



#50 - WHEN DO I NEED A BUILDING PERMIT

The Kitsap County Building & Fire Code states that you must have a separate building permit for each building before you can erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building or structure. You also must have a building permit to occupy an existing commercial structure that had a Certificate of Occupancy issued to a previous business or tenant.



A building permit is NOT required for the items shown in the bulleted list below. **However you must obtain separate plumbing, electrical and mechanical permits unless the items are otherwise exempted.** Note: Though a project may be exempt from needing a permit, it still must conform to building code requirements, zoning setbacks, critical areas, shorelines management or any other Kitsap County regulations.

- Residential single-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet.
- Non-shoreline, upland retaining walls that are not over 4' high measured from the bottom of the footing to the top of the wall, unless supporting a surcharge (such as a road, building or tank), or any type of combustible or flammable liquid.
- Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.
- Non-covered platforms, sidewalks and driveways not more than 18" above grade on waterfront properties or 30" above grade on non-waterfront properties, and not over any basement or story below.
- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- Prefabricated swimming pools that are less than 24 inches deep.
- Swings and other playground equipment.
- Fences not over 6' high.
- Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
- Repair or maintenance of roofing, or flashing of a single-family residence or associated accessory buildings, provided that no structural work is being done and that no more than 2,100 square feet of roofing materials are being replaced.
- Temporary motion picture, television and theater stage sets and scenery.
- Moveable cases, counters and partitions not over 5'9" high.

Examples of Items That Do Require a Building Permit

- ✓ All new buildings (residential or commercial)
- ✓ All additions (residential or commercial)
- ✓ Residential storage buildings over 200 s.f.
- ✓ Fences over 6' high
- ✓ Retaining walls over 4' tall
- ✓ Above-ground swimming pools exceeding 24" deep
- ✓ All in-ground swimming pools
- ✓ Shoreline bulkheads
- ✓ Boat houses
- ✓ All building demolitions
- ✓ Moving a building
- ✓ Temporary buildings
- ✓ All structural remodeling
- ✓ Residential re-roofing over 2,100 s.f.
- ✓ All commercial re-roofing
- ✓ All commercial remodeling (Tenant Improvement)
- ✓ Commercial occupancy of an existing building
- ✓ Commercial storage rack systems over 5'9" tall
- ✓ Plumbing work (except for stoppage of leaks)
- ✓ Mechanical work (except repairs of appliances)