



Permit Ready Accessory Dwelling Unit Application

Building Department

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The Poulsbo Permit Ready Accessory Dwelling Unit (ADU) Plans Program provides a series of four, pre-reviewed, code-compliant ADU construction plans. The program helps Poulsbo meet goals to create diverse housing options throughout the City by encouraging the construction of ADUs. Customizable options allow alternative roof configuration or optional porch. These permit ready options reduce preconstruction fees and shorten the review process for everyone.

For more information on the Permit Ready ADU Program check out the website [here](#) or contact the Building Department.

ADU PLAN SELECTION:			
<input type="checkbox"/> Plan - 480	<input type="checkbox"/> Plan - 600	<input type="checkbox"/> Plan - 800 1-Story	<input type="checkbox"/> Plan - 800 2-Story
PROPERTY INFORMATION:			
Address:			
Assessor ID Number:			
Zoning:			
Lot Size:		Lot Coverage:	
Existing Impervious Area:		New Impervious Area:	
PROJECT INFORMATION:			
Description of Work:			
Estimated Construction Value: \$			
Utility Connections			
<i>Water Supply:</i>			
<input type="checkbox"/> Existing Meter	Existing Meter Size:		
<input type="checkbox"/> New Meter Requested	New Meter Size:		
<i>Sewer Connection:</i>			
<input type="checkbox"/> City Sewer-Existing Lateral	<input type="checkbox"/> New Side Sewer	<input type="checkbox"/> Septic (Health District Approval Required)	
<i>Storm Water Discharge:</i>			
<input type="checkbox"/> Splash Block	<input type="checkbox"/> Infiltration System	<input type="checkbox"/> Connect to City Storm System	
Describe Stormwater Runoff Handling:			
CONTACTS:			
Complete as many entries as necessary to indicate all responsible parties: Applicant, Property Owner, contractor, etc. Use additional sheets if needed. All contractors and sub-contractors must have a valid City of Poulsbo business license.			
Check all that apply: <input type="checkbox"/> Applicant* <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Other:			
Name:			
Address:			
City:		State:	Zip:
Phone:		Email:	
Contractor License #:		Poulsbo Business License #:	
Check all that apply: <input type="checkbox"/> Applicant* <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Other:			
Name:			
Address:			

City:		State:		Zip:	
Phone:			Email:		
Contractor License #:			Poulsbo Business License #:		
Check all that apply: <input type="checkbox"/> Applicant* <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Other:					
Name:					
Address:					
City:		State:		Zip:	
Phone:			Email:		
Contractor License #:			Poulsbo Business License #:		
Property Owner Signature					
* I am the owner of the property described above or am authorized by the owner to sign and submit this application. I certify under penalty of perjury of the laws of the State of Washington that the information on this application and all information submitted herewith is true, complete and correct. I also acknowledge that by signing the application I am the responsible party to receive all correspondence from the City regarding this project including, but not limited to, expiration notifications. If I, at any point during the review or inspection process, am no longer the Applicant for this project, it is my responsibility to update this information with the City in writing in a timely manner. I understand that this form is being submitted electronically and my typed name on the signature line will qualify as my signature for purposes of the above certification.					
Signature:					
Printed Name:				Date:	
FINANCING INFORMATION:					
Required if project valuation exceeds \$5,000, per RCW 19.27.095 (may be deferred until issuance). Lender administering construction financing or firm issuing a payment bond (if any) on behalf of the prime contractor for the protection of the owner, if the bond is for an amount not less than 50% of the total amount of the construction project (if owner is self-financing, please indicate).					
Name:					
Day Phone:			Email:		
Mailing Address:					
City:		State:		Zip Code:	
SUBMITTAL REQUIREMENTS:					
<i>This checklist is intended as a general guide for the applicants use when preparing submittals for commercial building permits. Your specific project may not require all the items listed, or additional information may be required based on the scope of work. This checklist is not intended to take the place of a formal review process.</i>					
<input type="checkbox"/> Site Plan: as applicable (recommended scale is 1" = 20'-0"), including the following: <ul style="list-style-type: none"> • Adjacent streets and location of driveway • Existing and proposed structures and distances from property lines • Fences, retaining walls, porches and decks • Any significant trees (6" DBH or more) that may be impacted by the placement of the ADU • Identification of parking for the principal residential unit and the proposed ADU 					
Notes:					
* A site plan will not be required if this proposed occupancy is the same as the previous one at this location, or if no work will be done outside of the existing building shell.					
* All non-residential buildings over 4,000 square feet total (RCW 18.08.410(6)), or all residential buildings with more than four dwelling units (RCW 18.08.410(5)) must be designed by a Washington State registered design professional.					
* All construction documents prepared by a registered design professional when filed with public authorities, must be stamped and signed by that professional, regardless of whether the structure is exempt or not (RCW 18.08.370(2), RCW 18.43.070, as interpreted by AGO 1990 No. 9).					