



# CITY OF KIRKLAND

Building Department • 425-587-3600  
Planning Department • 425-587-3225

For Office Use Only
Green Technical Advisor Initials_____
Date_____
Green form in Inspection card envelope_____

## Green Building Program Priority Review For New Single Family Residences

Project Name:\_\_\_\_\_ Building Permit # \_\_\_\_\_

Property Address:\_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone:\_\_\_\_\_ Fax:\_\_\_\_\_ E-mail:\_\_\_\_\_

In an effort to encourage green building, the City of Kirkland is offering Priority Review to new single family residence permit applications which meet the requirements of Energy Star Homes or equivalent and the minimum requirements for one of the following certification programs:

Built Green (version 2007-03-01 or 2007-04-01)	<input type="checkbox"/> 4-Star or <input type="checkbox"/> 5-Star or
LEED for Homes (version 1.11a or 2.0)	<input type="checkbox"/> Silver <input type="checkbox"/> Gold or <input type="checkbox"/> Platinum

To qualify for Priority Review, the following items are required in addition to the standard requirements at permit application intake:

- A completed Built Green or LEED for Homes checklist, and
- A copy of a signed contract with a third party verifier approved under the program. This contract at a minimum should include preliminary rating services, construction inspection services and a final inspection and certification with confirmation of Energy Star Homes or equivalent.

### **New Residences on existing lots**

With Priority Review on existing legal lots, the initial permit review will be completed in 15 working days. Second review will be completed in 10 working days. Once approved by all departments, please allow 3-4 working days for City staff to process your permit for issuance. For any existing legal lots of record, you may submit building permits at any time.

### **New Residences on subdivided lots**

Please note that under the standard City requirements, you will not be able to submit for new building permits on each of the lots within a subdivision until the subdivision has been approved and recorded with King County, and new Tax Identification (parcel) numbers have been assigned.

- Is this residence in an approved subdivision?  Yes  No  
If yes, permit number: SPL\_\_\_\_\_
- Has the subdivision been recorded with King County?  Yes  No
- Have the new parcel numbers been assigned?  Yes  No

**New Residences on multifamily lots**

Multiple residences on a single parcel (e.g. – in a multi-family zone) are not eligible to participate in this program except under all of the following circumstances:

- A land surface modification (LSM) permit has been approved for the site development. The approved LSM must have sufficient information for the Planning Department to review all general site plan issues for the entire development, including:
  1. Lot coverage
  2. Vehicular and pedestrian access
  3. Building footprints
  4. Tree Plan and tree protection
  5. Parking
  6. Setbacks
  7. Recreational open space
  8. Required landscaping
  
- The first building permit has been reviewed.
- The project is either SEPA exempt or a DNS has been issued.

Building permit applications which meet these standards will be reviewed in 25 working days. Second review will be completed in 10 working days. Once approved by all departments, please allow 3-4 working days for City staff to process your permit for issuance. To assist in determining whether your project is eligible, please answer the following questions:

Has an LSM permit received approval (A status) for site development?  Yes  No  
Permit number: LSM\_\_\_\_\_

Have any permits for new single family residences been through first review in this development?  Yes  No  
Permit number: BLD\_\_\_\_\_

Is the project either SEPA exempt or has a DNS been issued?  Yes  No  
Permit number: SEP \_\_\_\_\_

Priority Review will not be allowed if there is a zoning permit for the project, or there is an unrecorded change to the property lines, or if the buildings do not comply with setbacks, etc. unless specifically authorized by the Planning Department: \_\_\_\_\_ (Planner) Signature required.

Incomplete or inaccurate information may result in the application not being eligible for Priority Review. Failure to achieve the required minimum certification level will result in a fee equal to 50% of the building permit fee charged to the applicant to offset any overtime and/or consultant costs to the City. In this event, I hereby agree to pay \$\_\_\_\_\_ due prior to final inspection.

Authorized By (print Owner/Agent name): \_\_\_\_\_

Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_