



SUBMITTAL CHECKLIST HIGH PILE STORAGE



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’s 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. Floor plans, with date prepared and/or revised, showing areas where commodities or other storage will occur and their relation to other uses within the building. – 1 original plus 1 copy
	4. List of commodities, classification, and quantity – 1 original plus 1 copy

Part 2 – Fully Complete Details

Detailed application requirements are noted below. Additional items may be required if the review process indicates more information is needed to evaluate the project.

Kitsap County Code is available online at: www.codepublishing.com/wa/kitsapcounty.

Code Requirement	Code Reference
Floor plans shall show location and dimensions of high piled storage area; storage height for each storage area; rack and tiers, commodity clearance; aisle dimension, pile volume; location of each classification of commodities; location of banded or encapsulate commodities, fire department access doors; type of fire suppression and fire detection systems; location of valves controlling water supply of ceiling and in-rack sprinklers; type location and specification of smoke removal and curtain board systems; dimension and location of transverse and longitudinal flue spaces;..	IFC Chapter 32
Evacuation Plan for public area, a separate set of plans indicating location and width of aisles, exits, exit access doors, exit signs, height of storage and location of hazardous materials.	IFC Chapter 32