



SUBMITTAL CHECKLIST HAZARDOUS MATERIALS



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.

Construction Operational

Applicant Name: _____ Assessor's Account #: _____

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. Original Design and Installation Documents. Floor plan showing all areas and uses with required separation and fire resistive construction – 1 original plus 1 copy.
	4. Is this a performance based design alternative? If yes, provide all documentation outlined in IFC 2701.3. – 1 original plus 1 copy.
	5. Hazardous Materials Inventory Statement, per IFC 5001.5.2. – 1 original plus 1 copy.
	6. Hazardous Materials Management Plan. per IFC 5001.5.1 – 1 original plus 1 copy.

Part 2 – Fully Complete Details



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