



# SUBMITTAL CHECKLIST COMMERCIAL TEMPORARY STRUCTURE

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.

**Part 4 - 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.

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 Temporary Structure	1 paper and 1 electronic*
✓	4. Fire Code Permit (if applicable – See Part 2)	1 paper and 1 electronic*
✓	5. Building Site Application from Kitsap County Public Works Department (if property is/will be served by Kitsap County Public Works Wastewater	1 paper and 1 electronic*



✓	Use the Column to the left to check off items included with your Application	Number						
	<input type="checkbox"/> DCD Staff Check: Wastewater Needs Further Review <input type="checkbox"/> YES <input type="checkbox"/> NO							
✓	<b>Required Submittal Items</b>							
	<p>6. Sewage Disposal and Water Supply Documentation</p> <p>The documentation to submit to DCD will be <b>one</b> of the following:</p> <table border="1" data-bbox="170 310 1224 919"> <tr> <td data-bbox="170 310 311 606">Onsite Septic</td> <td data-bbox="311 310 1224 606"> <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) </td> </tr> <tr> <td data-bbox="170 606 311 766">Existing Sewer</td> <td data-bbox="311 606 1224 766"> <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 </td> </tr> <tr> <td data-bbox="170 766 311 919">New Sewer</td> <td data-bbox="311 766 1224 919"> <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 </td> </tr> </table>	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)	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	1 original paper; and 1 electronic* or 1 paper
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	7. Energy Code Compliance Form and/or heat loss calculations and compliance information, if applicable	1 paper and 1 electronic*						
	<p>8. Construction plans</p> <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 4</a> for additional requirements.</b></p>	2 Paper sets  See details to the left for paper size and scale						
	<p>9. Engineered Plans &amp; Engineer's Calculations</p> <p><b>For structures that equal or exceed 5000 sq. feet see <a href="#">Part 4</a> for additional requirements.</b></p>	2 Paper sets  <a href="#">See details under submittal item #9 - Construction Plans for paper size and scale</a>						
	<p>10. Floor and/or Construction plans</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 set to be 11"x17" or smaller. This paper set of plans must be to</li> </ul>	2 paper sets  See details to the left						



✓	Use the Column to the left to check off items included with your Application	Number
	scale. If prepared by an architect the plan must also include architects original stamp and signature or; <input type="checkbox"/> 1 paper set to be 11"x17" or smaller, not to scale, accompanied by an electronic copy with the architects' digital stamp.  If prepared by an architect, must include architects original signature and stamp <b>For structures that equal or exceed 5000 sq. feet see <a href="#">Part 4</a> for additional requirements.</b>	for exceptions to architect original signatures.
	11. 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 – 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)<br><input type="checkbox"/> Amusement Buildings (FCPO-AMUSE)<br><input type="checkbox"/> Aviation Facilities (FCPO-AVIAT)<br><input type="checkbox"/> Bed & Breakfast (FCPO-BB)<br><input type="checkbox"/> Carnival/Fair (FCPO-CFAIR)<br><input type="checkbox"/> Cellulose Nitrate Film (FCPO-CELL)<br><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<br><input type="checkbox"/> Combustible Dust Producing (FCPO-CDUST)<br><input type="checkbox"/> Combustible Fibers (FCPO-CFIBR)<br><input type="checkbox"/> Compressed Gases (FCPO-CGAS)<br><input type="checkbox"/> Covered Mall (FCPO-MALL)<br><input type="checkbox"/> Cryogenic Fluids (FCPO-CRYO)<br><input type="checkbox"/> Cutting & Welding (FCPO-CW)<br><input type="checkbox"/> Dry Cleaning (FCPO-DRYCL)<br><input type="checkbox"/> Exhibits/Trade Show (FCPO-EXHIB)<br><input type="checkbox"/> Explosives (FCPO-EXPLO)<br><input type="checkbox"/> Fire Hydrants (FCPO-PFHVD)<br><input type="checkbox"/> Fireworks Display (FCPO-FWDI)<br><input type="checkbox"/> Fireworks Stand (FCPO-FWST)<br><input type="checkbox"/> Fireworks Tent (FCPO-FWTE)<br><input type="checkbox"/> Flammable/Combust Liquids (FCPO-FCLIQ)<br><input type="checkbox"/> Floor Finishing (FCPO-FLOOR) | <input type="checkbox"/> Fruit & Crop Ripening (FCPO-FRUIT)<br><input type="checkbox"/> Fumigation & thermal insecticidal fogging (FCPO-FUMIG)<br><input type="checkbox"/> Hazardous Materials (FCPO-HAZMT)<br><input type="checkbox"/> High-piled Storage (FCPO-HPS)<br><input type="checkbox"/> Hot Work (FCPO-HOTWO)<br><input type="checkbox"/> HPM Facilities (FCPO-HPM)<br><input type="checkbox"/> Industrial Oven (FCPO-INDOV)<br><input type="checkbox"/> Liquid/gas Fueled Vehicles or Equipment (FCPO-LPFV)<br><input type="checkbox"/> LP Gas (FCPO-LPGAS)<br><input type="checkbox"/> Lumber Yards & Woodworking (FCPO-LMBE)<br><input type="checkbox"/> Magnesium (FCPO-MAG)<br><input type="checkbox"/> Miscellaneous Combustible Storage (FCPO-MCSTO)<br><input type="checkbox"/> Open Flame/Candles (FCPO-OPFL2)<br><input type="checkbox"/> Open Flame/Torches (FCPO-OPFL1)<br><input type="checkbox"/> Organic Coatings (FCPO-ORGAN)<br><input type="checkbox"/> Places of Assembly (FCPO-ASSY)<br><input type="checkbox"/> Pyrotechnic Special Effects Material (FCPO-PYROT)<br><input type="checkbox"/> Pyroxylin Plastics (FCPO-PYROX)<br><input type="checkbox"/> Refrigeration Equipment (FCPO-REFRI)<br><input type="checkbox"/> Repair Garages (FCPO-REPAI)<br><input type="checkbox"/> Rooftop Heliports (FCPO-RHELI) |
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- Spray Operations (FCPO-SPRAY)
- Storage of scrap tires & tire byproducts (FCPO-TIRES)
- Temp Tent/Canopy (FCPO-TENT)
- Tire Rebuilding Plants (FCPO-TIRER)
- Waste Handling (FCPO-WASTE)
- Wood Products (FCPO-WOOD)
- Battery Systems (FCPC-BATT)
- Compressed Gases (FCPC-CGAS)
- 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

**Part 4 – Applicable Code Requirements**



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

