



SUPPLEMENTAL APPLICATION **COMMERCIAL MINOR TENANT** **IMPROVEMENT**

The purpose of issuing permits over the counter is to reduce plan review time. All permits issued over the counter are subject to field inspection with the understanding that applicants are ultimately responsible for code compliant construction practices. If you prefer to waive over the counter processing, you may elect to request a plan review by DCD prior to issuing your permit.

The minor tenant improvement permit can be used for the types of projects listed below. It also may be used if the type of work listed below is associated with a new tenant that needs a Certificate of Occupancy as long as the use/business activity qualifies per [Section 2](#).

Type of Project:

- Interior Work* (C-TENANT MINOR) Window Replacement (C-TENANT MINOR)

*Interior work under this over the counter permit is limited to:

- Replacement of sheetrock and/or insulation
- Relocation of non-load bearing walls
- Reconfiguration/addition of plumbing/mechanical fixtures.

Section 1 – General Information

Business Name/Tenant: _____

Site Address: _____

Assessor Tax Parcel Number(s): _____

Construction Bid Price: \$ _____

Is this application for a new business moving into the tenant space?

____ Yes. If yes, all of the the qualifying statements in [Section 2](#) are required to be marked True in order to qualify for this application.

____ No, the permit is for an existing business in this tenant space and has a valid Certificate of Occupancy obtained under DCD Permit # _____.

Description of Proposed Improvement(s): _____

Square Footage of the Tenant Improvement Area: _____

(If over 4,000 square feet current fire alarm requirements must be met – see Fire Alarm [Brochure #62](#) or call 360-337-5777 to contact the Kitsap County Fire Marshal’s Office with questions.)



For all areas to be remodeled please provide the following:

Story (1 st , 2 nd , Basement)	Construction Type	Square Foot Area	Use of Space	Calculated Occupant Load

Section 2 – Qualifying Information

Complete this section if the project is for a new business moving into the tenant space and needs approval for occupancy or for an existing tenant that never obtained a valid Certificate of Occupancy.

✓ if True	Qualifying Statements:
<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. Previous Business Name: _____ DCD Permit #: _____</p> <p>If the tenant space has been vacant for more than 2 years or the previous tenant did not have a current, valid certificate, a Tenant Improvement – Major permit application is required.</p>
<input type="checkbox"/> 2.	<p>There is no change of use from the previous tenant using both:</p> <p>a. Occupancy Classifications from International Building Code (IBC), Chapter 3 – See Section 7 Previous Classification _____ Example: <u>Assembly (A)</u> Proposed Classification _____ Example: <u>Assembly (A)</u></p> <p>and</p> <p>b. Uses as listed in the Zoning Use Table in Kitsap County Code, Title 17.381.040 – See Section 8 Previous Use: _____ Example: <u>Brew Pub</u> Proposed Use: _____ Example: <u>Brew Pub</u></p> <p>If there is a change of use using either the Building Code or Zoning Code, a Tenant Improvement – Major permit application is required.</p>
<input type="checkbox"/> 3.	<p>The tenant space is less than 4,000 square feet total. Square footage of total tenant space: _____</p> <p>If the tenant space is more than 4,000 square feet total, this application can be used but the permit will not be issued Over The Counter and will require additional staff review time.</p>
<input type="checkbox"/> 4.	<p>This application is not for a food service business.</p> <p>If the application is for a food service business, this application can be used but the permit will not be issued Over The Counter and will require additional staff review time.</p>



✓ if True	Qualifying Statements:
<input type="checkbox"/> 5.	Sewage Disposal & Water Supply Information is provided: Property is Served by an Onsite Septic System: <input type="checkbox"/> Submit an approved Commercial Building Clearance from Kitsap Public Health District – 1 original plus 1 copy. Contact: 360-337-5285 or visit www.kitsapcountyhealth.com for information OR Property is Served by a Public Water and Public Sewer System: Public Sewer Provider _____ Public Water Provider _____

Section 3 – Counter Complete Submittal Requirements

Use the column to the left to check off items included with your submittal.

✓	Required Submittal Items
	1. Completed Supplemental Application – 1 original plus 1 copy
	2. Mechanical/Plumbing Supplemental Application (if applicable) – 1 original plus 1 copy
	3. Floor plan or Construction Plans – 2 Copies, at least one copy shall be no larger than 11 x 17 See Section 6 for assistance.
	4. Kitsap County Public Works Department Building Site Application – only required if the property is served by Kitsap County Public Works Wastewater - 1 copy Contact: 360-337-5777 – Wastewater Division to see if a BSA is required and how to obtain <input type="checkbox"/> DCD Staff Check: Wastewater Needs Further Review <input type="checkbox"/> YES <input type="checkbox"/> NO The permit will not be issued over the counter if Wastewater Division needs further review.
	5. Identify Fire Code Permit (s) 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 Section 9 for commonly associated fire code permit types for each occupancy classification.

Section 4 - Lender Information

Lender information required if construction financing cost exceeds \$5,000.

Lender: _____

Lender's address: _____

Lender's Phone: _____ Lender's email: _____



Section 5 – 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/Business Owner:

Name: _____
Address: _____
Phone #: _____ Cell Phone #: _____
Email Address: _____

Applicant: Property Owner Business Owner Authorized Agent/Representative

Name: _____
Address: _____
Phone #: _____ Cell Phone #: _____
Email Address: _____

Contractor

Contractors or subcontractors hired to perform work are required to be registered with the Washington State Department of Labor and Industries. For more information about choosing and hiring a contractor visit <http://www.lni.wa.gov/tradeslicensing/>.

Check if this is the Authorized Agent/Representative for this project.

Name: _____ Title: _____
License Number: _____ Liability Certificate: _____
Address: _____
Work 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

Signature

Date



Section 7 – Occupancy Classifications from the International Building Code

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

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

Section 8 – 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 2.

RESIDENTIAL <ul style="list-style-type: none">• Convalescent home or congregate care facility• Hotel/motel	<ul style="list-style-type: none">• Residential care facility• Senior living development
COMMERCIAL/BUSINESS <ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Amusement centers• Carnival or circus• Club, civic or social• Golf courses• Marinas• Movie/Performance theaters, indoor• Movie/Performance theaters, outdoor	<ul style="list-style-type: none">• 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

Section 9 – 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"> • Assembly • Compressed Gases • Exhibits and Trade Shows • Open Flames and Candles 	<ul style="list-style-type: none"> • Open Flames and Torches • Pyrotechnic special effect • Hot work
(B) Business	<ul style="list-style-type: none"> • Compressed gases • Miscellaneous combustible storage • Combustible dust-producing operations • Aerosol products • Cutting/Welding 	<ul style="list-style-type: none"> • Flammable/Combustible Liquids • Hazardous Materials • Open Flames and Torches • Repair Garages • Spraying (Spray Painting)
(E) Educational	<ul style="list-style-type: none"> • Aerosol Products • Combustible dust-producing operations • Cutting/Welding • Flammable/Combustible Liquids • Hazardous Materials 	<ul style="list-style-type: none"> • Hot Work Operations • Open Flames and Torches • Repair Garages • Spraying (Spray Painting)
(F) Factory	<ul style="list-style-type: none"> • Aerosol products • Combustible dust-producing operations • Compressed Gases • Cutting/Welding • Flammable/Combustible Liquids 	<ul style="list-style-type: none"> • Hazardous Materials • High Pile Storage • Hot Work Operations • Woodworking • Miscellaneous Combustible Storage



Occupancy Classification	Fire Code Operational Permits	
(H) High Hazard	<ul style="list-style-type: none"> • Aerosol Products • Aviation Facilities • Combustible dust-producing operations • Flammable/Combustible Liquids • Compressed Gases • Cryogenic Fluids • Cutting and Welding 	<ul style="list-style-type: none"> • Explosives • Hazardous materials • HPM Facilities • Hot Work Operations • Magnesium • Pyroxylin Plastics • Refrigeration Equipment
(I) Institutional	<ul style="list-style-type: none"> • Compressed Gases 	<ul style="list-style-type: none"> • Cryogenic Fluids
(M) Mercantile	<ul style="list-style-type: none"> • Aerosol Products • Compressed Gases • Covered Mall Buildings • Flammable/Combustible Liquids 	<ul style="list-style-type: none"> • Hazardous Materials • High Pile Storage • Miscellaneous Combustible Storage
(R) Residential	<ul style="list-style-type: none"> • Bed & Breakfast/Boarding House 	
(S) Storage	<ul style="list-style-type: none"> • Aerosol Products • Aviation Facilities • Combustible Fibers • Compressed Gases • Flammable/Combustible Liquids • Hazardous Materials • High Piled Storage 	<ul style="list-style-type: none"> • Miscellaneous Combustible Storage • Repair Garages & Motor Fuel Dispensing • Scrap Tires & Tire By-Products • Wood Products
(U) Utilities	<ul style="list-style-type: none"> • Flammable/Combustible Liquids 	

