



# Accessory Dwelling Unit Permit Checklist

**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.**

## Zoning and Land Use Information

For ADU regulations related to number of units, size, design, etc., please see [KCC 15.08.350](#).

For all other applicable code regulations including zoning locations where ADUs are allowed, see [KCC 15.04.020](#), and for general site provisions that apply to the whole site see [KCC 15.04.160](#).

## Submittal Requirements

**An ADU permit application must be submitted with the following items:**

1. 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 construction drawings for a residential alternation. Please reference New Residences and Additions checklist.

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. If proposing shared utilities, the attached "Notice of Shared Utilities" notice must be signed and recorded with the King County Recorders Office prior to issuing the ADU permit.

4. Legal description of the property.
5. The list of work that is exempted from a building permit.
6. Water & sewer availability certificates requested from your utility purveyor.

*Note: if proposing shared utilities, the certificate must clearly indicate that this is allowed.*

### 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

KCC. 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](tel:1-800-635-9993) or the City of Kent at [206-813-2068](tel:206-813-2068).**

# Commonly Encountered Building & Housing Code Requirements

The following summary provides commonly required building and housing code requirements applicable to ADUs. This list is not exhaustive. Please consult with a licensed professional if you have additional questions.

## 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 sill height of 44 inches above finished floor
- 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 shall have an aggregate glazing area of not less than 8% of the floor area of such rooms. IRC 303.1
- B. Adjoining rooms for determining light requirements, any room shall be considered to be a portion of an adjoining room where at least one-half of the area of the common wall is open and provides an opening of not less than one-tenth of the floor area of the interior room and not less than 25 square feet. IRC 303.2
- C. Dwelling units shall be equipped with local exhaust and whole-house ventilation systems designed and installed as specified in Section M1505. IRC 303.4
- D. Intake openings will need to maintain a distance of 10' from any hazardous or noxious contaminants, such as vents, chimneys, plumbing vents, streets, alleys, parking lots, and loading docks. Exhaust air shall not be directed onto walkways, have the equivalent net free area of the duct work, and terminate outside the building. IRC 303.5

## Room Dimensions

- A. Habitable rooms and spaces will need to have a ceiling height of not less than 7 feet. Bathrooms, toilet rooms, and laundry rooms shall have a ceiling height of not less than 6 feet 8 inches. IRC 305.1.
- B. Habitable rooms shall have a floor area of the not less than 70 square feet with not less than 7 feet in any horizontal dimension. IRC 304.1.

## Smoke Detectors

Smoke Detectors must be interconnected and installed in each sleeping room, each story, and in the immediate vicinity each of a bedroom's. IRC 314. Heat detectors are required for attached garages. IRC 314.2.3

Carbon monoxide alarms must be interconnected and installed at every story and in the immediate vicinity of bedrooms. IRC 315.

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.

## King County Residential Sewer Use Certification

- 1. A completed Sewer Capacity Form is required for all attached ADUs. Please see the Kent Development Engineering webpage: <https://www.kentwa.gov/pay-and-apply/apply-for-a-permit/development-engineering>

## Floor Plans

Indicate the use and provide dimensions for all rooms. (1/4" or 1/8" scale / architect ruler).

- 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 and supporting 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, carbon monoxide, and heat detectors interconnected.

## 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 joints and intermediate joists. **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 or new).

- 1. Energy code forms should be incorporated into the construction drawings and show compliance with WSU energy for credits, glazing, and heat sizing. Please visit [WSU Energy Program > Building Efficiency > Energy Code](#).

## Detached ADU's or Additions

Please refer to the New Residences and Additions Checklist for requirements to construct a detached ADU or to construct an addition to an existing residence. One-hour fire resistive assemblies should be included.



# CITY OF KENT - ACCESSORY DWELLING UNIT NOTICE OF SHARED UTILITIES

**RECORDED AT THE REQUEST OF AND AFTER RECORDING RETURN TO:**

**City of Kent  
Economic and Community Development  
Permit Center  
400 W Gowe St.  
Kent, WA 98032**

This property contains a principal dwelling unit and accessory dwelling unit(s), which are served by shared utilities provided through the principal dwelling unit. Shared utilities are permitted pursuant to (check the district(s) that serve the dwelling units):

- City of Kent Water & Sewer Utilities | KCC 7.01.020 and 7.01.030
- Soos Creek Water & Sewer District
- Lake Meridian Water District
- Highline Water District | Resolution 24-6-25c
- Midway Sewer District
- Renton Water & Sewer District
- Lake Haven Water & Sewer District
- Other:

I (We), \_\_\_\_\_ and \_\_\_\_\_ declare:

1. I am (We are) the property owner(s) of property legally described as:

ASSESSOR PROPERTY TAX/PARCEL NUMBER
ADDRESS

*Continued*

LEGAL DESCRIPTION

2. I am (We are) aware and understand that utility service is provided to the accessory dwelling unit through the primary residence.
3. I am (We are) aware and understand that the requirement to record this notice against the property is a condition of approval for the accessory dwelling unit.
4. We intend for this notice to run with the land and will not be released unless the utilities are no longer shared, at which time additional permits will be required and a release shall be recorded / the city shall authorize a release.

*Continued*

OWNER 1, FULL NAME	
OWNER 1, SIGNATURE	DATE
SUBSCRIBED and SWORN to before me this _____ day of _____ 20_____	
_____ NOTARY PUBLIC in and for the State of	
Washington, residing at:	
My Commission Expires at:	Notary Seal or Stamp

OWNER 2, FULL NAME	
OWNER 2, SIGNATURE	DATE
SUBSCRIBED and SWORN to before me this _____ day of _____ 20_____	
_____ NOTARY PUBLIC in and for the State of	
Washington, residing at:	
My Commission Expires at:	Notary Seal or Stamp