



# SUBMITTAL CHECKLIST COMBO OPERATIONAL PERMIT



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 –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.

✓	<b>Required Application</b>
	1. Project Application – 1 original plus 1 copy
✓	<b>Required Submittal Items</b>
	2. Submittal Checklist – 1 original plus 1 copy
	3. Original Design and Installation Documents – 1 original plus 1 copy
	4. Floor plan, with date prepared and/or revised – 1 original plus 1 copy (1 set to be 11"x17" or smaller)
	5. List of all operations included in the combination permit i.e. High Pile Storage, Hazardous Material, Flammable and combustible liquids. – 1 original plus 1 copy
	6. Provide supporting documents for each operation applied i.e., Places of assembly, Open flame and candles, tent. – 1 original plus 1 copy

## Part 2 – Fully Complete Details



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