**SUPPLEMENTAL APPLICATION**

**USE OF AN APPROVED BASIC PLAN**

**RESIDENTIAL**

Owner Name: _____________________________ Assessor Tax Parcel #: ________________________

**Permit # of Approved Basic Plan to Be Used:** ________________________________________

Fees are due at the time of submittal. [See Current Fee Schedule.](#)

Accepted forms of payment:

- Cash
- Check/Cashier’s Check - Make checks payable to Kitsap County Dept. of Community Development
- Electronic Checks - $1.00 flat fee per electronic check
- Credit Cards: MasterCard, Discover, American Express or VISA - a third party convenience fee of approximately 2.5% will apply.

### Section 1 – Submittal Requirements

Please be aware that permit application submittals can take 30 – 45 minutes for each application. This is to ensure application materials are complete and accurately prepared for a timely review from county staff. Use the column to the left to check off items included with your application.

<table>
<thead>
<tr>
<th>✓ Required Applications</th>
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</thead>
<tbody>
<tr>
<td>1. Project Application - 1 original</td>
</tr>
<tr>
<td>2. Supplemental Application for Residential Use of An Approved Basic Plan - 1 original</td>
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<tr>
<td>3. Mechanical &amp; Plumbing Supplemental Application – 1 copy (Copy the document issued with the established basic and feel free to update if something is different or has changed)</td>
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<tr>
<td>4. Road Approach Supplemental Application - 1 copy</td>
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<tr>
<td>5. Address Request/Verification Supplemental Application - 1 copy (Only for a proposed Single Family Residence or Duplex application)</td>
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<tr>
<th>✓ Required Submittal Items</th>
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<tr>
<td>6. Site plan - Needed only if the property is serviced by public sewer and water - 2 copies</td>
</tr>
<tr>
<td>7. Kitsap Public Health District Documentation - 1 original plus 1 copy</td>
</tr>
<tr>
<td>All new and replacement single family residences or duplexes are required to have review and approval from Kitsap Public Health District (360-337-5285). The documentation to submit to DCD will be one of the following:</td>
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<tr>
<td>□ Accepted or Concurrent Review BSA (Building Site Application)</td>
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<tr>
<td>□ Accepted or Concurrent Review BC (Building Clearance)</td>
</tr>
<tr>
<td>□ Accepted Building Clearance Exemption</td>
</tr>
<tr>
<td>8. Energy Code Worksheet – 1 copy (Copy the document issued with the established basic and feel free to update if something is different or has changed)</td>
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</tbody>
</table>
9. Engineer’s Plans & Calculations, if applicable – 1 copy (Copy the set issued with the established basic)

10. Plan Review Checklist – 1 copy of the document issued with the established basic

11. Residential Onsite Stormwater Management & Pollution Prevention Plan (SWPPP) Worksheet. Also include the following as necessary:
   - SWPPP Narrative - 2 copies
   - SWPPP Drawings - 2 copies (on minimum 11” x 17” paper; drawn to scale)
   - Soil management Plan - 2 copies

12. Construction plans - 1 copy of the originally approved basic plan set (Full Size)

13. Letter from Engineer and/or Architect allowing use of basic plan submittal (Site Specific or Blanket Use Letter must carry design professional’s original stamp and signature) - 1 original

**Section 2 – General Information**

Project:
- Single Family Residence
- Duplex
- Detached Garage

Type of Project:
- New
- Replacement
- Moved

List existing buildings on property (i.e. house, garage, accessory dwelling unit, shed, barn, mobile home):

<table>
<thead>
<tr>
<th>Existing Building</th>
<th>Use</th>
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**Section 3 – Lender Information**

Required for projects with bank financing.

Lenders Name: ________________________________
Address: _______________________________________________________________________
City: ________________________________ State: ___________________ Zip: ___________________
Phone #: __________________ email: __________________

**Section 4 – 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.

Check **Yes** _____ if your residence is below the elevation of the upstream manhole cover OR  
Check **No** _____ if it is not.

If you checked yes, Kitsap County requires installation of a backflow prevention device at this residence and an inspection of this device will be required at time of plumbing inspection.
Section 5 – Departmental Use Only

Section: ____________________  Setbacks: Front: ___________
Township: ____________________  Side: ___________
Range: ____________________  Rear: ___________
Plat: ____________________
Lot: ____________________
Acres: ____________________