



Planning Services

Location: 400 W. Gowe
 Mail to: 220 4th Ave. S. • Kent, WA 98032-5895
Permit Center (253) 856-5302
 FAX: (253) 856-6412
www.ci.kent.wa.us/permitcenter

Rtg. Type	Tracking Number
Permit Name	
Permit Type	
Date Submitted	
Projected Review Date	
Receipt number	
Routing: <input type="checkbox"/> BS <input type="checkbox"/> PS <input type="checkbox"/> PW <input type="checkbox"/> FD	

Accessory Dwelling Unit Permit Application

Please Print in Black Ink Only

Check all that apply to this permit:

- Building Mechanical Plumbing

Planning Application Fee...See Fee Schedule
 (Additional fees will apply if reviewed by Building Services.)

Permit Name: _____ Parcel No.: _____

Permit Address: _____

Valuation: _____ Zoning Designation: _____

Describe the scope of work **in detail** : _____

Building owner		
Name:		
Manager/Contact Person:		
Address:		
City:	State:	Zip:
Phone(s):	Fax:	

Contractor	
Company Name:	
ID#	Exp. Date
Address:	
City:	State: Zip:
Phone(s):	Fax:

Architect		
Company Name:		
Architect Name:		
ID#	Exp. Date	
Address:		
City:	State:	Zip:
Phone(s):	Fax:	

Engineer	
Company Name:	
Engineer Name:	
ID#	Exp. Date
Address:	
City:	State: Zip:
Phone(s):	Fax:

Designer/Consultant		
Company Name:		
Designer Name:		
Address:		
City:	State:	Zip:
Phone(s):	Fax:	

Project Contact <small>(person receiving all project communications)</small>		
Name:		
Contact Person:		
Address:		
City:	State:	Zip:
Phone(s):	Fax:	
E-mail:		

Building / Fire Provide the Building Areas, in Square Feet, below.

Existing	Proposed by this Permit Application		
	Remodel	Addition	New
1st Floor			
2nd Floor			
Garage			
Covered Porch			
Deck			

Does this building have fire sprinklers throughout? Yes No **Type of Construction:** _____

Total Square Footage of Residence (including accessory unit): _____

Square Footage of Accessory Unit Only: _____

Does the Accessory Unit currently exist? Yes No

If yes, was a building permit obtained? Yes No

If yes, when was it issued and what is the building permit number? _____
Date issued Permit Number

Mechanical All mechanical equipment (new and relocated) to be listed below. Equipment not specifically listed will not be included on permit.

Quantity	Description	Make or Brand	Model No.	CFM	Max. Output Btu/h	% Efficiency
	Gas Piping Outlets					

Plumbing (indicate the number of each new and relocated fixture type in the space provided)

Bathtub	Floor Drain	Laundry Sink	Toilet	Other:
Bidet	Floor Sink	Roof Drain	Urinal	
Clotheswasher	Hand Sink	Service Sink	Water Heater	Repair:
Dishwasher	Hose Bibb	Shower	Water Service*	
Drinking Fountain	Kitchen Sink	Shower/Tub Combo	Water Softener	
TOTAL FIXTURES				

*All new buildings require water service.

Lender/Bond Issued _____

Address: _____ City: _____ State: _____ Zip: _____

The **projected review date** is our estimate of when we can conduct the initial plan review, assuming that the application and plans are clear, accurate and complete. The date is based on our experience with similar projects, current workloads and available plan review resources. If plan review reveals that corrections or additional information is needed, processing time will be extended proportionately. **Application expires 180 days after submittal date.** We will telephone the contact person named for any additional information needed to process this application.

Applicant: OWNER OWNER'S AGENT CONTRACTOR CONTRACTOR'S AGENT

I certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes. I am either the owner of the property described on this permit application, the Washington State registered contractor responsible for the work, or I represent the owner or contractor as signified above and am acting with the owner's/contractors full knowledge or consent.

Print name of permit holder

Permit holder's signature

Signature of Legal Owner(s)

Date **Application expires 180 days after Date Submitted**



Accessory Dwelling Unit Permit (ADU) Instructions

An Accessory Dwelling Unit (ADU) is a habitable dwelling unit added to, created within, or detached from and on the same lot with a single-family dwelling that provides basic requirements for living, sleeping, eating, cooking and sanitation. The size of the unit is restricted but the unit may be occupied by a paying tenant for any length of time. A guest cottage, though similar, is a detached dwelling without any kitchen facilities designed for and used only by transient visitors or nonpaying guests of the occupants of the main dwelling.

Design and Use Requirements

(See Kent Zoning Code Section 15.05.040 and Section 15.08.350 for complete regulations)

1. One ADU per dwelling unit is allowed outright in all single-family zones, and in all single-family dwellings within the city.
2. An ADU may be established in a new or existing single family dwelling by the creation within, addition to, or detached from the principal dwelling.
3. The ADU, as well as the main dwelling unit, must meet all applicable setbacks, lot coverage, and building height requirements.
4. The design and size of an ADU shall conform to all applicable standards in the building, plumbing, electrical, mechanical, fire, health, and any other applicable codes.
5. One of the dwelling units shall be owner occupied as the owner(s) principal residence for at least 6 months a year. No permit for an ADU will be legal until the owner files a covenant evidencing this use limitation against the property; this covenant must also be recorded in the records of the King County Recorder.
6. If either the ADU or the principal unit ceases to be owner occupied for more than 6 months, the ADU permit shall be considered revoked and the unit shall cease to be used as an ADU.
7. The size of an ADU contained within or attached to an existing single family structure shall be limited by its applicable zoning requirements. An ADU incorporated in the construction of a new single family house shall be limited to 40% of the principal unit.

The size of a detached ADU, for either new construction or an existing home, shall be up to 800 square feet or 33% of the size of the principal unit, whichever is smaller. A legal guest cottage, as defined by Kent Zoning Code, section 15.02.174, existing prior to November 21, 1995, shall not be denied an accessory housing permit solely because it is larger than the maximum size stated in this criteria. Any legally constructed accessory building, existing prior to November 21, 1995, may be converted to an accessory dwelling unit provided the structure does not exceed fifty (50) percent of the size of the principal unit.
8. One off street parking space per accessory unit is required in addition to the required parking for the single family home. The Planning Manager may waive this requirement where there are special circumstances related to the property and its location (e.g., proximity to transit, adequate on street parking, etc.).
9. Every effort shall be made to avoid additional entrances or other visible changes on the street facade of the house, which indicate the presence of an ADU.
10. A permit application must be completed and approved for all ADUs.

11. ADUs existing prior to the adoption of the accessory housing ordinance may be found to be legal if the property owner applies for an ADU permit and complies with all required standards and provisions. Such property owners have a one year period from the date the accessory housing ordinance was adopted (i.e., November 21, 1995) in which to apply for an ADU permit, after which time such property owners can be subject to fines described in Kent City Code.
12. Adjacent neighbors of an ADU applicant shall be notified of the ADU zoning permit application. This notification is informational only. The decision by the planning department to grant an ADU zoning permit is non appealable by the neighbors of the permit holder.
13. A school impact fee will be levied based upon Kent City Code chapter 12.13 for all development activity requiring the issuance of a residential building permit.

Submittal Requirements

AN ADU PERMIT APPLICATION MUST BE SUBMITTED WITH THE FOLLOWING ITEMS.

1. Four copies of a site plan drawn to scale showing property lines, the location of the buildings on the site, a complete floor plan of both units, and the amount and location of parking. The entrance(s) to the accessory unit must be noted on these plans.
2. In most cases, a building permit application is required. The creation of an ADU will usually be considered a residential remodel. Therefore, a building permit application is required. Submit 3 copies of construction drawings for a residential alternation.

There are two instances when an ADU permit application does not require a building permit application: 1) if the ADU received a building permit (with a known permit number) before applying for an ADU permit; and 2) if all work required to create the ADU is cited in UBC Section 106.2, work exempt from permit. Very few items are exempted from a building permit.

3. A signed owner occupancy covenant must be recorded with the King County Recorder prior to issuing the ADU permit.
4. Legal description of the property.

5. The list of work that is exempted from a building permit.

Permit fees

A zoning permit fee for the Accessory Dwelling Unit permit will apply. In addition, there may be building plan review and permit fees. Please inquire at the Permit Center (253-856-5300) for an estimate of permit fees related to your project.

Reconsiderations and Appeals

Sec. 15.09.070. Appeal of administrative interpretations.

- a. Any appeal of administrative decisions relating to the enforcement or interpretation of this title, unless otherwise specifically provided for in this chapter, shall be in writing, and shall be filed with Planning Services within fourteen (14) days after such decision, stating the reasons for such appeal.
- b. The appeal shall be heard by the hearing examiner, and the hearing examiner shall render his or her decision within sixty (60) days after the filing of such appeal with the city clerk and Planning Services.

Any person requiring a disability accommodation should contact the city in advance for more information. For TDD relay service, call 1-800-635-9993 or the City of Kent at (206) 813-2068.

Commonly Encountered Building & Housing Code Requirements

Exit Facilities and Emergency Escapes

- A. Every room used for sleeping must have at least one operable window or door for emergency escape directly to the outside with the following unobstructed dimensions:

Minimum net clear openable area:
5.7 sq ft

Minimum net clear openable height:
24 inches

Minimum net clear openable width:
20 inches

Maximum finished sill height above floor:
44 inches

- B. All bars, grilles, or grates must be equipped with approved release mechanisms which are openable from the inside without the use of a key, special knowledge, or effort.

Light and Ventilation

- A. All habitable rooms must have windows with an area of not less than 1/10 of the floor area of the room and a minimum of 10 square feet.
- B. All habitable rooms must have openable exterior openings with an area of not less than 1/20 of the floor area of the room, with a minimum of 5 square feet, or be provided with a mechanical ventilation system.
- C. Bathrooms, laundry rooms, and similar rooms must have:

openable exterior opening with an area not less than 1/20 of the floor area of the room, with a minimum of 1-1/2 square feet,

OR

a mechanical ventilation system connected directly to the outside, capable of providing 5 air changes per hour. The point of discharge of exhaust air must be at least 3 feet from any opening into the building.

Room Dimensions

- A. Kitchens, halls, and bathrooms must have ceiling height not less than 7'. All other rooms must have ceiling heights not less than 7'6".
- B. At least one room must have not less than 120 square feet of floor area. Other rooms, except kitchens, may have not less than 70 square feet.

Smoke Detectors

Smoke Detectors must be installed in each sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping area.

Efficiency Dwelling Units

Efficiency Dwelling Units must conform to other requirements of the code, except the unit must have:

- A. a living room of not less than 220 square feet, with an additional 100 square for each occupant of the unit in excess of two.
- B. a separate closet

- C. a kitchen sink, cooking appliances, and a refrigerator. Each must have not only a clear working space of not less than 30 inches in front, but also light & ventilation.
- D. A separate bathroom containing a toilet, wash basin, and a bathtub or shower.

Accessory dwelling unit must have **one-hour fire-resistive separation** from main dwelling unit.

Accessory Dwelling Units Within an Existing Single Family Residence

Complete construction documents are necessary to verify code compliance. The following items are typically required for projects of this type.

Site Plans

- 1. Scale and north arrow. (Maximum scale 1"= 40', Preferred scale 1" = 20')
- 2. Show the size, location, setbacks, and use of existing and proposed buildings.
- 3. Label additions - highlight them in some manner.
- 4. Show the width of driveway and describe paving materials.

Floor Plans

Indicate the use and provide dimensions for all rooms. (3" or c" scale).

- 1. Specify project square footage on floor plans. Provide complete breakdown between existing residence and new residence. Specify square footage of remodeled area.
- 2. Show any new and existing walls, and window and door size and locations for new residence.
- 3. Provide the size, species, and grade of headers over new openings.
- 4. Show floor/ceiling joist sizes, directions of run, spans and spacing. This is necessary to verify required one hour fire-resistive construction.
- 5. Show location of plumbing fixtures and heating equipment. **Return air from one dwelling unit shall not be discharged into another dwelling unit through the heating system.**

- 6. Show 110-volt smoke detectors w/ battery back-up in each sleeping room and at a point centrally located in the corridor giving access to each separate sleeping area.

Building Cross Sections

- 1. Provide full-height sections through the remodeled area showing required ceiling heights.
- 2. Provide typical wall sections. Call out construction materials including - framing (size, species, grade, spacing and span), insulation, vapor barrier, and interior and exterior finishes.
- 3. Show draftstops in line with the walls separating dwelling units.
- 4. Provide details of one-hour construction assemblies. **The walls and/or floors between units are required to be of materials approved for one-hour fire resistive construction. Existing walls and/or floor ceiling assemblies may need to be retrofitted to comply with the fire-resistive requirements of the code for two-family dwellings.** This is necessary to protect the occupants of one unit from the actions of their neighbors. UBC Tables No. 7-B and 7-C, and the Gypsum Association Fire Resistance Design Manual contain approved fire resistive assemblies. The following are examples of approved one-hour construction assemblies.

Walls

One layer 5/8" type X gypsum wallboard or veneer base applied parallel with or at right angles to each side of 2 x 4 wood studs spaced 16" o.c. with 1-1/4" Type W drywall screws 12" o.c. Stagger joints each side.

Floor-Ceiling Systems

Base layer 5/8" type X gypsum wallboard applied at right angles to 2 x 10 wood joists 24" o.c. with 1-1/4" Type W or S drywall screws 24" o.c. **Face** layer 5/8" type x gypsum wallboard applied at right angles to joists through base layer with 1-7/8" Type S drywall screws 12" o.c. at joins and intermediate joints. **Face** layer joints offset 24" from base layer joints, 1-1/2" Type G drywall screws place 2" back on either side of **face** layer end joints, 12" o.c. 1/2"

plywood with exterior glue applied at right angles to top of joists with 8d nails. **Ceiling provides one hour fire resistance protection for wood framing, including trusses.**

Elevations

Provide elevations of all sides of the building.

Energy/Ventilation

(required only if existing space is unconditioned).

- 1. Energy code forms should be incorporated into the construction drawings. Show compliance with the ventilation requirements of the Washington State Ventilation and Indoor Air Quality Code (1995 Edition) WAC 51-13.

Detached ADU's or Additions

Please refer to the minimum requirements for residential construction drawings handout for requirements to construct a detached ADU or to construct an addition to an existing residence. One-hour fire resistive assemblies should be included.

After recording, please return a copy to:
Kent Planning Services
220 Fourth Avenue South
Kent, Washington 98032

COVENANT LIMITING LAND USE FOR ACCESSORY DWELLING UNIT

The undersigned certify that we are the owners of real property located in the City of Kent, Washington, that is legally described as follows:

(Insert legal description and parcel number in space provided or on a separate sheet attached as an Exhibit hereto.)

As recorded in Book _____, Page _____, Records of King County.

This property is located at and is known by the following address:

(Insert Street Address)

In consideration of the issuance by the City of Kent of an Accessory Dwelling Unit (ADU) permit for the creation or construction of one ADU within the principal dwelling unit or as a detached dwelling unit on the property described above, we, the owners, do covenant and agree to and with the City of Kent, pursuant to Kent City Code Section 15,08.350, that the principal or ADU shall be owner occupied as the property owner's principal residence for at least six (6) months a year.

We, the property owners to further covenant and agree that if either the principal unit or the ADU ceases to be owner occupied for at least six (6) months, the ADU permit shall be revoked by the City and use of the ADU shall cease immediately.

We, the property owners, do further covenant and agree to record this covenant with the King County Auditor's office, return a conformed copy of the recorded covenant to Kent Planning Services, and to abide by the standards and criteria set forth in KCC Section 15,08.350(B).

This covenant and agreement shall run with the land and shall be binding upon ourselves, any future owners, encumbrancers, their successors, heirs or assignees and shall continue in effect so long as said ADU shall remain unless otherwise released or revoked by authority of the Kent Planning Director.

Owner's Name(s) _____

Owner's Signature(s) _____

(If marital property, both spouses must sign)

Corporation's Name _____

Officer(s) Signature(s) _____

(Two Officers' signatures required if property owned by corporation)

STATE OF WASHINGTON)
)
 COUNTY OF KING)

(Individual Owner)

SS.

On this _____ day of (mo) _____, (year) _____, before me personally appeared _____, to me known to be the individual(s) described in and who executed the within and foregoing instrument and acknowledged that _____ signed the same as _____ free and voluntary act and deed, for the uses and purposes therein mentioned.

Given under my hand and official seal this _____ day of (mo) _____, (year) _____.

NOTARY PUBLIC in and for the State of Washington, residing at

 My commission expires: _____

STATE OF WASHINGTON)
)
 COUNTY OF KING)

(Corporate Owner)

SS.

On this _____ day of (mo) _____, (year) _____, before me personally appeared _____, to me known to be the _____ and _____ of _____, the corporation that executed the within and foregoing instrument and acknowledged to be the free and voluntary act and deed of said corporation, for the uses and purposes therein mentioned; and on oath stated that they are authorized to execute said instrument for and on behalf of said corporation and that the seal affixed, if any, is the corporate seal of said corporation.

Given under my hand and official seal this _____ day of (mo) _____, (year) _____.

NOTARY PUBLIC in and for the State of Washington, residing at

 My commission expires: _____