



SUBMITTAL CHECKLIST TENANT IMPROVEMENT – MAJOR COMMERCIAL

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:

- Change of Tenant or Business Occupancy No Change of Tenant or Business Occupancy

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	1 paper
Fees are due at the time of submittal. See Current Fee Schedule. Accepted forms of payment: <ul style="list-style-type: none"> • Cash <input type="checkbox"/> • 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 Tenant Improvement (Major)	1 paper
<input type="checkbox"/> Mechanical (heating/ventilation)/Plumbing Supplemental Application (if applicable)	1 paper
<input type="checkbox"/> Supplemental Application Concurrency Test	1 paper
<input type="checkbox"/> Fire Code Permit (if applicable – See Part 2)	Refer to 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	1 paper



✓ Use the Column to the left to check off items included with your Application		Number
DCD Staff Check: Wastewater Needs Further Review <input type="checkbox"/> YES <input type="checkbox"/> NO		
✓ Required Submittal Items		
<p>Sewage Disposal and Water Supply Documentation</p> <p>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:</p>		
<input type="checkbox"/>	<p>Onsite Septic</p> <ul style="list-style-type: none"> <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) 	<p>2 Paper (1 Original and 1 Copy)</p>
	<p>Existing Sewer</p> <ul style="list-style-type: none"> <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 Brochure #45 for instructions/requirements), with date prepared and/or revised 	
	<p>New Sewer</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building Clearance for Sewered Properties - from Kitsap Public Health District (360-337-5285) <input type="checkbox"/> Site plan (see Brochure #45 for instructions/requirements), with date prepared and/or revised 	
<input type="checkbox"/>	<p>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):</p> <ul style="list-style-type: none"> <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 	<p>1 paper</p>
<input type="checkbox"/>	<p>Current copy of parcel map from Kitsap County Assessor's Office, showing:</p> <ul style="list-style-type: none"> <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 	<p>1 paper</p>
<input type="checkbox"/>	<p>Energy Code Compliance Form and/or heat loss calculations and compliance information, if applicable</p>	<p>2 Paper</p>



✓	Use the Column to the left to check off items included with your Application	Number
<input type="checkbox"/>	Floor and/or Construction plans Major TI permits that are only for a Change of Use requires Floor Plan only. <ul style="list-style-type: none"> <input type="checkbox"/> Plans must have 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"/> Original Plan Set should contain the original Architect's or Engineer's professional seal(s) and should have signature or "wet stamp" 	2 Paper sets (Both to Scale) Plus- 1 *Electronic Copy (required) *Electronic means documents are submitted on either USB drive or disc
<input type="checkbox"/>	Engineered Plans & Engineer's Calculations, if applicable	2 Paper sets (Both to Scale)
<input type="checkbox"/>	Parking Analysis (See Parking Analysis Example)	1 paper
<input type="checkbox"/>	Landscape Plan <ul style="list-style-type: none"> <input type="checkbox"/> Clearly identify existing landscaping elements including location and variety (e.g. conifer tree, deciduous tree, shrub, groundcover, annual, perennial, etc.) <input type="checkbox"/> Proposed landscaping elements, including the location and variety of all trees, shrubs and groundcover <input type="checkbox"/> <i>Proposed landscaping only</i> - Plant schedule (list of plant materials used) depicting the botanical name, common name, size at installation and spacing between individual plants shown on the plan 	2 Paper sets (Both to Scale) Plus- 1 *Electronic Copy (required) *Electronic means documents are submitted on either USB drive or disc
<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 requires a new issued permit. The following Fire Code Permits may be required for occupancy and are processed separately. You will not receive a final inspection until the following applicable permits 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"/> Combustible Dust Producing (FCPO-CDUST) |
| <input type="checkbox"/> Amusement Buildings (FCPO-AMUSE) | <input type="checkbox"/> Combustible Fibers (FCPO-CFIBR) |
| <input type="checkbox"/> Aviation Facilities (FCPO-AVIAT) | <input type="checkbox"/> Compressed Gases (FCPO-CGAS) |
| <input type="checkbox"/> Battery Systems (FCPO-BATT) | <input type="checkbox"/> Compressed Gases (FCPO-CGAS) |
| <input type="checkbox"/> Bed & Breakfast (FCPO-BB) | <input type="checkbox"/> Cryogenic Fluids (FCPO-CRYO) |
| <input type="checkbox"/> Carnival/Fair (FCPO-CFAIR) | <input type="checkbox"/> Cutting & Welding (FCPO-CW) |
| <input type="checkbox"/> Cellulose Nitrate Film (FCPO-CELL) | <input type="checkbox"/> Dry Cleaning (FCPO-DRYCL) |
| <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"/> Exhibits/Trade Show (FCPO-EXHIB) |
| | <input type="checkbox"/> Explosives (FCPO-EXPLO) |
| | <input type="checkbox"/> Fire Hydrants (FCPO-PFHVD) |



- Fireworks Display (FCPO-FWDI)
- Fireworks Stand (FCPO-FWST)
- Fireworks Tent (FCPO-FWTE)
- Flammable/Combust Liquids (FCPO-FCLIQ)
- Floor Finishing (FCPO-FLOOR)
- Fruit & Crop Ripening (FCPO-FRUIT)
- Fumigation & thermal insecticidal fogging (FCPO-FUMIG)
- Hazardous Materials (FCPO-HAZMT)
- High-piled Storage (FCPO-HPS)
- Hot Work (FCPO-HOTWO)
- HPM Facilities (FCPO-HPM)
- Industrial Oven (FCPO-INDOV)
- Liquid/gas Fueled Vehicles or Equipment (FCPO-LPFV)
- LP Gas (FCPO-LPGAS)
- Lumber Yards & Woodworking (FCPO-LMBE)
- Magnesium (FCPO-MAG)
- Miscellaneous Combustible Storage (FCPO-MCSTO)
- Open Flame/Candles (FCPO-OPFL2)
- Open Flame/Torches (FCPO-OPFL1)
- Organic Coatings (FCPO-ORGAN)
- Places of Assembly (FCPO-ASSY)
- Pyrotechnic Special Effects Material (FCPO-PYROT)
- Pyroxylin Plastics (FCPO-PYROX)
- Refrigeration Equipment (FCPO-REFRI)
- Repair Garages (FCPO-REPAI)
- Rooftop Heliports (FCPO-RHELI)
- 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)
- Compressed Gases (FCPC-CGAS)
- Fire Alarm (FCPC-FA)
- Fire Hydrants (FCPC-PFHVD)
- Fire Pump & Equip (FCPC-FPUMP)
- Hazardous Materials (FCPC-HAZMT)
- Hood (FCPC-HOOD)
- Industrial Oven (FCPC-INDOV)
- LP Gas (FCPC-LPGAS)
- Spray Booth (FCPC-SPRAY)
- Sprinkler System (FCPC-AFES)
- Standpipes (FCPC-STAND)

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 51-51
- 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 51-57v
- 2015 International Mechanical Code (IMC) and 2012 International Fuel Gas Code (IFGC), WAC 51-52

