

Required Permit Questionnaire - Residential Remodel - Major



KITSAP COUNTY

Department of Community Development

*By checking this box, you are acknowledging that you have read the [full instructions](#) for how to apply online with Kitsap County.

Click here to review the instructions: <https://www.kitsapgov.com/dcd/Pages/onlineapp.aspx>

Instruction Acknowledgement

I agree

Filling out this form does not create your online permit.

NOTE: You may be eligible for a Residential Improvement Tax Exemption. For more information, please visit the [Residential Improvement Exemption](#) page or contact the Kitsap County Assessor's Office.

Does this project include the addition of any square footage to the existing building?

No

Required Submittal Items

Your permit will not be reviewed until these items are uploaded to the Online Permit Center

1. Required Questionnaire (this document)

2. Construction Plans, Floor Plans, and Beam Calculations, would you like to see helpful hints?

Yes

See [Brochure #108 Construction Plan Components](#) for a comprehensive list of items to include on your construction plans.

- Show existing floor plan and proposed floor for Major Remodels

Questions to Determine if Additional Submittal Items are Needed

Are you increasing your total number of bedrooms?

No

No Sewage Disposal and Water Supply Documentation/Submittal item is required for this project.

Does your project propose to change the heating or ventilation system?

Yes

Submittal item:

You are required to submit an [Energy Code Worksheet](#)

Are you the owner of the property?

No

Submittal Item:

You will need to submit a [Letter of Authorization](#).

An owner's signature is required to process a permit for this type of work.

Is your project in Manchester or Illahee?

No

See [Does My Building Need Engineering Brochure](#) for more information,

Does your project need
Engineering? Example:
Removal of a Load-bearing
Wall

No

Is the proposed structure equal or more than 5,000 square feet?

No

Are you adding a deck?

No

***By checking this box, you are acknowledging that if you do not upload all**

required permit documents the processing of your permit will be delayed.

Submittal Acknowledgement

I agree

Additional Reports that may be required based on site conditions:

- Flood Elevation Certification
 - Soil Management Plans
 - Engineered Drainage Plans
 - Engineered Drainage Report
 - No Net Loss (Shoreline)
 - Habitat Management Plan
 - Shoreline, wetland, or stream habitat report
 - Geotechnical Report
 - Wetland Deliniation Report
-

Project Information

Building Information

Your email address, where you would like your completed Required Permit Questionnaire Sent
jhsnhomes2@gmail.com

Type of Major Remodel

converting unfinished space to finished space

Description of project - please provide the scope of work (all the details of what will be part of this project)

We have a detached (attached with a breezeway) finished two-car garage with an unfinished upper level. We plan on finishing the upper level by adding a 3/4 bath and a kitchenette. The remainder of the room will be a rec-room. We are not adding sq. footage.

Bid Price of Project: Labor + Materials at Fair Market Rate

\$60,000

Is a secondary kitchen and/or cooking facility being proposed?

Yes

A **Notice to Title** may be required to be recorded prior to permit issuance. You will be contacted during the permit review with more information.

Are you creating an Accessory Living

Quarter(ALQ)?

No

Please provide square footage in the spaces below for all areas within the scope of this project:

Is the main floor being remodeled?

No

Is the second floor being remodeled?

No

Is the unfinished basement being remodeled?

No

Is the finished basement being remodeled?

No

Is the garage being remodeled?

No

Is the garage (2nd floor unfinished) being remodeled?

Yes

Garage (2nd Floor Unfinished) - Garage (2nd Floor Unfinished) -

Existing:

629.00

Remodel:

629.00

Is the garage (2nd floor finished) being remodeled?

No

Is the carport being remodeled?

No

Is the deck being added on to or remodeled?

No

Is the porch being remodeled?

No

Total Existing Square Footage:

6,077.00

Total Proposed Square Footage:

6,077.00

Primary Fuel Source

Electric

Does the project include the installation of a Propane/LP tank?

Yes

Is the LP tank above ground?

How many gallons is the above ground tank?

1 - 124

How many gallons is the below ground tank?

You will need to use a **5 foot** separation or setback from your LP Gas Container and buildings, Public Ways or Lot lines.

Utilities and Approach/Driveway:

Is a power line already constructed to your building site?

Yes

Power Provider Name:

PSE

Are any other utilities already installed on the building site:

Telephone

Provider Name(s):

CenturyLink

Lender Information:

Does construction financing cost exceed \$5,000?

Yes

Lender:

Liberty Bank

Lender Phone

(360) 779-4567

Lender Address

19917 7th Av. NE., Poulsbo, Washington 98370

Lender Email

dnicolet@libertybanknw.com

Sewer Manhole

Section 710.1 of the Uniform Plumbing Code States:

Where a fixture is installed on a floor level that is lower than the next upstream manhole cover of the public or

private sewer serving such drainage, piping shall be protected from backflow of sewage by installing an approved type backwater valve.

Is your residence below the elevation of the upstream manhole?

Additional Contacts:

Contractor Contact Information

Are you currently or will you be working with a contractor for your project?

Yes

Have you determined what contractor you are using for this project?

Yes

Please include your contractor information in the "Additional Contacts" section below.

Do you have additional contacts you would like to add to your project, such as Contractors, Architects, Engineers?

Yes

Contact 1

Name

ERIC JOHNSON

Company

Johnson Homes

License Number

JOHNSH*134QB

Role in the Project:

project manager

Email

jhsnhomes2@gmail.com

Phone

(360) 981-1086

Address

PO Box 1074, Silverdale, Washington 98383

Contact 2

Name

Company

License Number

Role in the Project:

Email

Phone

Address



Once complete, please click “create PDF of Complete Questionnaire” and you will be sent an email copy for your records. After creating your PDF, make sure you have all the required submittal items listed before starting your online permit.

Please note: We cannot review your permit until all the required items on the submittal list are uploaded.