



User Guide for Pre-Approved Accessory Dwelling Unit (ADU) Plans

The information provided in this manual is intended for general guidance only.

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The following is a step-by-step guide for using a Pre-Approved ADU Plan in Port Orchard.

1. **Site Assessment.** Determine whether the site you are considering for a pre-approved ADU is located within the City limits and appropriate for an ADU. Verify that the zone allows for ADUs and determine the setbacks that apply in the zone. Confirm that ADUs are allowed per your homeowner's association (if applicable). Learn about the Pre-Approved ADU program through the City of Port Orchard website and decide which plan you would like to construct. Verify that there are no critical areas (wetlands, streams, or steep slopes) on the site that could require additional reporting or ADU plan customization. If you have questions, please reach out to the City of Port Orchard Department of Community Development. A planner can help you confirm that the site you are evaluating is appropriate for an ADU. You may email planning@portorchardwa.gov or call 360-874-5533 to discuss a potential site with a planner. Critical Areas information is available through the Kitsap County Parcel Search tool by inserting your address or parcel number and selecting the critical areas layer from the drop-down menu. You should also consider getting

utilities located on your lot to ensure that utilities do not need to be relocated for your project.

2. **Survey or Base Map.** Consider hiring a surveyor to survey the lot to locate property corners and to determine how much space is available for an ADU. A survey is strongly recommended because constructing an ADU in a required setback or on someone else's property could be a costly mistake. A survey is not required. You may have sufficient room on your lot such that constructing an ADU in your yard is easily evaluated, especially if the ADU is being set back more than the minimum required setback. You may be able to locate a plat map through Kitsap County Auditor's document search webpage. A plat map may be acceptable for use as a base map in preparing a site plan in some circumstances.
3. **Review Available Plans.** Review the available Pre-Approved ADU plans on the City's website to determine which plan you would like to construct. Verify that the exterior dimensions for the plan you intend to construct will fit on the selected site.
4. **Request Complete Plan Set.** Once you have identified the plan set that you wish to construct, you may complete a Pre-Approved ADU Plan request form. You must provide a tax parcel number and address for a property within the City of Port Orchard in order to request the complete plan set through the City of Port Orchard Department of Community Development. The plans will be sent via a Dropbox link and will include a water mark indicating that the plans are not approved for construction. The plans will only be marked approved for construction after you've applied for a building permit, completed site plan review, and the permit is issued. You may use the plan set marked not approved for construction to meet with a contractor, estimate costs, and evaluate the suitability of the plans to meet your needs.
5. **Review Plans and Select Options.** Once you receive the complete plan set, you will be required to select options. You will want to review the plans and options in preparation for selecting a contractor.
6. **Select a Contractor and Finishes.** Once you have the plans that you intend to build, you may wish to select a contractor to construct your project unless you are planning to build the ADU yourself. The contractor will likely advise you on the costs of construction, including the costs for the various alternatives and the finishes and details that you will need to select. Issues to discuss include but are not limited to the following:
 - a. Roof Configuration (Gable/Hip) (if applicable)
 - b. Roof Pitch Options (if applicable)
 - c. Optional Porch (if applicable)
 - d. Window Frame Color.

- e. Windowsill Height.
 - f. Roof Materials.
 - g. Roof Color
 - h. Siding Material
 - i. Siding Color
 - j. Door Style
 - k. Door Color
 - l. Door Material
 - m. Lighting Fixtures
7. **Prepare Site Plan.** To obtain a permit to construct a Pre-Approved ADU you will be required to go through a site plan review process before the Pre-Approved ADU permit can be issued. If you choose to get a survey often the surveyor can assist with the site plan preparation. A civil engineer or general contractor can also assist with site plan preparation. You may choose to prepare your own site plan, but it must include all the necessary information and be legible. An example of a site plan showing the required level of detail is available on the City's website here: <https://portorchardwa.gov/documents/example-site-plan-for-pre-approved-adu/>
- Site Plans shall at a minimum show the following:
- a. Property Lines
 - b. Setbacks
 - c. Existing Structures
 - d. Utilities
 - e. Septic System (If you have a septic system contact Kitsap Public Health Department, septic system improvements to the existing system may be required.)
 - f. Proposed ADU Location
 - g. Significant Trees (larger than 18" diameter at breast height)
 - h. Existing impervious surfaces.
 - i. Proposed impervious surfaces.

See the Site Plan Checklist for a full list of items required to be shown on the site plan. It is available on our website: <https://portorchardwa.gov/documents/form-085-site-plan-checklist/>

8. **Review the Estimated Permit Costs.** There are many costs and fees associated with obtaining permits for a pre-approved ADU. These fees vary depending on location and utility provider. A fee estimate work sheet has been provided for each of the pre-approved ADUs and is available for review on the City's website [insert URL]. Permit fees may include but are not limited to the following:

- a. Site Plan Review
 - b. Building Permit Fee
 - c. Transportation Impact Fee
 - d. Park Impact Fee
 - e. School Impact Fee
 - f. Water Connection Fee
 - g. Sewer Connection Fee
 - h. Stormwater Capital Facility Charge
 - i. Fees charged by outside agencies (as applicable)
9. **Evaluate Pre-Approved ADU Project Financing Options.** The jurisdictions involved with the Pre-Approved ADU program have met with many lenders located throughout Kitsap County to educate them about this program. Once you have talked to a contractor about construction costs and have determined permitting costs, you should have a good understanding of the total cost to construct a pre-approved ADU. Leaving some budget for contingencies is always a good practice.
10. **Apply for Pre-Approved ADU Permit.** You must apply for the pre-approved ADU plan by completing an online application, selecting the options specific to the Pre-Approved ADU plan that you will be using (porch, roof configuration (gable or hip), roof pitch, etc.), upload the required site plan, and pay the “basic plan review fee” (currently \$225) to cover the cost preparing a stamped construction plan set for use at the location you’ve designated and for the cost of site plan review.
11. **Make Corrections to Site Plan.** If additional information is required to review and approve your site plan and the use of the Pre-Approved ADU plans, you will be notified by the City. Otherwise, you will be notified that your permit is ready to be picked up.
12. **Get Your Building Permit.** Once notified that your permit is ready to be issued, you or your authorized agent will need to sign for the permit, pay for the building permit and associated fees, and the building permit will be issued. You will receive your permit and the approved plans electronically.
13. **Request Inspections.** Once the permit is issued, construction may begin. Building permits expire after 6 months unless an inspection is completed. For each inspection, your permit will be extended for an additional 6 months. Inspections may be requested through the online portal <https://portorchardwa.gov/online-permitting/>, or by emailing inspections@portorchardwa.gov. The set of approved plans and other documents must be on site when an inspection is scheduled. You may not occupy the ADU until it has passed the final inspection, and a certificate of occupancy has been issued by the City.

- 14. Coordinate with Other Agencies.** You will need to coordinate the construction of your ADU with other agencies depending on your selected site. The Port Orchard Department of Community Development can help you identify those other agencies with whom you need to coordinate. Other agencies include but are not limited to:
- a. Puget Sound Energy
 - b. West Sound Utility District (East Port Orchard)
 - c. Kitsap Public Health (if on septic system)
 - d. City of Bremerton Water (north of Old Clifton Road in McCormick Woods vicinity)
 - e. Labor and Industries Electrical Division is the authority for permitting and inspections of electrical work. <https://www.lni.wa.gov/licensing-permits/electrical/electrical-permits-fees-and-inspections/>
 - f. Before selecting a contractor visit LNI for important tips to hire smart. <https://lni.wa.gov/licensing-permits/contractors/hiring-a-contractor/>
- 15. Consider future operating costs.** Consider the future maintenance and operating costs of an ADU. Depending on utility and service providers, monthly rates could increase for services like water, sewer, stormwater, and electricity.