



# SUPPLEMENTAL APPLICATION CERTIFICATE OF OCCUPANCY REVISION

The purpose of issuing permits Over The Counter is to reduce plan review time. All permits issued are subject to field inspection with the understanding that applicants are ultimately responsible for code compliant construction practices.

## Section 1 – Qualifying Information

**To qualify for this application, all statements below must be true and all requested information must be provided. If a statement is not true, read the directions below the statement for how to proceed.**

<input checked="" type="checkbox"/> if True	<b>Qualifying Statements:</b>
<input type="checkbox"/> 1.	<p>The tenant space has been occupied within the past 2 years and the previous tenant had a current, valid certificate of occupancy.</p> <p>Previous Business Name: _____ DCD Permit #: _____</p> <p><b>If not true, please use the <a href="#">Tenant Improvement – Major</a> permit application to obtain approval for occupancy.</b></p>
<input type="checkbox"/> 2.	<p>There is no change of use from the previous tenant using both:</p> <p style="margin-left: 20px;">a. Occupancy Classifications from International Building Code (IBC), Chapter 3 – <a href="#">See Section 8</a></p> <p style="margin-left: 40px;">Previous Classification _____ Example: <u>Assembly (A)</u></p> <p style="margin-left: 40px;">Proposed Classification _____ Example: <u>Assembly (A)</u></p> <p style="margin-left: 20px;">and</p> <p style="margin-left: 20px;">b. Uses as listed in the Zoning Use Table in Kitsap County Code, Title 17.381.040 – <a href="#">See Section 9</a></p> <p style="margin-left: 40px;">Previous Use: _____ Example: <u>Brew Pub</u></p> <p style="margin-left: 40px;">Proposed Use: _____ Example: <u>Brew Pub</u></p> <p><b>If not true, please use the <a href="#">Tenant Improvement – Major</a> permit application to obtain approval for occupancy.</b></p>
<input type="checkbox"/> 3.	<p>There is no work proposed:</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><input type="checkbox"/> No changes to structure</p> <p><input type="checkbox"/> No changes to parking requirements</p> </div> <div style="width: 45%;"> <p><input type="checkbox"/> No access or entrance/exit changes</p> <p><input type="checkbox"/> No changes or additions of mechanical appliances, plumbing fixtures, or lighting</p> </div> </div> <p><b>If not true, please use the <a href="#">Tenant Improvement – Minor</a> or <a href="#">Tenant Improvement – Major</a> application to obtain approval for occupancy and permit the proposed work (depends on the extent of the work proposed). See Permit Center Staff or <a href="#">Brochure #10 – Tenant Improvement</a> for clarification.</b></p>
<input type="checkbox"/> 4.	<p>The tenant space is less than 4,000 square feet total*. Square footage of total tenant space: _____</p> <p><b>If not true, this application can be used but the permit will not be issued Over The Counter and will require additional staff review time.</b></p> <p>*If over 4,000 square feet current fire alarm requirements must be met, <a href="#">Fire Alarm Brochure #62</a>.</p>



<input checked="" type="checkbox"/> if True	<b>Qualifying Statements:</b>
<input type="checkbox"/> 5.	This application is not for a food service business. A food service business includes food or drink processing, selling, or consuming. <b>If this statement is not true, this application can be used but the permit will not be issued Over The Counter and will require additional staff review time.</b>
<input type="checkbox"/> 6.	This application will not change a current occupied business occupant load (Allowed amount of people in the building). <b>If this statement is not true, this application can be used but the permit will not be issued Over The Counter and will require additional staff review time.</b>

**Section 2 - Counter Complete Submittal Requirements**

Fees are due at the time of submittal. [See Current Fee Schedule.](#)

Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to Kitsap County Dept. of Community Development
- Electronic Checks
- Credit Cards: MasterCard, Discover, American Express or VISA - a third party convenience fee of approximately 2.5% will apply.



<input checked="" type="checkbox"/>	<b>Required Submittal Items</b>
<input type="checkbox"/> 1.	Supplemental Application – Certificate of Occupancy Revision – 1 original
<input type="checkbox"/> 2.	<a href="#">Floor plan</a> – 2 Copies no larger than 11 x 17 (See <a href="#">Section 7</a> for assistance)
<input type="checkbox"/> 3.	Building Site Application from Kitsap County Public Works Sewer Utility (only if the property is served by Kitsap County Public Works Sewer) - 1 copy - <b>Not needed for change of occupant load determination.</b>  Contact: 360-337-5777 and ask for Sewer Utility Division for information on how to obtain  <input type="checkbox"/> DCD Staff Check: Sewer Utility Needs Further Review <input type="checkbox"/> YES <input type="checkbox"/> NO The permit will not be issued over the counter if further review by Sewer Utility Division is needed.
<input type="checkbox"/> 4.	Sewage Disposal & Water Supply - <b>Not needed for change of occupant load determination.</b>  Property is Served by an Onsite Septic System: <input type="checkbox"/> Approved Commercial Building Clearance from Kitsap Public Health District – 1 original plus 1 copy. Contact: 360-337-5285 or visit <a href="http://www.kitsapcountyhealth.com">www.kitsapcountyhealth.com</a> OR Property is Served by a Public Water and Public Sewer System: <input type="checkbox"/> Identify the appropriate providers on <a href="#">Page 3</a> .
<input type="checkbox"/> 5.	Identify <a href="#">Fire Code Permit</a> (s) required for operation – (if applicable) NOTE: Fire code permits are not transferrable and any change in occupancy, operation, tenancy, or ownership shall require that a new permit be issued. Provide a completed fire code supplemental application and supporting documents for each applicable fire code permit.  See <a href="#">Section 5</a> for commonly associated fire code permit types for each occupancy classification.



**Section 3– General Information**

Type of Certificate Revision:

- Tenant Change     Owner or Business Name Change     Existing Business Change of Occupant Load

Site Address: \_\_\_\_\_

Assessor Tax Parcel Number(s): \_\_\_\_\_

Proposed Business Name / Tenant: \_\_\_\_\_

**Project Narrative / Description**

Describe the proposed business activity: \_\_\_\_\_

\_\_\_\_\_  
 Type of Sales (if applicable): \_\_\_\_\_

\_\_\_\_\_  
 Plans for Restroom Usage: \_\_\_\_\_

\_\_\_\_\_  
 Type of Products, or food service activity, as applicable: \_\_\_\_\_

**Select Utilities:**

✓	Water Company Name	Phone
<input type="checkbox"/>	Annapolis Water District	(360) 876-2545
<input type="checkbox"/>	City of Bremerton	(360) 478-5315
<input type="checkbox"/>	Erland Point Water Co.	(360) 308-8734
<input type="checkbox"/>	Kitsap Public Utilities District (KPUD)	(360) 779-7656
<input type="checkbox"/>	Keyport Water System	(360) 779-9163
<input type="checkbox"/>	Manchester Water District	(360) 871-0500
<input type="checkbox"/>	North Peninsula Water District	(360) 779-9163
<input type="checkbox"/>	North Perry Ave. Water District	(360) 373-9508
<input type="checkbox"/>	City of Poulsbo	(360) 779-4078
<input type="checkbox"/>	Silverdale Water Dist.#18	(360) 447-3500
<input type="checkbox"/>	Suquamish Water System	(360) 779-9163
<input type="checkbox"/>	Vinland View Water District	(360) 779-9163
<input type="checkbox"/>	Port Gamble Water Department	(360) 297-8074

✓	Sewer Company Name	Phone
<input type="checkbox"/>	City of Bremerton	(360) 478-2325
<input type="checkbox"/>	City of Port Orchard	(360) 876-4991
<input type="checkbox"/>	City of Poulsbo	(360) 779-4078
<input type="checkbox"/>	Bainbridge Island Public Works	(206) 842-2016
<input type="checkbox"/>	Karcher Creek Sewer District	(360) 871-6861
<input type="checkbox"/>	Kitsap County Public Works Wastewater Division	(360) 337-5777
<input type="checkbox"/>	Kitsap County Sewer District #7	(206) 780-1348
<input type="checkbox"/>	Olympic Resource Management	(360) 697-6626
<input type="checkbox"/>	Port Gamble/S'Kallam Tribe	(360) 297-2646



**Section 5 – Possible Additional Permits:**

- New businesses in an existing location, selling or handling food products may require a new or revised food handling permit from the Kitsap County Health District. Contact: (360) 337-5285.
- All storage racks exceeding 5' 9" in height require separate permits.
- All new signs require separate permits and must be submitted with this application.
- Certain business occupancies may require an operational Fire Code Permit (FCPO).

Occupancy Classification	Fire Code Operational Permits	
(A) Assembly	<ul style="list-style-type: none"> <li>• Assembly</li> <li>• Compressed Gases</li> <li>• Exhibits and Trade Shows</li> <li>• Open Flames and Candles</li> </ul>	<ul style="list-style-type: none"> <li>• Open Flames and Torches</li> <li>• Pyrotechnic special effect</li> <li>• Hot work</li> </ul>
(B) Business	<ul style="list-style-type: none"> <li>• Compressed gases</li> <li>• Miscellaneous combustible storage</li> <li>• Combustible dust-producing operations</li> <li>• Aerosol products</li> <li>• Cutting/Welding</li> </ul>	<ul style="list-style-type: none"> <li>• Flammable/Combustible Liquids</li> <li>• Hazardous Materials</li> <li>• Open Flames and Torches</li> <li>• Repair Garages</li> <li>• Spraying (Spray Painting)</li> </ul>
(E) Educational	<ul style="list-style-type: none"> <li>• Aerosol Products</li> <li>• Combustible dust-producing operations</li> <li>• Cutting/Welding</li> <li>• Flammable/Combustible Liquids</li> <li>• Hazardous Materials</li> </ul>	<ul style="list-style-type: none"> <li>• Hot Work Operations</li> <li>• Open Flames and Torches</li> <li>• Repair Garages</li> <li>• Spraying (Spray Painting)</li> </ul>
(F) Factory	<ul style="list-style-type: none"> <li>• Aerosol products</li> <li>• Combustible dust-producing operations</li> <li>• Compressed Gases</li> <li>• Cutting/Welding</li> <li>• Flammable/Combustible Liquids</li> </ul>	<ul style="list-style-type: none"> <li>• Hazardous Materials</li> <li>• High Pile Storage</li> <li>• Hot Work Operations</li> <li>• Woodworking</li> <li>• Miscellaneous Combustible Storage</li> </ul>
(H) High Hazard	<ul style="list-style-type: none"> <li>• Aerosol Products</li> <li>• Aviation Facilities</li> <li>• Combustible dust-producing operations</li> <li>• Flammable/Combustible Liquids</li> <li>• Compressed Gases</li> <li>• Cryogenic Fluids</li> <li>• Cutting and Welding</li> </ul>	<ul style="list-style-type: none"> <li>• Explosives</li> <li>• Hazardous materials</li> <li>• HPM Facilities</li> <li>• Hot Work Operations</li> <li>• Magnesium</li> <li>• Pyroxylin Plastics</li> <li>• Refrigeration Equipment</li> </ul>
(I) Institutional	<ul style="list-style-type: none"> <li>• Compressed Gases</li> </ul>	<ul style="list-style-type: none"> <li>• Cryogenic Fluids</li> </ul>
(M) Mercantile	<ul style="list-style-type: none"> <li>• Aerosol Products</li> <li>• Compressed Gases</li> <li>• Covered Mall Buildings</li> <li>• Flammable/Combustible Liquids</li> </ul>	<ul style="list-style-type: none"> <li>• Hazardous Materials</li> <li>• High Pile Storage</li> <li>• Miscellaneous Combustible Storage</li> </ul>
(R) Residential	<ul style="list-style-type: none"> <li>• Bed &amp; Breakfast/Boarding House</li> </ul>	
(S) Storage	<ul style="list-style-type: none"> <li>• Aerosol Products</li> <li>• Aviation Facilities</li> <li>• Combustible Fibers</li> <li>• Compressed Gases</li> <li>• Flammable/Combustible Liquids</li> <li>• Hazardous Materials</li> <li>• High Piled Storage</li> </ul>	<ul style="list-style-type: none"> <li>• Miscellaneous Combustible Storage</li> <li>• Repair Garages &amp; Motor Fuel Dispensing</li> <li>• Scrap Tires &amp; Tire By-Products</li> <li>• Wood Products</li> </ul>
(U) Utilities	<ul style="list-style-type: none"> <li>• Flammable/Combustible Liquids</li> </ul>	



**Section 6 – Applicant/Property Owner Information**

The authorized agent/representative is the primary contact for all project-related questions and correspondence. The County will email requests and information about the application to the authorized agent/representative and will 'copy' (Cc) the owner noted below. The authorized agent/representative is responsible for communicating information to all parties involved with the application. It is the responsibility of the authorized agent/representative and owner to ensure their mailbox accepts County email (i.e., County email is not blocked or sent to "junk mail"). There may be instances where regular USPS or courier mail is used.

**Property Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Note: For projects with multiple owners, attach a separate sheet with each owner(s) information and signatures.

**Business Name/Tenant:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Applicant:**

Owner       Applicant (other than owner)       Authorized Agent/Representative

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

I affirm, under penalty of perjury, that all answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I affirm that none of the activities within the location of this application violate any State or Federal laws. I also affirm that I am the owner or authorized representative of the subject site. Further, I grant permission to any and all employees and representative of the County of Kitsap and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. I understand, in accordance with the Department of Community Development fee policies, the base fee is determined by an average processing time. If staff hours required to process the permit exceeds the base fee, additional charges may be incurred, and I agree to pay all fees of the County that apply to this application. I understand refunds may also be issued for those permits that require less processing time.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Owner/Manager Signature

\_\_\_\_\_  
Date





## **Section 8 – Occupancy Classifications from the International Building Code**

**Select an Occupancy Classification from this list and enter in Qualifying Statement 2a on page 1.**

Occupancy Classification	Examples
Assembly (A)	<ul style="list-style-type: none"> <li>• Theatre</li> <li>• Restaurants/Bars/Nightclub</li> <li>• Art Galleries</li> <li>• Bowling Alley</li> <li>• Community Hall</li> <li>• Gyms</li> <li>• Library</li> <li>• Church</li> </ul>
Business (B)	<ul style="list-style-type: none"> <li>• Banks</li> <li>• Salons/Barbers</li> <li>• Animal Hospitals/Kennels</li> <li>• Medical Clinics</li> <li>• Dry Cleaners</li> <li>• Post Office</li> <li>• Professional Services (doctor, dentist, attorney, etc...)</li> <li>• Fire Departments</li> </ul>
Educational (E)	<ul style="list-style-type: none"> <li>• Occupied by five or more persons excluding the instructor</li> <li>• Education 12<sup>th</sup> grade and below</li> <li>• Daycare for five or more older than 2 ½ years</li> </ul>
Factory (F)	<ul style="list-style-type: none"> <li>• Fabrication, finishing, manufacturing, packaging, assembly or processing of combustible materials</li> </ul>
High Hazard (H)	<ul style="list-style-type: none"> <li>• Highly combustible, flammable or explosive materials</li> </ul>
Institutional (I)	<ul style="list-style-type: none"> <li>• Assisted Living</li> <li>• Hospitals</li> <li>• Mental/Drug/Alcohol Centers</li> <li>• Adult Care Homes</li> </ul>
Mercantile (M)	<ul style="list-style-type: none"> <li>• Gas Stations</li> <li>• Grocery/Department/Discount Stores</li> <li>• Pharmacy</li> </ul>
Residential (R)	<ul style="list-style-type: none"> <li>• Apartments, Single Family Residence, Hotels/Motels, B&amp;B</li> </ul>
Storage (S)	<ul style="list-style-type: none"> <li>• Storage Units</li> <li>• Repair Garages</li> <li>• Parking Garages</li> <li>• Aircraft Hangars</li> <li>• Contain significant amounts of combustible or non-combustible materials</li> </ul>
Utility (U)	<ul style="list-style-type: none"> <li>• Agricultural/Barns</li> <li>• Aircraft Hangars (accessory to a Single Family Residence)</li> </ul>

**Section 9 – Uses as listed in the Zoning Use Table (Kitsap County Code Title 17.381.040)**

**Select a bulleted use from this list for the previous and proposed tenant and enter in Qualifying Statement 2b on Page 1.**

**RESIDENTIAL**

- Convalescent home or congregate care facility
- Hotel/motel
- Residential care facility
- Senior living development

**COMMERCIAL/BUSINESS**

- Adult entertainment
- Ambulance service
- Auction house
- Auto parts and accessory stores
- Automobile rentals
- Automobile repair and car washes
- Automobile service station
- Automobile, recreational vehicle or boat sales
- Boat/marine supply stores
- Brew pubs
- Clinic, medical
- Conference center
- Custom art and craft stores
- Day-care center
- Day-care center, family
- Drinking establishments
- Engineering and construction offices
- Espresso stands
- Equipment rentals
- Farm and garden equipment and sales
- Financial, banking, mortgage and title institutions
- General office and management services – less than 4,000 s.f.
- General office and management services – 4,000 to 9,999 s.f.
- General office and management services – 10,000 s.f. or greater
- General retail merchandise stores – less than 4,000 s.f.
- General retail merchandise stores – 4,000 s.f. to 9,999 s.f.
- General retail merchandise stores – 10,000 to 24,999 s.f.
- General retail merchandise stores – 25,000 or greater
- Kennels or pet day-cares
- Kennels, hobby
- Laundromats and laundry services
- Lumber and bulky building material sales
- Mobile home sales
- Nursery, retail
- Nursery, wholesale
- Off-street private parking facilities
- Personal services – skin care, massage, manicures, hairdresser
- Pet shop – retail and grooming
- Research laboratory
- Restaurants
- Restaurants, high-turnover
- Recreational vehicle rentals
- Tourism facilities, including seaplane and tour-boat terminals
- Tourism terminals, including seaplane and tour-boat terminals
- Transportation terminals
- Veterinary clinics/Animal hospitals

**RECREATIONAL/CULTURAL**

- Amusement centers
- Carnival or circus
- Club, civic or social
- Golf courses
- Marinas
- Movie/Performance theaters, indoor
- Movie/Performance theaters, outdoor
- Museum, galleries, aquarium, historic or cultural exhibits
- Parks and open space
- Race track, major
- Race track, minor
- Recreational facilities, private
- Recreational facilities, public
- Recreational vehicle camping parks



- Zoo

**INSTITUTIONAL**

- Air pilot training schools
- Assembly and packaging operations
- Boat yard
- Cemeteries, mortuaries, and crematoriums
- Cold storage facilities
- Contractor's storage yard
- Food production, brewery or distillery
- Fuel distributors
- Helicopter pads
- Manufacturing and fabrication, light
- Manufacturing and fabrication, medium
- Manufacturing and fabrication, heavy
- Manufacturing and fabrication, hazardous
- Recycling centers
- Rock crushing
- Slaughterhouse or animal processing
- Storage, hazardous materials
- Storage, indoor
- Storage, outdoor
- Storage, self-service
- Storage, vehicle and equipment
- Top soil production and/or stump grinding
- Warehousing and distribution
- Wrecking yards and junk yards

**Resource Land**

- Aggregate extractions sites
- Agricultural uses
- Aquaculture practices
- Forestry
- Shellfish/fish hatcheries and processing facilities

