



SUBMITTAL CHECKLIST COMMERCIAL PHOTOVOLTAIC (SOLAR PANEL) SYSTEM



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.

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

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

✓	Required Application	Number
<input type="checkbox"/>	Project Application	2 copies *2 paper or 1 paper and 1 electronic
Required Submittal items		
<input type="checkbox"/>	Submittal Checklist (This Document)	*2 Copies
<input type="checkbox"/>	Site Plan- with date prepared, and/or revised, showing the specific location where work will occur	1 full size copy and 1 copy 11"x17" or smaller
<input type="checkbox"/>	Construction Plans	*2 Copies
<input type="checkbox"/>	Specification/Cut Sheets	*2 Copies

Part 2 – Fully Complete Details



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