



# SUBMITTAL CHECKLIST TEMPORARY TENTS AND MEMBRANE STRUCTURES

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 – Applicable Code Requirements** provides you with more detail and code references. 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.

**APPLICATION MUST BE SUBMITTED NO LESS THAN 10 BUSINESS DAYS PRIOR TO THE EVENT.**

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*
✓	<b>Required Submittal Items</b>	
✓	3. Detailed site plan, with date prepared and/or revised, showing: <ul style="list-style-type: none"> <li>a. Location and identity of tents or membranes</li> <li>b. Type and location of cooking vendors</li> <li>c. Fire breaks</li> <li>d. Fire department access routes</li> </ul>	2 paper sets, 1 at least 11x17 or smaller and/or electronic*



✓	Use the Column to the left to check off items included with your Application	Number
	e. Distances to lot lines f. Parked vehicles g. Internal combustion engines h. Buildings and other tents i. Generators.	
	4. List of cooking vendors, description of food being prepared onsite, type of fuel being used (sterno, propane, electric, etc.) and if the vendor will be located in a trailer, tent or open air.	1 paper and 1 electronic*
	5. Certificate of flammability resistance.	1 original paper and 1 electronic*
	6. Floor plan showing tables, chairs, aisle widths, exits, and exit widths.	2 paper sets, 1 at least 11x17 or smaller and/or electronic*

\*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 – Applicable Code Requirements**



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

