SUBMITTAL CHECKLIST
CUTTING & WELDING

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.

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.

✓	**Required Application**
	1. Project Application – 1 original plus 1 copy
✓	**Required Submittal Items**
	2. Submittal Checklist – 1 original plus 1 copy
	3. Site Plan, with date prepared and/or revised, showing the location of area where welding or cutting will occur. – 1 original plus 1 copy (1 set to be 11”x17” or smaller)
	4. Copy of hot work safety program – 1 original plus 1 copy
	5. Type of hot work conducting – 1 original plus 1 copy

Part 2 – Fully Complete Details

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