATION

This approved alternate method of calculating fixture units typically results in a lower fixture count than when using Table 610.3 on Page 1. This table takes into consideration "groups" of fixtures, such as Kitchen Units, Bathroom Units, and Laundry Units, instead of looking at each individual fixture.

2015 UPC Table C 303.1(1) - Number of Plumbing Fixtures (including rough-ins)				
	Accessory Dwelling Unit	Main Residence	Fixture Count x Multiplier	Fixture Units
Bathroom Groups (select <u>one</u> that best reflects the <u>total</u> combination of full and half-baths)				
One Bathroom Group			x 5.0 =	
One and a Half Bathroom Groups			x 6.0 =	
Two Bathroom Groups			x 7.0 =	
Two and a Half Bathroom Groups			x 8.0 =	
Three Bathroom Groups		1	x 9.0 =	9
Additional Bathroom Groups (for groups in addition to the above)				
Each additional Half-Bath or Powder Room			x 0.5 =	
Each additional Bathroom Group		1	x 1.0 =	1
Laundry Groups				
Each Laundry Room (includes one Sink and one Clothes Washer)			x 5.0 =	
Kitchen Groups				
Each Kitchen Group (includes one Sink and one Dishwasher)		1	x 2.0 =	2.0
Additional Units (fixtures and multipliers from Table 610.3)				
Each additional Shower Head		1	x 2.0 =	2.0
Each Clothes Washer (without a laundry sink)		1	x 4.0 =	4.0
Lawn Sprinklers (each head)*			x 1.0 =	
Bar Sink			x 1.0 =	
Hose Bibb, first		1	x 2.5 =	2.5
Hose Bibb, additional		1	x 1.0 =	1
			Total Fixture Units:	21.5

Notes:

1. A bathroom group, for the purpose of this table, consists of one water closet, up to two sinks, and either one bathtub or one shower.
2. A half-bath or powder room, for the purpose of this table, consists of one water closet and one sink.
3. See 2015 UPC Appendix C for scope and application of alternate plumbing systems.

Lawn Sprinkler Exception

Lawn sprinklers may be excluded from the fixture count and fixture unit count if the sprinklers are on a timer that operates only during periods of low water demand and the statement below is signed and dated.

I, _____, declare that the lawn sprinklers will be on a timer
(Printed Name of Owner or Owner's Agent)

that will operate the sprinklers during periods of low demand only.

Signature: _____

Date: _____



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Supplemental Building Information

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This form is to be used in combination with a [Building Permit](#) application for new construction or for projects where there is a change of use, change in space, change of tenant, or change in square footage. Complete as applicable.

BUILDING INFORMATION

New or Added Square Footage (for new construction or additions only): 1144

All Buildings	Existing (Before)	Proposed (After)
# of Stories (including basements)	2	2
# of Parking Spaces	4	4
# of Dwelling Units	1	1
Single Family/Duplex Only (square footages)		
Garage	456	456
Carport	0	0
Basement (unfinished)	0	0
Basement (finished)		
1st Floor	1600	1600
2nd Floor	1144	1144
3rd Floor	0	0
Covered deck/patio	40	40
Uncovered deck/patio	257	257
Accessory dwelling unit	0	0
Shed, barn, other	0	0
Non-Residential		
Use (per KZC)		
Square Footage		
Tenant Name		

ELECTRICAL CONTRACTOR INFORMATION (complete for NEW single family residential ONLY)

Contractor Name: _____ Phone: _____

Contractor Company Name: _____

Contractor Mailing Address: _____

Contractor's L&I License No.: _____ Contractor's WA State UBI No.: _____

OR **OWNER IS CONTRACTOR** - I have read, signed and am now submitting the [Property Owner/Renter/Lessee Affidavit](#) per RCW 19.28.261.

Owner/Agent Printed Name: _____

Owner/Agent Signature: _____ Date: _____