



SUPPLEMENTAL APPLICATION COMMERCIAL CONSTRUCTION NEW or ADDITION

All fields must be filled out prior to submitting the application. Incomplete applications will not be accepted. Kitsap County Code is available online at <http://www.codepublishing.com/wa/kitsapcounty/>

Applicant Name: _____ Assessor Tax Parcel #: _____

Business/Tenant Name: _____

Address you are currently using for the project site (if any): _____

Section 1 – General Information

New Construction

Addition/Expansion of Building Envelope

Example: Main Floor: 1,468 sq. ft., Use: A-3 Assembly, Restaurant, Construction Type: V-B

Main Floor:	sq. ft.	Use:	Construction Type:
Second Floor:	sq. ft.	Use:	Construction Type:
Third Floor:	sq. ft.	Use:	Construction Type:
Basement:	sq. ft.	Use:	Construction Type:
Other:	sq. ft.	Use:	Construction Type:

List Existing Buildings on Property: _____

Construction Bid: \$ _____ Mechanical Bid: \$ _____ Plumbing Bid: \$ _____

Section 2 – Uses

Occupancy Use

Occupancy Uses are found on the International Building Code (IBC) Chapter 3.

Proposed Use: _____

Zoning Use (See Kitsap County Code Title 17.381.040)

To determine the zoning for a property locate the zoning designation on the County's [Parcel Locator](#), select *Details*, and then select *Assessor Data*. Use the zoning designation to select the proposed use from the [Use Table in KCC 17.410.040](#).

Proposed Use: _____

Identify the Use Table Designation: P ACUP C --



Section 3– Mechanical Fixture Information

Contractor Name: _____

Phone: _____

License No: _____

Exp. Date: _____

Primary Fuel Source:

Electric

Oil

Natural Gas

Propane*

Quantity	Fixture Type
	Air Handling Unit < 10,000 CFM
	Air Handling Unit > 10,000 CFM
	Class 1 Hood and Duct System
	Class 2 Hood and Duct System
	Compressor
	Ducting Change without new Furnace
	Fan – Bath and/or Exhaust
	Furnace & Ducting
	Furnace and Ducting Greater than 100k BTU
	Gas Outlets

Quantity	Fixture Type
	Gas Pipe System
	Make Up Air
	Mechanical Equipment
	Mechanical Pumps
	Radiant Heater
	Rooftop HVAC Unit <input type="checkbox"/> Non Replacement <input type="checkbox"/> Replacement
	Unit Heat
	Water Heater Gas
	Other:
	Other:

*Propane is prohibited in hazardous locations such as basements or pits or anywhere “heavier-than-air” gas can unsafely collect.
 *Propane tanks over 125 gallons require a minimum setback of 10 ft. from property line and buildings, and a site plan must be submitted with the application showing the setbacks. If propane tank is over 500 gallons, a site plan is required to accompany this application, and a separate Fire Code Permit is also required.

Section 4 – Plumbing Fixture Information

Contractor Name: _____

Phone: _____

License No: _____

Exp. Date: _____

Quantity	Fixture Type
	Drainage Pipe or Vent Pipe Repair or Alteration
	Backflow Prevention device = < 2”
	Backflow Prevention device = > 2”
	Clothes Washing Machine
	Dish Washer
	Drinking Fountain
	Floor Drain, Commercial
	Floor Sink and/or Indirect Waste
	Hose Bib
	Inter - Grease
	Inter - Industrial
	Other:

Quantity	Fixture Type
	Lawn Sprinkler System with Backflow Prevention
	Medical Gas: add outlets
	Medical Gas
	Misc. Plumbing
	Roof Drain
	Shampoo Sink w/interceptor
	Sink (Lav, Kitchen, Mop, Bar)
	Toilet
	Tub and/or Shower
	Water Closet and/or Urinal
	Water Heater
	Water Pipe Repair Change
	Other:

Section 5 – Road Approach Information

Approach Type:

New

Existing

Improved

Temporary

Number of residences to be served by approach: _____

Driveway/Approaches on (Road Name): _____



Nearest Crossroad: _____

Approach Material:

- Asphalt Concrete
- 6" Cement Concrete (Form Inspection Required prior to pour)
- 4" CSTC when county road is gravel

Information Regarding Accessing Via an Unmaintained Right-of-Way

If access to your building site crosses an unmaintained county road, a covenant is required per Kitsap County Code Chapter 11.36.060(3). The covenant must be reviewed by the Department of Community Development and recorded, prior to finaling your Building Permit. If your Road Approach requires a covenant you will be notified during the Building Permit review process.

Section 6 – Lender Information or Bonding Agency

Required if construction costs exceed \$5,000.

Lender Name or Bonding Agency: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone #: _____

Section 7 – Project Information

Narrative/Description (attach additional information if necessary, using header “Project Narrative/Description – Continued”): _____

Commercial Design Standards

Is there 50% or more increase in the assessed value of the building? Yes No

*If yes, is the property located in [Keyport](#), [Kingston](#), [Bethel Corridor](#), [Manchester](#), or [Silverdale](#) and does it require consistency with commercial design district standards?

- Yes
- No
- Unsure – If unsure, contact DCD for more information

If yes, please submit “Attachment A” using header “Design District Standards Consistency” explaining how your project meets the design standards requirements.

Section 8 – Other Permits/Approvals

Does this project comply with conditions of any land use decisions?

Land use approval received? Yes No N/A or Permitted Use

Type of Permit: To locate associated permits go the County’s [Parcel Locator](#), enter the address or parcel number select *Details*, and then select *Permit Data*.

<input type="checkbox"/> CUP #	<input type="checkbox"/> ACUP #	<input type="checkbox"/> SSDP #
<input type="checkbox"/> Large Lot #	<input type="checkbox"/> Short Subdivision #	<input type="checkbox"/> Variance #
<input type="checkbox"/> Subdivision #	<input type="checkbox"/> Binding Site Plan #	<input type="checkbox"/> Other #
<input type="checkbox"/> SDAP #		

