



COMMERCIAL CONSTRUCTION NEW or ADDITION

This submittal checklist is intended to assist you in preparing and submitting a complete application.

Part 1 - Submittal Requirements - You must complete & submit all items for your application to be accepted.

Part 2 – Fire Code Permits list the Fire Permits that may be needed for you application.

Part 3 - Building Code Design Data references the current building codes. See IRC table R301.2 (1) below.

Type of Work:

- New Construction
 Addition/Expansion of Building Envelope
 Replacement

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.

✓	Use the Column to the left to check off items included with your Application	Number
<input type="checkbox"/>	Submittal Checklist (this document)	1 paper
<input type="checkbox"/>	Fees are due at the time of submittal . See Current Fee Schedule or contact K1 for an estimate- (360)337.5777 help@kitsap1.com . Accepted forms of payment: <ul style="list-style-type: none"> • Cash • Check/Cashier’s Check- Checks payable to Kitsap County Department of Community Development • Electronic Checks - \$1.00 flat fee per electronic check • All Major credit cards- a Third Party convenience fee will apply 	-
✓	Required Applications	
<input type="checkbox"/>	Project Application	1 paper
<input type="checkbox"/>	Supplemental Application for Commercial Construction (New or Addition)	1 paper
<input type="checkbox"/>	Supplemental Application Concurrency Test	1 paper



✓ Use the Column to the left to check off items included with your Application		Number						
<input type="checkbox"/>	Fire Code Permit (if applicable – See Part 2)	Use the submittal checklist for applicable fire permit						
<input type="checkbox"/>	Building Site Application from Kitsap County Public Works Department (if property is/will be served by Kitsap County Public Works Wastewater DCD Staff Check: Wastewater Needs Further Review <input type="checkbox"/> YES <input type="checkbox"/> NO	1 paper						
✓ Required Submittal Items								
Sewage Disposal and Water Supply Documentation All new commercial, replacement, and expansions are required to have review of sewage disposal and water supply. The documentation to submit to DCD will be one of the following:								
<input type="checkbox"/>	<table border="1"> <tr> <td>Onsite Septic</td> <td> <input type="checkbox"/> Accepted or Concurrent Review BSA (Building Site Application), including septic design (Site Plan to scale) - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Accepted or Concurrent Review BC (Building Clearance) including Site Plan to scale - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Accepted Building Clearance Exemption including Site Plan - from Kitsap Public Health District (360-337-5285) </td> </tr> <tr> <td>Existing Sewer</td> <td> <input type="checkbox"/> Current Sewer bill that shows the site address <input type="checkbox"/> Current Water bill that shows the site address <input type="checkbox"/> Site plan to scale (see Brochure #45 for instructions/requirements), with date prepared and/or revised </td> </tr> <tr> <td>New Sewer</td> <td> <input type="checkbox"/> Building Clearance for Sewered Properties - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Site plan to scale (see Brochure #45 for instructions/requirements), with date prepared and/or revised </td> </tr> </table>	Onsite Septic	<input type="checkbox"/> Accepted or Concurrent Review BSA (Building Site Application), including septic design (Site Plan to scale) - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Accepted or Concurrent Review BC (Building Clearance) including Site Plan to scale - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Accepted Building Clearance Exemption including Site Plan - from Kitsap Public Health District (360-337-5285)	Existing Sewer	<input type="checkbox"/> Current Sewer bill that shows the site address <input type="checkbox"/> Current Water bill that shows the site address <input type="checkbox"/> Site plan to scale (see Brochure #45 for instructions/requirements), with date prepared and/or revised	New Sewer	<input type="checkbox"/> Building Clearance for Sewered Properties - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Site plan to scale (see Brochure #45 for instructions/requirements), with date prepared and/or revised	2 Paper (1 Original and 1 Copy)
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<input type="checkbox"/>	For addressing requirements – 1 Copy of the site plan, showing (these elements can be added to the site plan in item 8 or submitted separately): <input type="checkbox"/> If there are multiple structures, the addresses of all existing structures <input type="checkbox"/> Identify suite numbers for all existing and proposed businesses <input type="checkbox"/> Identify the business names for all existing and proposed businesses	1 paper						
<input type="checkbox"/>	Current copy of parcel map from Kitsap County Assessor's Office, showing: <input type="checkbox"/> Travel path from main named county road to the driveway to the structure, <input type="checkbox"/> Placement of the structure <input type="checkbox"/> North arrow <input type="checkbox"/> Road names in the area <input type="checkbox"/> Existing access easements <input type="checkbox"/> Parcel driveway location	1 paper						



✓	Use the Column to the left to check off items included with your Application	Number
<input type="checkbox"/>	Energy Code Compliance Form and/or heat loss calculations and compliance information, if applicable	2 copies
<input type="checkbox"/>	<p>Construction plans</p> <ul style="list-style-type: none"> <input type="checkbox"/> 1 set printed at full size. The full size set is a set printed out at industry standard scale of a clearly legible size. For example: a 24"x36" or 18"x24" with floor plans, elevations, and sections at not less than 1/8" = 1' scale <input type="checkbox"/> Plans that contain an Architect's or Engineer's professional seal(s) should have the original signature or "wet stamp" on at least. The full size set can have a copy. <p>*Electronic documents are submitted on either USB drive or disc.</p>	<p>2 Paper sets (Both to Scale) Plus 1 *electronic copy (required)</p>
<input type="checkbox"/>	<p>Engineered Plans & Engineer's Calculations</p> <p>For structures that equal or exceed 5000 sq. feet see Part 3 for additional requirements.</p>	<p>2 Paper sets</p> <p>See details under submittal item #9 - Construction Plans for paper size and scale</p>
<input type="checkbox"/>	<p>Landscape plans- KCC 17.500 <i>**If you have existing Land Use permits or Site Development Activity Permits (SDAP) for your site/project a landscaping plan was likely an element of that permit. The landscaping plan from the Land Use permit or the SDAP is the official landscaping plan, and shall be used for the Building Permit submittal**</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Landscape plans are to be neatly and accurately drawn, at a scale that will enable ready identification and recognition of information presented <input type="checkbox"/> The landscape plan shall show how all disturbed areas are to be replanted (where landscaping is required) including the location and variety of all trees, shrubs and ground cover <input type="checkbox"/> The plan shall be accompanied by a plant schedule (list of plant materials used) which depicts the botanical name, common name, size and installation and spacing between individual plants shown on the plan <input type="checkbox"/> All plans shall include the following notations; <ul style="list-style-type: none"> <input type="checkbox"/> Plant quantities to be determined by required spacing <input type="checkbox"/> All planting beds are to receive ground cover throughout except as noted <input type="checkbox"/> The landscape plan shall depict areas to be retained in natural vegetation and marked in the words "Native Growth Protection Easement, Existing Native Vegetation to Remain" and refer to the following notation, which is to be included on the landscape and site plans, or in the case of subdivisions, the final plat document 	<p>2 Paper sets (Both to Scale) Plus 1 *electronic copy (required)</p>
<input type="checkbox"/>	Parking Analysis (See Parking Analysis Example)	1 paper



✓	Use the Column to the left to check off items included with your Application	Number
<input type="checkbox"/>	If applicable, narrative 'Statement of Intent' outlining compliance with sub-area plan or design district requirements (e.g. Kingston, Port Gamble, Silverdale, Keyport, Manchester, Bethel Corridor)	1 paper
<input type="checkbox"/>	An owner's signature is required to Issue a permit for this type of work. The signature must be on the Project Application or a separate letter or email from the owner authorizing someone else to represent them on the project	1 Paper

Part 2 – Fire Code Permits

Fire Code Permits are not transferrable and any change in occupancy, operation, tenancy or ownership shall require that a new permit be issued. The following Fire Code Permits may be required for your occupancy and are processed separately. You will not receive your final inspection until the following permits (as applicable) have been issued. For more information about Fire Code Permits see [Brochure # 66](#).

Check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> Aerosol Products (FCPO-AEROS) | <input type="checkbox"/> Hot Work (FCPO-HOTWO) |
| <input type="checkbox"/> Amusement Buildings (FCPO-AMUSE) | <input type="checkbox"/> HPM Facilities (FCPO-HPM) |
| <input type="checkbox"/> Aviation Facilities (FCPO-AVIAT) | <input type="checkbox"/> Industrial Oven (FCPO-INDOV) |
| <input type="checkbox"/> Bed & Breakfast (FCPO-BB) | <input type="checkbox"/> Liquid/gas Fueled Vehicles or Equipment (FCPO-LPFV) |
| <input type="checkbox"/> Carnival/Fair (FCPO-CFAIR) | <input type="checkbox"/> LP Gas (FCPO-LPGAS) |
| <input type="checkbox"/> Cellulose Nitrate Film (FCPO-CELL) | <input type="checkbox"/> Lumber Yards & Woodworking (FCPO-LMBE) |
| <input type="checkbox"/> COMBO (FCPO-COMBO) For businesses with more than one operational classification. All supporting documents for each of the operations shall be submitted | <input type="checkbox"/> Magnesium (FCPO-MAG) |
| <input type="checkbox"/> Combustible Dust Producing (FCPO-CDUST) | <input type="checkbox"/> Miscellaneous Combustible Storage (FCPO-MCSTO) |
| <input type="checkbox"/> Combustible Fibers (FCPO-CFIBR) | <input type="checkbox"/> Open Flame/Candles (FCPO-OPFL2) |
| <input type="checkbox"/> Compressed Gases (FCPO-CGAS) | <input type="checkbox"/> Open Flame/Torches (FCPO-OPFL1) |
| <input type="checkbox"/> Covered Mall (FCPO-MALL) | <input type="checkbox"/> Organic Coatings (FCPO-ORGAN) |
| <input type="checkbox"/> Cryogenic Fluids (FCPO-CRYO) | <input type="checkbox"/> Places of Assembly (FCPO-ASSY) |
| <input type="checkbox"/> Cutting & Welding (FCPO-CW) | <input type="checkbox"/> Pyrotechnic Special Effects Material (FCPO-PYROT) |
| <input type="checkbox"/> Dry Cleaning (FCPO-DRYCL) | <input type="checkbox"/> Pyroxylin Plastics (FCPO-PYROX) |
| <input type="checkbox"/> Exhibits/Trade Show (FCPO-EXHIB) | <input type="checkbox"/> Refrigeration Equipment (FCPO-REFRI) |
| <input type="checkbox"/> Explosives (FCPO-EXPLO) | <input type="checkbox"/> Repair Garages (FCPO-REPAI) |
| <input type="checkbox"/> Fire Hydrants (FCPO-PFHVD) | <input type="checkbox"/> Rooftop Heliports (FCPO-RHELI) |
| <input type="checkbox"/> Fireworks Display (FCPO-FWDI) | <input type="checkbox"/> Spray Operations (FCPO-SPRAY) |
| <input type="checkbox"/> Fireworks Stand (FCPO-FWST) | <input type="checkbox"/> Storage of scrap tires & tire byproducts (FCPO-TIRES) |
| <input type="checkbox"/> Fireworks Tent (FCPO-FWTE) | <input type="checkbox"/> Temp Tent/Canopy (FCPO-TENT) |
| <input type="checkbox"/> Flammable/Combust Liquids (FCPO-FCLIQ) | <input type="checkbox"/> Tire Rebuilding Plants (FCPO-TIRER) |
| <input type="checkbox"/> Floor Finishing (FCPO-FLOOR) | <input type="checkbox"/> Waste Handling (FCPO-WASTE) |
| <input type="checkbox"/> Fruit & Crop Ripening (FCPO-FRUIT) | <input type="checkbox"/> Wood Products (FCPO-WOOD) |
| <input type="checkbox"/> Fumigation & thermal insecticidal fogging (FCPO-FUMIG) | <input type="checkbox"/> Battery Systems (FCPC-BATT) |
| <input type="checkbox"/> Hazardous Materials (FCPO-HAZMT) | <input type="checkbox"/> Compressed Gases (FCPC-CGAS) |
| <input type="checkbox"/> High-piled Storage (FCPO-HPS) | <input type="checkbox"/> Cryogenic Fluids (FCPC-CRYO) |



- Emergency Responder Radio Coverage System (FCPC-ERRCS)
- Fire Alarm (FCPC-FA)
- Fire Pump & Equip (FCPC-FPUMP)
- Flammable/Comb Liquids (FCPC-LCLIQ)
- Hazardous Materials (FCPC-HAZMT)
- Hood (FCPC-HOOD)
- Industrial Oven (FCPC-INDOV)
- LP Gas (FCPC-LPGAS)
- Solar Photovoltaic Power System (FCPC-SPPS)
- Spray Booth (FCPC-SPRAY)
- Sprinkler System (FCPC-AFES)
- Standpipes (FCPC-STAND)
- Temp Membrane/Tent Structure (FCPC-TENT)

Part 3 – Building Code Design Data

Climatic and Geographic Design Criteria - IRC Table R301.2 (1)

Ground Snow Load	Wind speed	Seismic Design Category	Weathering	Frost Line Depth	Termite	Decay	Winter Design Temp	Ice Shield Underlayment Req'd	Flood Hazard	Air Freezing Index	Mean Annual Temp
*30 lbs	Ult. design speed 110 mph	D2	Moderate	12"	Slight to Moderate	Moderate to Severe	26° F	No	(a) 1980, (b) 1980)	148	51.4 °F

*Minimum allowable uniform roof snow load not less than 25 psf.

- 2015 International Building Code (IBC), WAC 51-50
- 2015 International Fire Code (IFC), WAC 51-54A
- 2015 Washington State Energy Code (WSEC), WAC 51-11
- 2015 Uniform Plumbing Code (UPC), WAC 51-56 and 51-57
- 2015 International Mechanical Code (IMC) and 2012 International Fuel Gas Code (IFGC), WAC 51-52

