



Because many construction projects in the City of Kirkland are constructed to the minimum setbacks and maximum heights, accurate survey information is needed for City Staff to review plans and conduct inspections. Property Line (Boundary) and Topographic Survey documents shall be stamped and signed by a Washington State Licensed Surveyor. A copy of an existing survey document may be used if it is legible and includes a signed surveyor's stamp and the original survey markers are still in place.

Property Line (Boundary) Surveys – A property line survey is required for building permits for all new structures and additions to an existing structure. The survey is required to be submitted with the permit application.

Exception: A Property Line Survey is not required for residential deck additions or alterations. A Property Line Survey is also not required with Building Permits for single-family additions or new single-family accessory buildings if **all** of the following conditions are met:

- A. The structure is at least two feet away from all assumed building setback lines; and
- B. The assumed property line is marked by a fence or other similar feature; and
- C. There are no known property line disputes regarding the specific property line.

Topographic Surveys - A Topographic Survey with two foot contour intervals is required for building permits for all new structures and additions to existing structures. The survey is required to be submitted with the permit application.

Exception: A Topographic Survey is not required with a Building Permit for a new single-family residence, single-family addition, single-family accessory building, or commercial or multi-family additions less than 1,000 square feet if **one** of the following conditions is met;

- A. The lot is essentially level – there is no grade change greater than two feet between property corners;
or
- B. The building footprint (excluding uncovered decks) is changing less than 25%, the height of the addition does not exceed the height of the existing roof line, and the addition is not being made on a part of the property that is topographically lower than the existing building; or
- C. The proposed building is designed to be two or more feet less than the maximum building height allowed for the property.

Building Height Field Verification – The owner or owner’s agent must provide height verification as required below for all new buildings and additions to an existing building.

- A. A completed, signed, and dated height verification form must be submitted to the building inspector at either the underfloor inspection or the slab insulation inspection.
- B. A height survey, by a licensed surveyor, must be submitted to the building inspector at the time of the roof sheathing inspection for structures that will be within one foot of the maximum allowed height.

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.