



SUBMITTAL CHECKLIST ASSEMBLY

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's 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 – Counter Complete 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. Floor plan, with date prepared and/or revised, showing layout of any interior walls, location and size of fire extinguishers, location of occupant load sign, seating, location of all candles/open flame, location of commercial cooking operations, path of egress, exits and exit signs. – 1 original plus 1 copy (1 set to be 11"x17" or smaller)
	4. Emergency fire safety evacuation plan, evacuation drills, emergency and standby power system provided for emergency voice/alarm communication system. – 1 original plus 1 copy (1 set to be 11"x17" or smaller)
	5. List of interior finish, decorative materials and furnishings (must meet the requirements of NFPA) – 1



	original plus 1 copy
6.	Cut sheets of candle holders or dispenser. If cut sheet is not available provide photograph and detention of candle holder or dispenser. (if applicable) – 1 original plus 1 copy

Part 2 – Fully Complete Details



Code updates and references under construction. We appreciate your patience and flexibility.

