



DEVELOPMENT SERVICES

BUILDING • FIRE • PLANNING • PUBLIC WORKS
www.mybuildingpermit.com • www.kirklandpermits.net

Common Single Family Plan Review Issues that Require Revisions

Below is a list of the most common plan review items that trigger a correction letter by the City. Avoiding a correction letter means the plans can be approved much quicker by the City as revised plans will not be required to be submitted for review and approval. This will typically save the applicant a month in the plan review process.

Planning

1. Setbacks

- Eaves (and related extensions) encroach more than 18" into setbacks.
- Columns and cantilevers encroach into setbacks.
- Retaining walls exceed 4' allowance in setbacks and plans not labeling top and toe of walls to determine height.
- Improvements in setbacks exceed the allowance for improvements less than 18" or 4" in height where applicable.
- Bay windows in setbacks too wide or don't meet the 50% glazing requirements to qualify.
- Not identifying things that are in setbacks on the site plan (patios/landings, chimneys, bays, HVAC, etc.)
- Driveways too narrow or too wide in front setback. 20'x20' parking pad required and driveways may only exceed 20' in width where serving a three car garage. Walkways should be separated from driveway, otherwise they are measured as part of 20'.

2. Trees

- Tree Protection Fencing not shown, shown on TESC plan but not main site plan, or not to the limits of disturbance(LOD).
- LOD not shown or is incorrect.
- Replacement trees not specified.
- Arborist report not updated after short plat to address proposed construction impacts to trees.
- Plan ignores designation of high retention value trees, resulting in review comments about shifting, flipping, and/or modulating houses and improvements (driveway, sidewalk, stormwater, utilities, etc.)

3. Building Height

- Incorrect Average Building Elevation (ABE) calculation and/or depiction
- ABE, maximum ridge height and maximum allowed height not shown on the elevations. First floor and benchmark elevations not shown on site plan.
- Not identifying elements that are above height, i.e. chimneys, skylights, etc.

4. Floor Area Ratio

- Incorrect FAR calculation (i.e. incorrect calculation of exempted areas).
- FAR calculations not itemized so we can check exempted areas.
- Finished grade not shown or shown incorrectly to verify basement exemptions.

5. Lot Coverage

- Lot Coverage not itemized so we can check calculations and exemptions.
- Exemptions and partial exemptions not counted correctly.

6. **Garage Regulations**

- Garage regulations not reviewed prior to home design (garage too wide or alley access not taken when available).

7. **General - Plan Submittals**

- Completeness reviews - all required items are not submitted and we don't always catch it at intake (most common omissions are arborist reports and surveys).
- Completeness review - planner doing intake probably not planner doing review. It is better to respond at intake rather than wait four weeks and be asked for the information at first review.
- Revisions - ignoring comments on correction letter.
- Plan consistency - between site plan, floor plans, civil plans, tree retention plan, and elevations.
- Required survey not signed and sealed.
- Clarity of plans. Difficult to read or distinguish what's happening. Plans may be too cluttered, line weights aren't consistent or too heavy, excessively colored, etc.

Building

1. Structural calculations for lateral and gravity designs do not match the architectural plans.
2. Architectural plans do not match civil drawings or approved LSM permit drawings.
3. Failing to use the current edition of codes or the WA State Building Code Amendments.
4. Plans do not reflect scope of work in the soils report or the geotechnical recommendations.
5. Failing to identify and/or detail fire-resistive constructive (such as protection of eaves extending into fire separation distance and the related effects to roof ventilation).
6. Incomplete or incorrect energy code information (chosen energy credits not depicted in the plans, missing building enclosure envelope documentation and/or heating equipment sizing).
7. Plans contradict within themselves or with other documents submitted (architectural plans not matching the structural plans).
8. Lack of whole house ventilation information (cfm, location, method, operation, etc.)
9. Gross floor area calculations not provided (for determination of fire sprinklers when the proposed floor area is very close to or over the 5,000 square foot limit) and no fire sprinklers have been indicated.
10. Stair details missing (winder tread dimensions not meeting 6" at narrowest portion of tread, handrail returns, etc.)

Public Works

1. **Completeness Review**

- For new in-fill single-family, civil engineering plans for utility and street improvements are not provided (must be designed and stamped by Licensed Civil Engineer).
- For new single-family permits within an approved subdivision:
 - Drainage plan (including any required Low Impact Development facilities) is not provided (must be designed and stamped by Licensed Civil Engineer).
 - Utility connections (surface water, sanitary sewer, domestic water) from utility stubs to structures are not shown on site plan.

2. Plan Review

- Soils report by geo-technical engineer was not provided.
- Engineered drainage plan does not match the geo-technical report for Low Impact Development options or feasibility.
- Engineered surface water design, does not meet the 2016 King County Storm Water Manual requirements.
- Pervious/Permeable surfaces shown on Civil Site Engineering Plan do not match what is proposed on the Architectural Site Plan. These Plans need to be coordinated.
- Standard Details are not provided with Plans. (e.g. porous paver detail, drywell details, etc.)

Alternate Formats: Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

Title VI: Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425-587-3011 or titlevicoordinator@kirklandwa.gov.