



SUBMITTAL CHECKLIST AEROSOLS



This submittal checklist is intended to assist you in preparing and submitting a complete application. You must submit all items in **Part 1 - Submittal Requirements** so that your application can be accepted. **Part 2 – Fully Complete Details** provides you with more detail and code references for certain submittal items. Use Part 2 as a reference to submit the required items correctly. Once your application is determined to be counter complete, a review for technical completeness is conducted and you may be required to submit additional information in order to proceed with further review of your application.

Applicant Name: _____ Assessor Tax Parcel #: _____

Project Name: _____

Fees are due at the time of submittal. [See Current Fee Schedule.](#)

Please be aware that refund requests must be received postmarked within one year of the original payment date.

Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to Kitsap County Dept of Community Development
- Electronic Checks - \$1.00 flat fee per electronic check
- Credit Cards: MasterCard, Discover, American Express or VISA - a third party convenience fee of approximately 2.5% will apply.



Part 1 –Submittal Requirements

Please be aware that permit application submittals can take 30 – 45 minutes for each application. This is to ensure application materials are complete and accurately prepared for a timely review from county staff.

Use the column to the left to check off items included with your application.

✓	Required Application
	1. Project Application – 1 original plus 1 copy
✓	Required Submittal Items
	2. Submittal Checklist – 1 original plus 1 copy
	3. Original Design and Installation Documents. On floor plans show segregated and non-segregated areas. Include height of storage and storage arrangement. – 1 original plus 1 copy
	4. List of all aerosols in use and stored. Provide classification of each aerosol, amount being stored, how being stored, and container type. – 1 original plus 1 copy

Part 2 – Fully Complete Details

Detailed application requirements are noted below. Additional items may be required if the review process indicates more information is needed to evaluate the project.

Kitsap County Code is available online at: www.codepublishing.com/wa/kitsapcounty.

Code Requirement	Code Reference
Floor Plans (s):	
Show occupancy classification	IBC Chapter 3
Recognized scale	IFC 105
Show location of segregated and nonsegregated storage	IFC 5104
Show aisle widths and distance to aisles	IFC 5104.3.2.2, 5104.4, 5106.5.4
Show how aerosols will be stored (racks, palletized. Etc.)	IFC 5104.4, 5106
If occupancy is retail also include how product will be displayed, height of displays, quantities in display areas, and separation distance.	IFC Chap 5104.7, 5106
Show outside storage, how stored, separation distance, commodity classification	IFC 5105
Supporting Document (s):	
Classification of aerosol products.	IFC 5103.1 NFPA 30B