



PRE-APPROVED ACCESSORY DWELLING UNIT PROGRAM

Submission Guide

INTRODUCTION

Pre-approved plans offer the Kirkland community a faster, more predictable, and cheaper path to build ADUs. By encouraging relatively lower-cost designs, the City can help expand the number of households who can afford it. Homeowners choosing a pre-approved DADU plan will benefit from a simple and streamlined permitting process.

We invite architects, designers, and builders to submit DADU designs to be part of the City’s pre-approved DADU program. Pre-approved plans will be displayed in an online gallery with images, description, and information about the designer. To use a pre-approved plan, a homeowner pays a royalty, set by the designer up to \$1,000, for the use of their plan. Homeowners can then hire the designer, who retains the copyright to and liability for the pre-approved plan, to prepare the site plan, obtain a building permit, and/or to construct the DADU at an hourly rate specified in their plan submission. If a homeowner instead wishes to use other professionals or complete work themselves, the designer can require a liability release that the homeowner must sign to use the plan. Follow the submission steps below If you have a DADU construction plan and would like to participate in the City of Kirkland’s Pre-Approved DADU Program.

SUBMISSION AND SELECTION PROCESS

Submissions must meet the submission requirements described in this document. A full permit-ready plan will be reviewed and pre-approved by Planning and Building Department similar to the process for other new construction permits for accessory dwelling units. Participation in this program is not an assurance or guarantee that a plan will ultimately be accepted by the City as a Pre-approved Plan. Approved designs will be registered and held by the Planning and Building Department for use in this program. In addition, Designers further acknowledge that the City’s code requirements periodically change and the City may revoke or withdraw pre-approval of a DADU Pre-approved Plan at any time and for any reason, including but not limited to code changes.

Submission Requirements

We accept submissions from architects, designers, and builders. Designs must be submitted through MyBuildingPermit.com by following the pathway below.

Jurisdiction	Application Type	Project Type	Activity Type	Scope of Work
Kirkland	Land Use	Any Project Type	Preapplication Services	Pre-Approved Detached Accessory Dwelling Unit

Designers must submit a complete building construction plan set (no site plan) and appropriate calculations that will allow City staff to evaluate the design for Washington State energy code and structural compliance.

**No options within a design set are allowed. The City will not register plan sets with multiple options not intended for use on a site specific application. This includes designs with multiple elevations, room layouts, etc. If different models are needed, each need a separate registration number.*

Here are some useful links that will get you a head start on how Kirkland regulates ADUs.

- [Accessory Dwelling Units – City of Kirkland \(kirklandwa.gov\)](https://www.kirklandwa.gov/DocumentCenter/View/10000/Accessory-Dwelling-Units-City-of-Kirkland)
- [Accessory Dwelling Units \(Kirkland Zoning Code \(KZC\) 115.07\)](#)
- [Accessory Structures \(KZC 115.08\)](#)

All Submissions must include:

- Name and contact information for individual(s) or firm(s) submitting the design
- Project description (150 words maximum)
- Narrative describing how the submission fulfills the design criteria (300 words maximum)
- Estimate of construction cost (this can be a range; can include assumptions for site conditions; and for built DADUs can denote when the project was built and any noteworthy or anomalous factors that affected cost)
- Architectural Drawings (Floor plans, roof plan, designation of room uses, elevations, building sections, details, dimensions, etc.) If prepared by a WA State licensed design professional, the plans must be stamped and signed by the design professional.
- Structural Drawings (Structural notes, design criteria, foundation plan, framing plans, shearwalls, holdowns, connection details, truss layout, etc.) If prepared by a WA State licensed design professional, the plans must be stamped and signed by the design professional.
 - Floor plans (1/4" scale) with dimensioned room sizes
 - Building sections (1/4" scale) showing wall and roof assembly
 - Building elevations (1/4" scale)
- Three-dimensional views (maximum of four)
- Major materials
- List of mechanical systems
- Energy Code Compliance Information shall be included on plans in the construction plan set. (Required for new construction and projects with changes to the thermal envelope or heated space.)
 - Building Thermal Envelope Compliance Method
 - Energy Credits (required credits and selected option(s))
 - Heating Equipment Type and Sizing Window and Door Schedule (including fenestration U-factor(s))
 - Energy Code Notes (such as high-efficacy lighting)
 - Supporting Calculations and Worksheets used to demonstrate energy code compliance shall be provided. Worksheets from WSU Energy Extension Program may be used.
- Whole House Ventilation Compliance Information shall be included on plans in the construction plan set. (Required for new construction and additions greater than 500 square feet of heated space.)

- Specify the proposed method of whole house ventilation
- Specify whether operation is to be intermittent or continuous
- If operation is to be intermittent, specify the run-time percentage in each 4-hour segment Specify proposed cubic feet per minute flow rate
- Structural Calculations. If structural calculations have been done for lateral or gravity structural design, the calculations shall be submitted. If calculations have been done by a WA State licensed design professional, the calculations and any plan sheets that contain structural information, such as design criteria, connection details, shearwalls and holdowns, must also be stamped and signed by the design professional.

Note: The structural design will be required to meet the most conservative possibility, exposure C. The City will not review the structural calculations on the site specific applications.

- Photographs of completed DADU (if submitting plans for a built project)
- Price for the plan (up to \$1,000) and hourly rate for any further work

Applicants should expect at least two rounds of review to register a set of plans.

Selection of Plans:

Planning and Building staff shall review the applications for Washington State energy code, structural, and program design criteria compliance. Staff will inform an applicant if their plan has been accepted and approved. Upon approval staff shall forward a Memorandum of Agreement to participate in Kirkland's Pre-Approved DADU program to be signed by the applicant. Upon receipt of a signed MOA staff shall supply the applicant with a plan case number for the registered plan set for use with future permits.

Design Criteria

ADUs can help a wide range of households meet their needs. Pre-approved plans that serve diverse family and household types, including individuals, families with children, multigenerational households, and older adults downsizing, aging in place, or housing a caregiver, among others. Therefore, the following categories describe the range of ADUs that meet the various housing needs of the community. Submissions should identify which category or categories they fulfill.

Small-footprint DADUs. Designs that, whether one or two stories, have a footprint of 250-300 square feet. On small or narrow lots, treed lots, and lots with limited available yard space or lot coverage, an ADU with a small footprint may be desirable, or possibly the only feasible option. Smaller units also tend to cost less to construct.

Family-friendly DADUs. Designs with at least two bedrooms. Larger households and families with children may need multiple bedrooms to meet their needs. Large lots with ample yard space may be able to accommodate larger ADUs, which can work for many families or offer more potential rent.

Accessible DADUs. Designs that meet accessibility requirements. Some people require a single-story accessible design. We recognize that accessibility depends in part on site conditions, which vary for each lot. But single-story ADUs designed with accessibility in mind meet the needs for some residents. We also encourage plans that, even if not fully accessible, include universal design features and are visitable.

Low-cost DADUs. While we encourage cost-saving measures in all submissions, we seek designs that specifically offer a substantially lower price point than conventional DADU designs.

Garage DADUs. Some homeowners may desire a DADU that includes a garage or may require such a design in order to preserve the required parking space for the principal unit. Therefore, we seek designs that includes a garage space.

Sustainable Designs. People living in Kirkland value our natural environment. Buildings and related infrastructure not only use a great deal of natural and human made materials, but their construction and operation are responsible for over one third of the community’s greenhouse gas emissions. We will seek designs that maximize energy and water efficiency through the use of things like solar panels and green roofs. We will also seek designs that use eco-friendly building materials.

Varying Architectural Designs. We highly encourage creative DADU submittals with varying architecture styles. In addition, we encourage the same DADU floorplan submitted with a mirrored version as well as plans that vary in building material for the outside façade. This will give homeowners options within the same floorplan to choose from.

USING REGISTERED PRE-APPROVED PLAN

When using a pre-approved plan, applicants submit a site plan and permit documents required with new single-family permits through MyBuildingPermit.com. The site plan must meet the [single family site plan requirements](#). See the [Single Family/Duplex Permit Checklist](#) for additional required documentation. The site plan shall include the Registration ID of the Pre-Approved DADU on file with the Planning and Building Department. City staff will add the registered plan set into the permit documents during review. Staff will review for site-specific factors, including compliance with zoning standards, foundation and utility design, and drainage.

MyBuildingPermit.com permit submittal pathway:

Jurisdiction	Application Type	Project Type	Activity Type	Scope of Work
Kirkland	Building	Single Family Residential	New Construction	Pre-Approved Detached Accessory Dwelling Unit

ADUs must be registered in Kirkland. ADU registration is sent for recording with the King County Recorder’s Office. A recording fee will be assessed and added to the building permit and must be paid by the applicant prior to certificate of occupancy.

Pre-Approved DADU Plan Program Limitations

A registered pre-approved DADU may not qualify for expedited review if additional review is needed because:

- The project is located within the Shoreline Jurisdiction pursuant to Chapter 83 KZC.
- The project is located within a geologically hazardous area or seismic hazardous area pursuant to Chapter 85 KZC.
- The project is subject to critical area review pursuant to Chapter 90 KZC.

An applicant should [contact Planning staff](#) to determine if additional permit review is required.

A Pre-Approved DADU application must also meet the following site and utility criteria:

1. Surface Water Review: Shall not exceed a Basic Drainage Review (refer to [PW Surface Water Policy](#) D-2). Project is adding and/or replacing less than 2000 sq.ft. of impervious area.
2. Surface Water Connection: Public storm system must be available and adequate for tightline connection of onsite drainage. Projects utilizing LID techniques are not eligible for expedited review.
3. Water Connection: Public water main must be available and adequate for a new service tap; or plumb to existing water to primary dwelling.

4. Sewer Connection: Public sewer main must be available and adequate for a new sewer stub; or plumb to existing side sewer to primary dwelling.
5. Not proposing a new driveway or parking areas.

Additional Site-Specific Notes:

1. If the DADU is closer than 10' to another dwelling unit, a fire rated wall will be required and the detail for that will need to be submitted with the site plan.
2. Site specific Building permit applications may require fire sprinklers. The Fire Department checks each single-family permit for fire flow, hydrant proximity, access width and grade, and size.

Topic specific questions should be directed as follow:

Zoning and building code questions:

Planning and Building Department: 425-587-3600

Fire Code questions:

Fire Department: 425-587-3661

Utility fees and public improvement requirement questions:

Public Works Department: 425-587-3800

Business license questions for rental units:

Business Licensing: 425-587-3140

Any question can be submitted online through [Our Kirkland](#)