

City of Bainbridge Island

Building Division

★ Mobile/Manufactured Home Packet ★

PLANNING AND COMMUNITY DEVELOPMENT ● 280 Madison Ave. N ●

Bainbridge Island, WA 98110 ● (206) 842-2552 ● Fax: (206)780-0955

Email: pcd@ci.bainbridge-isl.wa.us



DEFINITIONS

WAC 296-150M-0020 What definitions apply to this chapter?

"Alteration" is the replacement, addition, modification, or removal of any equipment or installation that affects the construction, planning considerations, fire safety, or the plumbing, mechanical, and electrical systems of a manufactured home. The installation of whole-house water treatment equipment that requires cutting into the existing plumbing is considered an alteration and requires a permit, an inspection and an alteration insignia.

"Manufactured home" is a single-family dwelling built according to the Department of Housing and Urban Development Manufactured Home Construction and Safety Standards Act, which is a national, preemptive building code. A manufactured home also:

Includes plumbing, heating, air conditioning, and electrical systems;

Is built on a permanent chassis; and

Can be transported in one or more sections with each section at least eight feet wide and forty feet long when transported; or when installed on the site is three hundred twenty square feet or greater (see RCW [46.04.302](#)).

Note:

Total square feet is based on exterior dimensions measured after installation using the longest horizontal projections. Dimensions may not include bay windows but may include projections containing interior space such as cabinets and expandable rooms.

Exception:

A structure that meets the requirements of a manufactured home as set out in 24 CFR 3282.7(u), except the size requirements is considered a manufactured home, if the manufacturer files with the secretary of HUD a certificate noted in CFR 3282.13.

"Mobile home" is a factory-built dwelling built prior to June 15, 1976, to standards other than the HUD Code, and acceptable under applicable state codes in effect at the time of construction or introduction of the home into the state. Mobile homes have not been built since the introduction of the HUD Manufactured Home Construction and Safety Standards Act. For the purposes of this chapter references to manufactured homes include mobile homes.

RCW 43.22.450

Factory built housing and commercial structures, regulating installation of -- Definitions.

Whenever used in RCW [43.22.450](#) through [43.22.490](#):

(3) **"Factory built housing"** means any structure designed primarily for human occupancy **OTHER THAN A MANUFACTURED OR MOBILE HOME** the structure or any room of which is either entirely or substantially prefabricated or assembled at a place other than a building site;

Submittal Requirements

The following information is needed to process a permit request for a **MOBILE/MANUFACTURED** home permit.

- A completed application
- Two copies of the site plan
- Two copies of the foundation plan (including type of Wind Anchor) & (Pier Detail)
- Two copies of Manufacture's Installation Specifications.
- Two copies of Stair/Deck/Landing Details (if applicable, please see enclosed handout)
- Preliminary or accepted approval from Kitsap County Health Department (360) 337-5285
- Surface & Stormwater Management Plan (SSWMP)
- Road approach (Required for an existing driveway or a new driveway. Please attach a site plan)
- An electrical permit is obtained by the State Department of Labor and Industries (360) 415-4000.

Mobile/Manufactured Home Permit Fee: \$150.00 (\$50 PC + \$100 Permit)

Decks/Porches/Etc per Sq. Ft. Table

School Impact Fee: \$4,390.00 (Not applicable if removing existing residence)

SBCC: \$4.50

Inspection Requirements

- ☐ Footing/foundation
- ☐ Blocking and tie downs (Please do not skirt home until after blocking and tie downs have been inspected and approved.) *Thank-you*

Note: Drainage Inspection Approval, Electrical Approval and Kitsap County Health Department Approval must be complete before a final inspection can be requested.

- ☐ Final – Skirting, decks, landings, stairs, handrails, etc. will all be inspected at final inspection.

INSTALLATION REQUIREMENTS

1. All manufactured homes shall be installed in compliance with the national manufacturers housing procedural and enforcement regulations in Subparts F and I of 24 CFR Part 3282 adopted as of April 1, 1982, which are incorporated into these rules by this reference.
2. A U.S Housing and Urban Development (HUD) labeled manufactured home shall also be installed in compliance with the manufactured home manufacturer's recommendations. The recommendations must be approved by HUD. The manufacturer shall send two copies of the approved installations recommendations to the purchaser of the manufactured home. The copies shall be in the home and available at the time of inspection. A manufactured home not labeled by HUD shall also be installed in accordance with installation recommendations provided by a professional engineer or architect licensed in the State of Washington.
3. To the extent that the installation of a manufactured home is not covered by a manufacturer, engineer, or architect's recommendations, the manufactured home shall comply with the installation requirements set out below.
4. No person, firm partnership, corporation or other entity may install a manufactured home unless he/she, or it owns the manufactured home, is a licensed manufactured home dealer, or is a contractor registered under the Registration of Contractors Act (RCW 18.27).
5. In those areas that are recognized as flood plains by the Washington State Department of Ecology or the Federal Emergency Management agency, or are hazardous because of the probability of earthquakes, ground slides, avalanches, or high winds, the building official may set requirements that are necessary to lessen the hazards.

INSTALLATION, INSPECTION REQUIREMENTS

1. Installation of a new manufactured home.

- a. The initial manufacture home installation must be conducted according to the manufacturer's instructions.
- b. If the manufacturer's instructions do not address an aspect of the installation, you may request:
 - I Specific instructions from the manufacture; or
 - II Specific instruction from a professional engineer or architect licensed in Washington State.For example:

A manufactured home is installed over a basement and the manufacturer's instructions do not address this application:
A manufactured home is installed on a site where a specific soil bearing capacity is not addressed in the manufacturer's instructions.
- c. A manufactured home must be anchored per the manufacturer's installation instructions or per the design of a professional engineer or architect licensed in Washington.
- d. A manufactured home must have a skirting around its entire perimeter. It must be installed per the manufacturer's installation manual or if the manufacturer is not specific, to the standards in this section. It must be vented and allow access to the under floor area per the manufacturer's installation instructions.
- e. A manufactured home site must be prepared per the manufacturer's installation instruction or per ANSI A225.1, 1994 edition, section 3.
- f. Heat duct crossovers must be installed per the manufacturer's installation instruction manual.
- g. Dryer vents must exhaust to the exterior side of the wall or skirting.
- h. Hot water tank pressure relief lines must exhaust to the exterior side of the exterior wall or skirting and must exhaust downward.
- i. Water piping must be protected against freezing as per the manufacturer's installation instructions or by use of a heat tape listed for use with manufactured homes and installed per the heat tape manufacturer's installation instructions.
- j. The testing of water lines, waste lines, gas lines, and electrical systems must be as per the manufacturer's installation instructions.

FOUNDATION SYSTEMS

1. Footings shall be constructed of the following materials:

- a. Solid concrete or an approved alternate that is at least 3 ½ inches thick by 16 inches square; or
- b. 8 by 16 by 4 inch solid concrete blocks that are laid with their joint parallel to the main frame longitudinal member; or
- c. Continuous concrete runners, 20" minimum width X 6" minimum depth and with two #4 (1/2") rebar running continuously, supported 3" above the grade.
- d. 2" nominal treated limber footing pad.

1. Footings shall be installed in the following manner:

- a. Evenly bedded and leveled.

- b. Placed on firm, undisturbed, or compacted soil that is free of organic material.
 - c. Centered in line directly under the main frame longitudinal member on both sides of a manufactured home.
 - d. Spaced not more than 8 feet apart and not more than 2 feet from the ends of the main frame. A closer spacing may be required, depending on the load-bearing capacity of the soil.
1. A manufactured home with more than one section must have center line blocking at end walls and at any other point of connection of the sections of the manufactured home that are ridgebeam bearing support. Blocking is also required at both ends of a door opening that is 6 feet wide or more in an exterior wall.
 2. If a manufactured home requires footings on its exterior perimeter, the footings shall be installed below the frost line. Footings for the main frame longitudinal members must be recessed only if frost heave is likely to occur.
 3. Footings shall be constructed so that 75 percent of the area under the manufactured home has at least 18 inches of clearance between the bottom of the main chassis members and ground level. The area beneath furnace crossovers and fireplaces must always have at least 18 inches clearance. At no point under the manufactured home may clearance be less than 12 inches.

PIERS

An installer must build and position piers and load-bearing supports or devices to distribute the required loads evenly. An installer may use manufactured piers or load-bearing supports or devices that are listed or approved for the intended use, or may build piers that comply with the following requirements. All blocks must be made of concrete.

1. A pier may be made of a single stack of 8 by 8 by 16-inch blocks if the blocks are not stacked more than 36" high. A pier made of a single stack of blocks shall be installed at a right angle to the main frame longitudinal member and shall be capped with no more than two 2 by 8 by 16 inch wood blocks or one 4 by 8 by 16 inch concrete block.
2. A pier may be made of a double stack of 8 by 16-inch blocks if the blocks are not stacked more than 80" high. Each row of blocks in such a pier shall be stacked at right angles at the abutting rows of blocks. A wood block must be of hem-fir, Douglas fir, or spruce pine fir. The pier shall be capped with two 2 by 8 by 16 inch wood or concrete blocks. The pier shall be installed so that the joint between the cap blocks is at right angles to the main frame longitudinal member.
3. A pier may be made exceeding 80" high if the stacked blocks are filled with concrete. A licensed architect or professional engineer must approve a foundation system that includes a pier that is higher than 80" high.
4. All blocks shall be set with cores place vertically.

PLATES AND SHIMS

An installer may fill a gap between the top of a pier and the main frame with a wood plate that is not more than 2 inches thick and two opposing wedge-shaped shims that are not more than 2 inches thick. Wood plates and shims must be of hem-fir, Douglas fir, or spruce pine fir. A shim shall be at least 4 inches wide and 6 inches long. The installer shall fit the shim properly and drive it tight between the wood plat or pier and the main frame to ensure that the manufactured home is level and properly supported at all load bearing points. A block that abuts a wedge-shaped shim shall be solid.

City of Bainbridge Island
BUILDING DIVISION
Submittal Requirements



PLANNING AND COMMUNITY DEVELOPMENT ● 280 Madison Ave. N ●
Bainbridge Island, WA 98110 ● (206) 842-2552 ● Fax: (206)780-0955
Email: pcd@ci.bainbridge-isl.wa.us

OUTLINE OF REQUIREMENTS

Please use this document as to insure that all required information is included on your project plans.

1. **BUILDING PERMIT APPLICATION.**
2. **STORMWATER DRAINAGE PLAN.** Included in this Single Family Residence packet is an information packet for Stormwater Drainage to assist you in determining your stormwater drainage requirements.

3. **PLANS AND DRAWINGS (two copies)**

- a. Format

- 1) Sheet size (select one) 18X18", 18X24", 24X36"**

- 2) Title block - Locate the following on the right-hand margin of all sheets:

- a) Project Name and Address

- b) Drawing Number and Revision Column

- c) Project address

- d) Name, address and phone number of firm primarily responsible for drawing

- 3) Scale - All site drawings shall be of a consistent scale. Indicate scale with bar-symbol for plan reduction integrity. Unless site dictates a different scale, site drawings are preferred to be at a scale of 1" = 20' or 1" = 30'.

Architectural plans and elevations shall be 1/4" = 1'

- 4) North arrow - Include on all site and site-related drawings

4. **SITE PLAN (two copies attached to the construction drawings)**

- a. Property lines: Show the location and dimension

- b. Easements: Show the location for all existing and proposed utility, open space, drainage, native growth protection, and access easements and /or private roads; drawn to scale with accurate dimensions.

- c. Existing and proposed structures: Show location, dimension, and use of all existing and proposed buildings and structures on the site; show distances to property lines from eave line of structure.

- d. Land use code setbacks: Show front, side, rear, and street setbacks (if applicable). Designate which are the front, side and rear property lines.

- e. Walls and fences: Indicate location, length, and height.

- f. Streets and alleys: Show location, name and number of all streets and alleys adjacent to the site; show any off-site easements or private streets that provide access to a public road.

- g. Driveways and parking: Show location of on-site parking and driveways.

- h. Adjacent right-of-way: Locate and label the existing centerline, curb, and sidewalk. Distances to R.O.W. centerline must be to scale.

- i. Spot elevations and topography: Show surface elevation at each corner of the site and at the corner of structure base. Show existing and proposed contours at 2' intervals.
- j. Indicate all existing and proposed retaining structures and/or rockeries. Show maximum heights.
- k. Show building height calculations as defined in the land use code.
- l. Show where all roof, footing, driveway and other drains will be connected and/or disposed of. If infiltration system is proposed or required, show design and calculations for size.
- m. Show location of sump area a minimum of 200 square feet in size for washing out concrete trucks and directing wash water from exposed aggregate driveways.
- n. Ordinary high water mark: Must be shown if site is situated in a shoreline district.

5. FLOOR PLANS

- a. Give square footage for each floor, including decks and garages.
- b. Floor layout: Show arrangements of walls; note proposed use and dimensions of all rooms; show stairs, hallways, restrooms, and decks.
- c. Windows and doors: Show location and dimensions of all windows, doors, and skylights and indicate opening direction and size.
- d. Fixture location: Show locations of hot water heater, heating unit, fans, bathroom fixtures, mechanical equipment, etc.

e. Smoke Detectors and Egress Windows called out on Floor Plans

- 6. **ELEVATIONS:** Show elevations from north, south, east, and west; provide spot elevations for each corner; provide finished floor level for each floor; show maximum building height; show maximum site slope.

a. Show existing and Proposed grades;

- 7. **ROOF:** Show roof overhangs and chimney clearances from roof; indicate pitch of roof.
- 8. **SIDING:** Note exterior siding and roof covering.
- 9. **OPENINGS:** Show doors, windows, skylights, sliders, or other types of opening vents in windows.
- 10. **DECKS AND PORCHES:** Indicate height of guardrail and space of intermediate railing. Show rise/run of stairs with handrail grasp dimension and height above nosing or stair tread.

11. DOOR AND WINDOW SCHEDULE

- a. Show door size, type, and closure devise for doors between the garage and dwelling and which way all doors open.
- b. Show window size and opening direction and size.
- c. Show bedroom egress window location, clear open size, sill height, and type of opening (i.e., slider, casement, etc.)

12. FOUNDATION

- a. Foundation wall: Show foundation plan, shape, all dimensions; include maximum wall height(s) and all connections; Provide typical foundation sections at various points around the foundation system.
- b. Posts and footing: Show location and size of beams, posts, interior footings and their dimensions and connections.
- c. Crawl spaces: If crawl space is included, show location and size of all vents, access size, and location.
- d. Floor joists: Show size, spacing, direction, support connections, blocking, etc.

- e. Other Spaces: Show and label space within foundation (i.e., basement, garage, recreation room, etc.).
- f. Retaining Walls: Retaining structures in excess of five feet in height require engineered design with calculations.

13. GEOTECHNICAL REPORT: Required where unstable soil conditions are found or thought to exist.

14. ENGINEERED FOUNDATION: Stamped engineered plans with calculations are required for non-conventional foundation systems and/or sites with special soils conditions.

15. ROOF, DECK AND FLOOR FRAMING PLANS

- a. Roof, floor, and deck joists: Show joist size, spacing, direction, support, connections, blocking, etc.
- b. Bearing Walls: Show all bearing walls and/or post-beam support to foundation.
- c. Show all header sizes for door, window, and other openings.
- d. Show connections for all framing elements in structural details.

16. STRUCTURAL CROSS SECTIONS AND DETAILS

- a. Show a typical wall section with all materials labeled; indicate size and spacing of all members; include all dimensions; show insulation, sheathing, connections, siding, etc.
- b. Show typical roof section with all materials labeled; indicate size and spacing of all members; include all dimensions, venting, insulation, and connection.
- c. Show typical foundation and floor section with all materials labeled. Show size and spacing of all members. Show all dimensions, wall thickness, reinforcing bar size and spacing, reinforcing bar clearance. Show footing depth below grade, clearance between grade and sill plate, maximum wall height, connections, anchor bolt size and spacing. Show connection between floor diaphragm and foundation, slab thickness, slab or floor insulation. Show drainage for foundation retaining wall.
- d. Show all connection details, including post-beam, post footing, collar tie, etc. *Note: Roof collar tie details require engineered calculations to be submitted.*

17. ARCHITECTURAL CROSS SECTIONS AND DETAILS

- a. Show cross section of a typical wall; call out material types and thickness and insulation values. These call-outs may be done on the structural cross section.
- b. Show a cross section of a typical roof and floor; call-out material types and thickness and insulation values. These call-outs may be done on the structural cross section.

18. STRUCTURAL NOTES

- a. Specify all design load values, including dead, live, snow, wind, lateral retaining wall pressures, and soil bearing values.
- b. Specify minimum design concrete strength (2,500 psi minimum), concrete sack mix, and reinforcing bar grade.
- c. Specify the grade and species of all framing lumber.
- d. Specify the combination symbol (strength) of all GLU-LAM beams.
- e. Specify metal connectors, including joist hangers, clips, post caps, post bases, etc.

19. ENERGY CODE

- a. Show insulation R values in appropriate places on architectural sections.

- b. Provide a design summary on the plans; include R values of insulation, glazing class of the windows and skylights, percentage of total glazing to floor area, type of heating system and heating system efficiency rating.
- c. If a U value analysis is used for code compliance, provide a design summary on the plans; include U values of insulation, U values of all windows and skylights, wall assemblies, floor assemblies and roof assemblies. Specify the type of heating system and efficiency rating. Attach a set of the U-value analysis calculations to each plan set.
- d. Provide on the plans the ratio of window/skylight area to heated floor area.

20. **FIREPLACE SECTION.** Show a section of the fireplace, including hearth and hearth extension. Include dimensions, materials, clearance from combustibles, height above roof, reinforcing, seismic anchorage, and foundation details.

21. **STAIR SECTION.** Show a section of the stairs; include rise, run, handrail height and grasp dimensions, distance between any intermediate rails, fire blocking, minimum head-room, and landing size. Also specify a minimum one-hour fire protection or usable space under stairs.

Regardless of whether the structure is exempt or nonexempt, Washington State-registered architects and engineers must stamp and sign all drawings prepared by them when filed with public authorities. RCW 18.43.070 & RCW 18.08.370

An application may require further information necessary to complete the review. You will be notified when further information is required.

OWNER/APPLICANT AGREEMENT

Owner/Applicant Agreement		July 27, 2007
City of Bainbridge Island Dept. of Planning and Community Development 280 Madison Avenue North • Bainbridge Island, WA • 98110-1812 Phone: (206) 842-2552 • Fax: (206) 780-0955 • Email: pcd@ci.bainbridge-isl.wa.us www.ci.bainbridge-isl.wa.us		

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Prescriptive Energy Code Compliance for Single Family and Duplex Housing: Zone 1

Project Information

Contact Information

This set of forms has been developed to assist permit applicants documenting compliance with the Washington State Energy Code, (2009 edition). This set is for structures built under the IRC and located in Climate Zone 1.

The following forms provide much of the required documentation for plan review. The details noted here must also be shown on the drawings (WSEC 104.2).

This form is not a substitute for the energy code itself. To obtain a copy of the energy code, go to the following web address. <http://www.energy.wsu.edu/code>

Option	Glazing Area ¹⁰ : % of Floor	Glazing U-Factor		Door ⁹ U-Factor	Ceiling ²	Vaulted Ceiling ³	Wall ¹² Above Grade	Wall· int ⁴ Below Grade	Wall· ext ⁴ Below Grade	Floor ⁵	Slab ⁶ on Grade
		Vertical	Overhead ¹¹								
○ I	13%	0.34	0.50	0.20	R-49 or R-38 Adv.	R-38	R-21 Int. ⁷	R-21 TB	R-10	R-30	R-10 2'
○ II	25%	0.32	0.50	0.20	R-49 or R-38 Adv.	R-38	R-21 Int. ⁷	R-21 TB	R-10	R-30	R-10 2'
○ III	Unlimited	0.30	0.50	0.20	R-49 or R-38 Adv.	R-38	R-21 Int. ⁷	R-21 TB	R-10	R-30	R-10 2'

See WSEC table 6-1 for footnotes

Glazing Schedule Attached to Document _____

- ☐ Does not apply. (**SEE INSTRUCTIONS**) Using Prescriptive Option III. All glazing and doors meet maximum U-factor. Alternate heating size method submitted.
- ☐ Option I or II, Glazing to floor area limit (WSEC 602.7.2)
- ☐ Area weighted window, skylight or door U-factor (WSEC 602.7.2)
- ☐ As part of the heating system sizing calculation (IRC M1401.3 & WSEC 503.2.2)

Radiant slab:

- ☐ R-10 foam insulation, continuous with thermal break (WSEC 502.1.4.9)

Chapter 9 Options **Total of 1 Credit Required**

Opt. Opt. Description

1a	High Efficiency HVAC Equipment 1
1b	High Efficiency HVAC Equipment 2
1c	High Efficiency HVAC Equipment 3
2	High Efficiency HVAC Distribution System
3a	Efficient Building Envelope 1
3b	Efficient Building Envelope 2
3c	Super-Efficient Building Envelope 3
4a	Air Leakage Control and Efficient Ventilation
4b	Additional Air Leakage Control and Efficient Ventilation
5a	Efficient Water Heating
5b	High Efficiency Water Heating
6	Small Dwelling Unit
7	Large Dwelling Unit
8	Renewable Electric Energy

*1200 kwh

Total Credits

0.00

* Reference Case

0. Nominal R-values are for wood frame assemblies only or assemblies built in accordance with Section 601.1.
1. Minimum requirements for each option listed. For example, if a proposed design has a glazing ratio to the conditioned floor area of 15%, it shall comply with all of the requirements of the 25% glazing option (or higher). Proposed designs which cannot meet the specific requirements of a listed option above may calculate compliance by Chapters 4 or 5 of this Code.
2. Requirement applies to all ceilings except single rafter or joist vaulted ceilings complying with note 3. 'Adv' denotes Advanced Framed Ceiling.
3. Requirement applicable only to single rafter or joist vaulted ceilings. 
4. Below grade walls shall be insulated either on the exterior to a minimum level of R-10 continuous, or on the interior as a framed wall. Exterior insulation installed on below grade walls shall be a water resistant material, manufactured for its intended use, and installed according to the manufacturer's specifications. See Section 602.2. 
5. Floors over crawl spaces or exposed to ambient air conditions.
6. Required slab perimeter insulation shall be a water resistant material, manufactured for its intended use, and installed according to manufacturer's specifications. See Section 602.4. For slabs inside a foundation wall, the insulation shall be installed to provide a thermal break (TB) between the slab edge and the foundation. Monolithic slabs shall include insulation, installed outside the foundation wall, and shall extend downward from the top of the slab for a minimum distance of 24 inches or downward and then horizontally for a minimum combined distance of 24 inches. Monolithic slabs shall also include R-10 insulation under the non-load-bearing portions of the slab.
7. Int. denotes standard framing 16 inches on center with headers insulated with a minimum of R-10 insulation.
8. Reserved. 
9. Doors, including all fire doors, shall be assigned default U-factors from Table 10-6C.
10. Where a maximum glazing area is listed, the total glazing area (combined vertical plus overhead) as a percent of gross conditioned floor area shall be less than or equal to that value. Overhead glazing with U-factor of U=0.35 or less is not included in glazing area limitations. 
11. Overhead glazing shall have U-factors determined in accordance with NFRC 100 or as specified in Section 502.1.5.
12. Log and solid timber walls with a minimum average thickness of 3.5" are exempt from this insulation requirement.

**City of Bainbridge Island
BUILDING DIVISION**



Φ Building Square Footage Worksheet Φ

PLANNING AND COMMUNITY DEVELOPMENT ● 280 Madison Ave. N ●

Bainbridge Island, WA 98110 ● (206) 842-2552 ● Fax: (206)780-0955

Email: pcd@ci.bainbridge-island.wa.us

Owner: _____ Permit: _____

Site Address: _____

Date: _____

1 st Floor		SF
2 nd Floor		SF
Basement		SF
Garage/Carport		SF
Above Garage		SF
Decks		SF
Other		SF
Other		SF
Totals		SF

**THE DETERMINATION OF BUILDING PERMIT FEES FOR PROJECTS REVIEWED BY
THE CITY OF BAINBRIDGE ISLAND BUILDING DIVISION WILL BE BASED ON
VALUATION COMPUTED FROM THESE FIGURES.**

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REVISION FORM

CITY OF BAINBRIDGE ISLAND

Planning And Community Development • 280 Madison Ave. N • Bainbridge Island,
WA 98110 • (206) 842-2552 • Fax: (206)780-0955

Email: pcd@ci.bainbridge-isl.wa.us

Any change from the last submitted or approved plans will constitute the need for approval from the Building Official, unless otherwise noted (2009 IRC R106.4). Use this form for making a revision to an approved drawing or submitted document in review. Check the appropriate department that requested the revision and write a detailed description of the revision. Attach a copy of the Inspector's Correction Notice, if applicable. Revisions that are not clear will be returned to you for clarification and/or charged additional review fees.

Applicant/Contact: _____ **BP#** _____

Contact Phone: _____ **Email Address:** _____

Check appropriate box as to who initiated this **REVISION**:

☐ **OWNER** ☐ **INSPECTOR** ☐ **PLAN REVIEWER**

Please check all that apply: We need **TWO COPIES** of All submittals.

☐ **NON-STRUCTURAL Revisions.** ☐ **Building Height Revision**
☐ **STRUCTURAL Revision.** ☐ **Site Plan Revision**

Detailed Description of the Revision/Correction:

(List each revision or attach a list of responses, highlight revised sections of plans and or details.)

Internal Use Only:

☐ Building Division	Approved By: _____ Date: _____
☐ Planning Division	Approved By: _____ Date: _____
☐ Drainage Division	Approved By: _____ Date: _____
☐ Other _____	Approved By: _____ Date: _____

Fees Due \$

Minimum Fee **\$66.27**

Comments: _____

Intake Initials: _____ **Date:** _____

ATTENTION

Permit Holders!

Please provide our office with as much lead-time as possible to avoid delays in your project.



**CITY OF BAINBRIDGE ISLAND/
BAINBRIDGE ISLAND FIRE DEPARTMENT**

Address Request Form

PLANNING AND COMMUNITY DEVELOPMENT ●

280 Madison Ave. N ● Bainbridge Island, WA 98110 ●

(206) 842-2552 ● Fax: (206)780-0955

Email: pcd@ci.bainbridge-isl.wa.us



The City coordinates addresses and street names with the Bainbridge Island Fire District, CENCOM(911), the post office, and the Police Department so that emergency vehicles and personnel can quickly and accurately find the location to which they've been called and so that mail may be delivered accurately.

Please return this form to the Department of Planning & Community Development.

Reason for request:

☐ EXISTING ☐ NEW ☐ CORRECTION ☐ CHANGE ☐ ADDITIONAL

NAME: _____ PHONE: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

Tax Lot Number (Assessor's Account #): _____
(For parcel being assigned address)

Name of Street being accessed: _____
(i.e. Madison Ave N.)

Use of Address: _____ Building Permit #: BLD _____

☐ Single Family Residence ☐ Multi-Family ☐ Accessory Dwelling Unit ☐ Commercial Property

Please attach a site plan/diagram of your property, including all road names in the area and addresses of your neighbor's. Please include driveway and access from the street. If addressing multi-family units or commercial tenant space, please provide a diagram of the buildings and units.

Your **NEW ADDRESS** is: _____

Residences are required by law to display their new number in numerals not less than three inches in height and five inches in height for commercial on a contrasting background on the front of their building, unless it is not visible from the road way, in which case they shall be displayed at the main entrance to the property. If any information changes or is incomplete, your assigned address may be subject to change.

Internal Use Only:

☐ Sent to BIFD	By: _____	Date: _____
☐ Address Assigned	By: _____	Date: _____
☐ KSAM Updated	By: _____	Date: _____
☐ Tidemark Updated	By: _____	Date: _____

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Residential Building Permit Submittal Checklist

Applicant: _____

Permit # _____

BUILDING DIVISION

Date: _____

	CITY OF BAINBRIDGE ISLAND - BUILDING	YES	NO	N/A
1.	Owner/Applicant Agreement Required?	☐	☐	☐
2.	Directions to job site & Vicinity Map	☐	☐	☐
3.	FLOOD PLAIN (Make Tidemark Entry if applicable)	☐	☐	☐
4.	Energy Code Checklist complete (WHF location) & matches plans (Glazing %)	☐	☐	☐
5.	Two complete plan sets:			
	➤ Plans legible, dimensioned and to scale	☐	☐	☐
	➤ Smoke Detectors & Egress Windows Called Out	☐	☐	☐
	➤ Architect stamped and signed	☐	☐	☐
	➤ Engineer plans/calcs stamped & signed	☐	☐	☐
	➤ Lateral analysis/braced wall panels identified	☐	☐	☐
	➤ Site Plan	☐	☐	☐
	• Generator	☐	☐	☐
	• LP Tank	☐	☐	☐
	• Heat Pump	☐	☐	☐
	➤ Foundation Plan	☐	☐	☐
	➤ Floor Plan <i>Identify Rooms/WHF Location</i>	☐	☐	☐
	➤ Heating System Location/Type	<u>ELECTRIC</u>	<u>PROPANE</u>	<u>OIL</u>
	➤ Furnace	☐	☐	☐
	➤ Heat Pump (& Furnace)	☐		
	➤ Boiler	☐	☐	☐
	➤ Radiant Heat	☐	☐	☐
	➤ Electric Baseboard/Radiant	☐		
	➤ Water Heater	☐	☐	☐
	➤ Auxiliary Heat/Furnace? Location?	☐	☐	☐
	➤ PROPANE			
	• Tank Size	☐	☐	☐
	• Appliances & Location	☐	☐	☐
	➤ Fireplaces – Number/Type/Location	☐	☐	☐
	➤ Cross-Section	☐	☐	☐
	➤ Elevations	☐	☐	☐
	➤ Roof Framing	☐	☐	☐
	➤ Blank Inspection Card in File	☐	☐	☐
6.	Address Form (Check Tidemark, COBI GIS & Kitsap County GIS, if they don't match fill out form)	☐	☐	☐
7.	Stamp in Plans (<i>Date & Large Building Div Stamps</i>)	☐	☐	☐
8.	Plan Review Checklist	☐	☐	☐
9.	Attach Revision Notification & label, Shear Wall/BWP/Hold Down label	☐	☐	☐

PLANNING		YES	NO	N/A
1.	Check Planning Intake Checklist for Geotech Report Notes	☐	☐	☐
2.	3 rd Party Geotech Report (Red Form, make Tidemark entry and route to Josh)	☐	☐	☐
3.		☐	☐	☐
4.		☐	☐	☐
5.		☐	☐	☐
PUBLIC WORKS		YES	NO	N/A
1.	Drainage Plan (Can be shown on Site Plan)	☐	☐	☐
	• Surface & Storm Water Management Checklist (SSWM)	☐	☐	☐
2.	Road Approach	☐	☐	☐
3.	Water Availability Letter	☐	☐	☐
4.	Connection to Existing System	☐	☐	☐
5.	Geotech Report (Steps 1 and/or 2)	☐	☐	☐
KITSAP COUNTY HEALTH		YES	NO	N/A
1.	Building Site Application (BSA)	☐	☐	☐
	Check expiration date. BP must be issued prior to expiring.			
2.	Building Clearance (On-Site Sewage or Sewered Properties)	☐	☐	☐
3.	Building Clearance Exemption	☐	☐	☐
3.	Sewer District #7	☐	☐	☐
4.	Sewer/Water Letter	☐	☐	☐
5.	Miscellaneous	☐	☐	☐
6.	Other	☐	☐	☐
FIRE DEPARTMENT		YES	NO	N/A
1.	Is this permit a: SFR?	☐	☐	☐
	Manufactured Home (Mobile)?	☐	☐	☐
	ADU (Accessory Dwelling Unit)?	☐	☐	☐
2.	Sent to Fire a Copy of BP Application with			
	• Planning permit number in the "Special Conditions" section	☐	☐	☐
3.	Residential Fire Sprinkler System? (_____ sq. ft. Home)	☐	☐	☐
4.	Planning Review Permit Number _____	☐	☐	☐
		☐	☐	☐
After creating the case, print a copy of the Tidemark "Case Description" by clicking on the word "File" then click on "Print". Punch 2 holes in it and file it where the Inspection Card goes		☐	☐	☐

Notes: _____

Received By: _____

City of Bainbridge Island Road Approach Permit Procedures

Any connection to be made to a public or private roadway requires an approved permit from the Public Works / Engineering Department. The following are the steps for this procedure:

1. Complete application. Give an accurate location such as “ on the west side of White Lane, between house “#123 & #567,” or “on the west side of the White Lane 600 feet north of Black Road”.
2. **Include a drawing showing the location of the drive on the property and show the North Direction. Include a site map of the subject property.**
3. All Driveway locations must be flagged to allow inspection prior to approval.
4. Driveways should be situated with consideration of traffic safety, good construction practice, proper stormwater drainage, and utility locations. 12-inch diameter culverts are required to be installed in most cases.
 - a) If the permit application is submitted with a building permit application, the approved road approach permit will be returned to the applicant at time of building permit issuance from the Building Department.
 - b) If the permit is submitted without a building permit, upon approval the Engineering Department will mail the approved permit to the applicant.

Please note that a copy of the approved permit must be on site at all times during construction.

5. The applicant is required to notify Public Works / Engineering at the completion of construction.
 - a) If the permit was applied for with a building permit, the inspection approval will be noted on the building permit card (inspection number seven).
 - b) If the permit was not applied for with a building permit the Engineering Department will mail a copy of the signed off permit to the applicant.
6. Nothing in this permit shall infringe the City’s right to conduct any necessary maintenance within the right-of-way, nor require the City to provide any maintenance or service other than that required by law or City Policy.

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City of Bainbridge Island
Engineering Department
280 Madison Ave. N., Bainbridge Island, WA 98110
Phone 206.842.2016 Fax 206.780.3710

ROAD APPROACH APPLICATION and PERMIT

Applicant: _____ Phone: _____

Print Legibly

Project Address or Location: _____ Subdivision: _____

Road to be Approached: _____ Nearest Cross Street: _____

Tax Lot Number.: _____ Section: _____ Township: _____ Range: 2E W.M.

Description of Project: (Constructing new driveway, paving, widening driveway, etc.)

Is this an existing approach? _____ How many residences will this approach serve? _____

Applicant's choice of culvert pipe material: Concrete Aluminum Steel Other _____

Attach a sketch of the proposed work.

Date Received: 	Road #: _____ Station: _____ Offset: _____	Easting: _____ Northing: _____ Offset: _____	Permit Number:
			For Official Use

All material must meet W.S.D.O.T. standards for road and bridge construction. All work must be performed to the City of Bainbridge Island road construction standards. All work authorized by this permit must be completed within 6 months of the date of approval.

These special conditions must be complied with:

Nothing in this permit shall infringe the City's right to conduct any necessary maintenance within the right-of-way, nor require the City to provide any maintenance or service other than that required by law or City Policy.

I hereby certify that I am the owner of real property served by the above referenced approach, or that I am authorized by said owner to make these improvements in their interest, and I agree to abide by all conditions of this permit.

Applicant's signature or authorized representative

Date

Applicant's mailing address

City

State

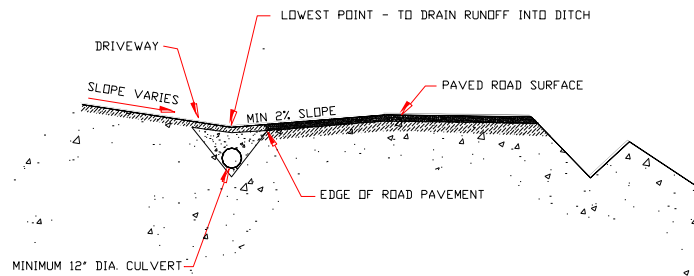
Zip Code

Approved - Engineering Division	Inspected - Engineering
Date Permit Expires:	Date

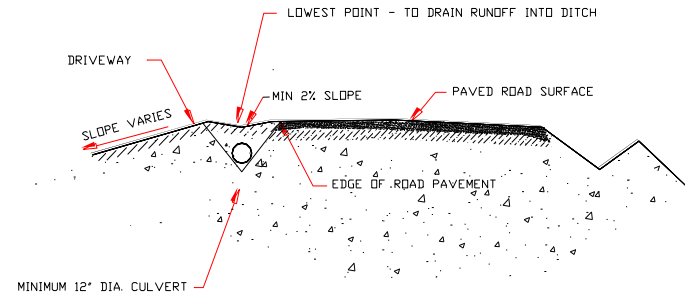
****Public Works must be notified on completion for final inspection. Driveways must be flagged for approval.***

PW Forms Rev. 12/02

PROPERTY HIGHER THAN ROAD

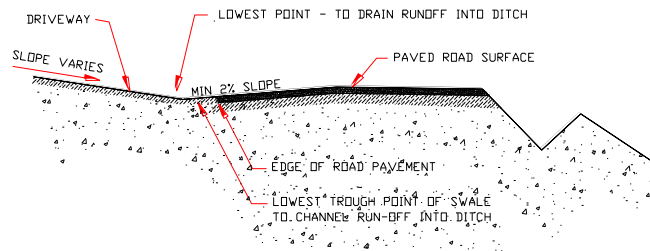


PROPERTY LOWER THAN ROAD



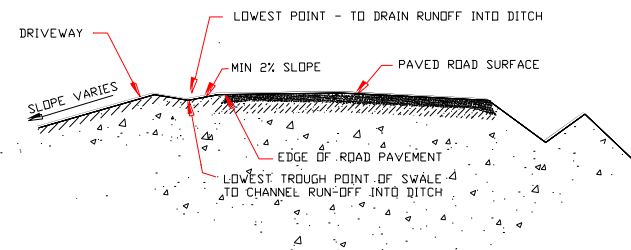
PROPERTY HIGHER THAN ROAD
WITH DRAINAGE SWALE

(USE WHERE DITCH IS TOO SHALLOW FOR CULVERT)



PROPERTY LOWER THAN ROAD
WITH DRAINAGE SWALE

(USE WHERE DITCH IS TOO SHALLOW FOR CULVERT)



NOTE: STANDARDS APPLY TO DRIVEWAYS APPROACHING
ROADS CONSTRUCTED OF ANY MATERIALS



CITY OF BAINBRIDGE ISLAND
STANDARD DETAILS

DRIVEWAY APPROACHES

REV.

APPROVED

DWG. NO.

CITY ENGINEER

DATE

8-175

City of Bainbridge Island
Surface & Stormwater Management (SSWM) Plan Worksheet



To be completed by the applicant and submitted with construction permit applications that require a Surface & Stormwater Management Plan (SSWMP) or Storm Water Pollution Prevention Plan (SWPPP). Submit this form at the time of initial construction permit application. Two copies are required.

Related Application or Building Permit Number:

Date: _____ Applicant's telephone #: _____

Applicant's name: _____

Applicant Signature: _____

Site address or location: _____

Project Name: _____

Background: This surface & storm water management plan is designed to address storm runoff from newly created impervious surfaces or newly disturbed clearings on your parcel. Impervious surface means a hard surface area which either prevents or retards the entry of water into the soil mantle (as under natural conditions prior to development), and/or a hard surface area which causes water to run off the surface in greater quantities or at an increased rate of flow from the flow present under natural conditions prior to development. Common impervious surfaces include, but are not limited to, roof tops, walkways, patios, driveways, parking lots, storage areas, sport courts, concrete or asphalt paving, gravel roads, packed earthen materials, and oiled, macadam or other surfaces which similarly impede the natural infiltration of storm water.

Disturbed land includes any land where vegetation is cleared to make way for your project, including all areas graded for cut & fill, cleared for construction, cleared for landscaping, pastures, septic system etc.

Construction site clearing, grading or excavating which results in disturbance of 1 acre or more is required by Washington State Department of Ecology to obtain an NPDES Construction Stormwater General Permit for stormwater discharges associated with construction activity. The permit can be found at the following web site.

http://www.ecy.wa.gov/programs/wq/stormwater/construction/index.html#permit_factsheet

References:

- Bainbridge Island Municipal Code, Chapter 15.20, Surface and Storm Water Management
- Bainbridge Island Municipal Code, Chapter 15.21, Storm Water Facilities Maintenance Program
- Washington State Department of Ecology Storm Water Management Manual for the Puget Sound Basin

IS THIS PARCEL WATERFRONT PROPERTY? ☐ Yes ☐ No

IS A GEOTECHNICAL REPORT REQUIRED FOR BUILDING ON THIS PROPERTY?

☐ Yes ☐ No

If "Yes", then prior to submission of this plan or building permit, your geotechnical engineer must give concurrence for the drainage plan or SWPPP confirming that your proposed plan handles stormwater in a manner that doesn't reduce the geotechnical stability of the property.

DOES AN ENGINEERED COMMUNITY/REGIONAL STORM WATER SYSTEM EXIST TO SERVE YOUR PARCEL? Yes ☐ No ☐ Don't Know ☐

If yes, plat name and lot number: _____

City of Bainbridge Island

Surface & Stormwater Management (SSWM) Plan Worksheet



Infiltration Table

PROPOSED IMPERVIOUS SURFACES:

Fill in all applicable blanks below to list the square footage of all impervious areas proposed on your parcel. For buildings, measure out to the edge of the eaves. Don't include decks with slots.

Houses: _____ ft²

Detached Garage: _____ ft²

Outbuildings: _____ ft²

Driveways: _____ ft²

Sidewalks: _____ ft²

Patios: _____ ft²

Other: _____ ft²

Grand Total: _____ ft²

If your 'Grand Total' is less than 800 square feet, no plan is required.

If your 'Grand Total' is greater than 800 square feet, but less than 5,000 square feet, a drainage plan is required, and you may utilize this prescriptive worksheet.

If your 'Grand Total' is greater than 5,000 square feet, or if your new disturbed land is greater than 43,560 square feet, an engineered drainage plan is required and must be prepared by a professional Engineer, licensed by the State of Washington. (With an exception for waterfront properties discharging directly to the shoreline.)

Infiltration Type and Size:

Find your grand total in the chart at the right, choose your method, find your size and fill in preferred method below.

- ☐ Infiltration Bed: _____ sq.ft.
- ☐ Standard Trench: _____ lf.
- ☐ Wide Trench: _____ lf.
- ☐ 4' Chambers: _____ chambers

24-hour, 10-year return rainfall = 3.2 inches

**Grand
Total**

INFILTRATION METHOD:

<i>Impervio us AREA in Square Feet</i>	<i>INFILTRATION BED in square feet</i>	<i>STANDARD (2')TRENCH in lineal feet</i>	<i>WIDE (3') TRENCH in lineal feet</i>	<i>4 Foot GRAVELLESS CHAMBERS Number of chambers</i>
0 - 100	29	8	6	1
101 - 200	58	15	12	2
201 - 300	87	22	18	3
301 - 400	116	29	24	3
401 - 500	144	36	29	4
501 - 600	173	44	35	5
601 - 700	202	51	41	5
701 - 800	231	58	47	6
801 - 900	260	65	52	7
901 - 1000	288	72	58	7
1001 - 1100	317	80	64	8
1101 - 1200	346	87	70	9
1201 - 1300	375	94	75	9
1301 - 1400	404	101	81	10
1401 - 1500	432	108	87	11
1501 - 1600	461	116	93	12
1601 - 1700	490	123	98	12
1701 - 1800	519	130	104	13
1801 - 1900	548	137	110	14
1901 - 2000	576	144	116	14
2001 - 2100	605	152	121	15
2101 - 2200	634	159	127	16
2201 - 2300	663	166	133	16
2301 - 2400	692	173	139	17
2401 - 2500	720	180	144	18
2501 - 2600	749	188	150	18
2601 - 2700	778	195	156	19
2701 - 2800	807	202	162	20
2801 - 2900	836	209	168	21
2901 - 3000	864	216	173	21
3001 - 3100	893	224	179	22
3101 - 3200	922	231	185	23
3201 - 3300	951	238	191	23
3301 - 3400	980	245	196	24
3401 - 3500	1008	252	202	25
3501 - 3600	1037	260	208	25
3601 - 3700	1066	267	214	26
3701 - 3800	1095	274	219	27
3801 - 3900	1124	281	225	27
3901 - 4000	1152	288	231	28
4001 - 4100	1181	296	237	29
4101 - 4200	1210	303	242	30
4201 - 4300	1239	310	248	30
4301 - 4400	1268	317	254	31
4401 - 4500	1296	324	260	32
4501 - 4600	1325	332	265	32
4601 - 4700	1354	339	271	33
4701 - 4800	1383	346	277	34
4801 - 4900	1412	353	283	34
4901 - 5000	1440	360	288	35

> 5000 Must have an engineered drainage plan.

City of Bainbridge Island
Surface & Stormwater Management (SSWM) Plan Worksheet



Descriptions:

Drain rock: $\frac{3}{4}$ " to $1\frac{1}{2}$ " round washed rock.

Infiltration Bed:large, flat, level, usually rectangular, pit with a minimum 1 ft. deep bed of drain rock, with a large loop of perforated pipe in upper $\frac{1}{3}$ of rock, covered with filter fabric & 6" or more compact backfill. No infiltration credit is given for pit sidewalls.

Standard trench: ...uses 2-ft.-wide backhoe bucket; with trench deep enough for 1 ft. of drain rock under & 6" above the perforated pipe [the length of the trench]; entire trench & contents wrapped with filter fabric; with 6" or more compact backfill above. With 2 ft. across bottom of trench & 1 ft. sidewall credit up each side, for every lineal foot of trench you achieve 4 ft² of infiltration area.

Wide trench:same as standard trench but uses 3-ft.-wide excavator bucket. With 3 ft. across bottom of trench & 1 ft. sidewall credit up each side, for every lineal foot of trench you achieve 5 ft² of infiltration area.

Gravelless Chambers: Often called infiltrators. These molded 'half-pipe' black or yellow plastic chambers are completely open on the bottom and have louvers on the sides.



Appendix

Waterfront Release

Applicability:

As long as provisions are made for preserving water quality, your release of stormwater to Puget Sound should have no significant impact on the shoreline.

You may collect all stormwater and route it to the beach area, with a few restrictions:

- **The outfall must be above the ordinary high water mark per BIMC 16.12 and not release an erosive concentrated flow to the beach. This is normally achieved by either placing a quarry spall energy dispersion pad at the outfall, releasing into a rock pocket behind a bulkhead, or releasing behind or into a natural structure that resists erosion and assists dispersion, such as a root ball mass.**
- **All proposed releases to the shoreline shall be coordinated with the Washington State Department of Fish & Wildlife. Generally, if the pipe releasing stormwater to the beach area is larger than 8" diameter a shoreline permit is required. The Planning & Community Development (PCD) Department can assist you with shoreline permits.**
- **If any runoff is collected from a driving surface (all driveway and parking areas), it must be treated to remove petroleum products before it is released to the environment. Contact the City's Engineering Division for more information.**
- **If the discharge pipe traverses a steep bluff on its way to the beach, it must be a continuous pipe that is securely anchored to the surface of the bluff.**