



**2009 Fee Schedule**  
**Fee Administration Policy - Inspections**  
**Inspection, Reinspection, & Outside Normal Hours Inspection Fees**

<p><b>Fee Definition</b></p>	<p><b>Inspection fees</b> for one initial inspection and not more than one re-inspection, if needed to verify that required corrections have been made, are included in the price of the permit.</p> <p><b>Reinspection fees</b> are assessed whenever:</p> <ul style="list-style-type: none"> <li>• An inspection has been requested but, upon the inspector’s arrival, required work is not completed, has been covered or the project is otherwise not yet ready for inspection,</li> <li>• Access to the site is obstructed preventing the inspection,</li> <li>• Required Temporary silt and erosion control measures are not in place,</li> <li>• Approved plans and permit are not on site (per IBC Section 106), and/or building permit placard is not properly posted (per IBC Section 105).</li> <li>• There has been a deviation from approved plans. Revisions need to be re-submitted for review.</li> <li>• There have already been two inspections performed for the same issue.</li> </ul> <p><b>Outside of Normal Work Hours Inspection fees</b> are charged when an inspection is performed outside of normal work hours at the client’s request.  <b>Note:</b> Does not apply to Temporary Operational Permits</p>
<p><b>Fee Calculation Methods</b></p>	<p><b>Reinspection fees</b> shall be assessed at the hourly rate based on actual staff time to perform the re-inspection. There is a one hour minimum charge for all reinspections.</p> <p><b>Outside Normal Hours Inspection fees</b> (when approved) shall be assessed at the overtime hourly rate (see below) for actual staff time (fee includes staff travel time). There is a two hour minimum for all inspections performed outside of normal hours. Actual time beyond the two-hour minimum shall be billed to the client.</p>
<p><b>Availability of Inspections Outside of Normal Hours</b></p>	<p>The Department will attempt to accommodate a client’s requests for inspections outside of normal working hours. However, this type of work is voluntary for county staff and, if there is not an inspector available, the request may be denied. If a client requests such inspection and the inspection can not be completed for any of the reasons outlined above, the Department shall retain the minimum inspection fee and is authorized to deny any future requests. A 24 hour notice for cancellations is required for refund of fees.</p> <p>To cancel an inspection: by phone, call 337-5777, or on the web, <a href="http://www.kitsapgov.com/dcd/building/icancel_web.htm">http://www.kitsapgov.com/dcd/building/icancel_web.htm</a></p>



## KITSAP COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

<b>Hourly Rates</b>	<p><b>Inspection Fee:</b> \$85.00/hr</p> <p><b>Reinspection Fee:</b> \$85.00/hr (<i>one hour minimum</i>)</p> <p><b>Outside Normal Hours Inspection Fee:</b> \$103.00/hr (<i>two hour minimum</i>)</p>
<b>Payment Methods</b>	<p><b>Inspection Fee</b> – Payment is included with permit fees.</p> <p><b>Reinspection and Outside Normal Hours Fee</b> - Minimum must be paid at the time of scheduling the inspection (exception for same day reinspection requests only). <b>Final Inspections must be prepaid.</b></p> <p><i>Note: Inspection fees assessed in excess of the minimum charge shall be billed to the client at the identified rate and must be paid prior to scheduling final inspection.</i></p>
<b>Delinquent Payments</b>	<p>Failure to pay these fees will result in the following actions:</p> <ul style="list-style-type: none"> <li>▪ No additional inspections will be performed until the fees are paid.</li> <li>▪ No final inspection will be performed on any permit that has any outstanding fees.</li> <li>▪ No Temporary or Final Certificate of Occupancy will be issued for a project with any outstanding fees on any permit associated with the project. Exceptions may be authorized by the Building Official or Director only.</li> <li>▪ An issued permit could be revoked for non-payment of fees.</li> <li>▪ We may refer the unpaid balance to our Legal Department or subsequently to a collection agency for collection. Collection fees in addition to the delinquent payment will be assessed if the fee is sent to a collection agency.</li> <li>▪ A lien may be placed on the property title.</li> </ul>
<b>Note:</b>	<p>Fees are reviewed annually and updated on January 1.</p>