



# SUBMITTAL CHECKLIST

## COMMERCIAL WIRELESS FACILITY (NEW or COLOCATE)

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

**Part 3 - Applicable Code Requirements** provides you with more detail and code references. Use Parts 2-3 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.

Type of Work:       New Construction                       Colocate

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.

	Use the Column to the left to check off items included with your Application	Number
✓	1. Submittal Checklist	1 paper
✓	<b>Required Applications</b>	
	2. Project Application	1 paper and 1 electronic*
	3. Supplemental Application for Commercial Wireless Facility (New or Colocate)	1 paper and 1 electronic*
✓	<b>Required Submittal Items</b>	
	4. Sewage Disposal and Water Supply Documentation - Not needed for Colocates or modifications that stay within the existing leased area.	



✓ Use the Column to the left to check off items included with your Application		Number
All new cell towers are required to have review of sewage disposal and water supply. The documentation to submit to DCD will be <b>one</b> of the following:		
Onsite Septic	<input type="checkbox"/> Accepted or Concurrent Review BSA (Building Site Application), including septic design (Site Plan) - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Accepted or Concurrent Review BC (Building Clearance) including Site Plan - 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)	1 original paper; and 1 electronic* or 1 paper
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 (see <a href="#">Brochure #45</a> 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 (see <a href="#">Brochure #45</a> for instructions/requirements), with date prepared and/or revised	
5. Current copy of parcel map from Kitsap County Assessor's Office, showing: <ol style="list-style-type: none"> <li>Travel path from main named county road to the driveway to the structure,</li> <li>Placement of the structure</li> <li>North arrow</li> <li>Road names in the area</li> <li>Existing access easements</li> <li>Parcel driveway location</li> <li>Addresses of neighboring properties</li> </ol>		1 paper
6. Executed Lease or Letter of Agreement identify section(s) authorizing the proposed work		1 paper
7. Construction plans <ul style="list-style-type: none"> <li><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</li> <li><input type="checkbox"/> 1 set printed on no larger than 11"x17" paper. The 11"x17" set should be to scale. If it is not to scale, an electronic version* that is to scale must accompany the submittal.</li> <li><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 11"x17" plan set. The full size set can have a copy. If the 11"x17" set only has a copy of the signature, an electronic version* that has a "digital wet stamp" must accompany the submittal.</li> </ul> <p><b>For structures that equal or exceed 5000 sq. feet see <a href="#">Part 3</a> for additional requirements.</b></p>		2 Paper sets  See details to the left for paper size and scale
8. Engineered Plans & Engineer's Calculations <b>For structures that equal or exceed 5000 sq. feet see <a href="#">Part 3</a> for additional requirements.</b>		2 Paper sets  <a href="#">See details under submittal item #9 - Construction Plans for</a>



✓ Use the Column to the left to check off items included with your Application	Number
	<a href="#">paper size and scale</a> .
9. 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 original

\*Electronic means documents are submitted on either USB drive or disc. Electronic documents must be in a searchable PDF format (saved as PDF, not scanned) and no more than 150MB per file. If not submitting a copy electronically, additional paper copies, as indicated above, must be included.

## Part 2 – 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 51-54
- 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 2009 International Fuel Gas Code (IFGC), WAC 51-52

## Part 3 – Applicable Code Requirements



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

