



CITY OF KIRKLAND
Planning and Building Department
123 5th Avenue, Kirkland, WA 98033
425.587.3600 - www.kirklandwa.gov

PRE-APPROVED ACCESSORY DWELLING UNIT PROGRAM

USING A REGISTERED PRE-APPROVED PLAN

1. Once you find a pre-approved design you like, connect with the designer through the contact information shown on the corresponding DADU design packet. To use the pre-approved plan, you must pay a fee set by the designer of up to \$1,000 to use their plan. The designer can require a liability release that the homeowner must sign to use the plan.
2. After selecting and paying for a pre-approved plan, you may use the designer or another authorized professional to submit for the building permit by submitting the documents in the following section. You will not need to submit any building/construction plans that were pre-approved. City staff will add the registered plan set into the permit documents upon submittal.
3. If you plan on submitting for the building permit yourself, please move onto the next section to understand submittal requirements.

If you need further assistance with using a pre-approved plan, please contact the Planning Department at 425-587-3600.

Submittal Requirements

When using a pre-approved plan, applicants must submit the following documents through MyBuildingPermit.com. Additional documents may be required depending on the site features.

- Site Plan: The site plan must meet the [single family site plan requirements](#) and include the Registration ID (ADU plan case number) of the Pre-Approved DADU on file with the Department.
- Geotechnical Report (Required if construction will occur in an area containing soft compressible soils, or where there are landslide or seismic hazards, or when the foundation design calls for unique or deep foundations.)
- Supplemental Building Information Form

- If a rodent baiting program is required, a rodent abatement letter shall be provided to the City of Kirkland from the abatement company indicating that the requirements of the Kirkland Municipal Code Section 21.41.302 (e)
- ADU Registration Application: 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.
- Single Family Plumbing Worksheet
- Demolition of any existing structure(s) shall be applied for under a separate Demolition Permit.
- If full or partial demolition is to occur which would render the building uninhabitable, you must contact the Puget Sound Clean Air Agency whether there is asbestos or not. Call 1-800-552-3565 with questions or go to the PSCAA website for instructions and regulations.
- If a fire sprinkler system is to be installed, a separate Fire System Permit must be obtained.
- Boundary and/or Topographic Survey (See the City of Kirkland Survey Policy to see if a survey is required for your project.) Must be stamped and signed by the licensed surveyor.
- Any other items deemed pertinent by the Building Department.
- Additional Site-Specific Notes:
 - 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.
 - 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.

MyBuildingPermit.com permit submittal pathway:

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

Expedited Review Qualifications

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.

Furthermore, a Pre-Approved DADU application must also meet the following site and utility criteria to qualify for expedited review:

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.
3. Water Connection: Existing meter is sized for new connection per the plumbing code and no new meter or service upgrades are needed.
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, parking areas, or garage. Not modifying the existing curb cut and/or sidewalk.
6. If water and sewer is served by Northshore Utility District (NUD) or Woodinville Water District (WWD), the review time and approval of those utility connections are subject to NUD or WWD policies, respectively.

Topic specific questions should be directed as follows

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: 425-587-3145

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