



SUPPLEMENTAL APPLICATION TENANT IMPROVEMENT – MAJOR COMMERCIAL

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

Change of Tenant, Use or Business
Occupancy

No Change of Tenant, Use or Business
Occupancy

1. Previous tenant name: _____

Previous type of business (describe the business activities): _____

2. How long has the space been vacant? _____

3. Square Footage of Total Tenant Space: _____

(If over 4,000 square feet current fire alarm requirements must be met – see [FCPC – Fire Alarm Application](#))

4. Existing Buildings on Property: _____

5. Are any changes to the site (footprint of building, parking, driveway, landscaping, stormwater facilities, etc.) proposed with this project?

Yes* No

*If yes, all proposed changes must be included on the site plan and in the Project Information on page 2 of this form.

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



Section 2 – Uses

Skip this section if No Change of Tenant, Use, or Business Occupancy is checked under Section 1.

A. Occupancy Classifications from the International Building Code (IBC) Chapter 3 – [See Section 6.](#)

Previous Classification: _____ Example: Assembly (A)

Proposed Classification: _____ Example: Business (B)

B. Uses as listed in the Zoning Use Table in Kitsap County Code Title 17.410.040 – [See Section 7.](#)

Previous Use: _____ Example: Brew Pub

Proposed Use: _____ Example: General Office less than 4,000 sq. ft.

Present Zoning: _____

Zoning Use Table is available online at <http://www.codepublishing.com/WA/kitsapcounty/> or at DCD’s Check-In Desk. Identify the designation from the Zoning Use Table:

- P – Permitted in the Zone and No Land Use Permit Required
- ACUP – Permitted in the Zone with an approved Administrative Conditional Use Permit
- C – Permitted in the Zone with an approved Conditional Use Permit Required
- – Prohibited in the Zone

Section 3 – Lender Information or Bonding Agency

Required if construction costs exceed \$5,000.

Lender Name or Bonding Agency: _____ Address: _____

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

Section 4 – Project Information

Project narrative / description to include: scope of work, written description of any proposed business activity; including type of sales, plans for restroom usage, type of products, or food service activity, as applicable (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.



Landscaping Information

Properties shall demonstrate a minimum of 15% of the total site landscaped to the standards set forth in [Kitsap County Code Chapter 17.500](#).

Total square feet of subject property: _____

Total square feet landscaped or retained in native vegetation: _____

Section 5 – 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 Locater](#), 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 #		

Section 6 – Occupancy Classifications from the International Building Code

Select an Occupancy Classification from this list and enter in Section 2 (A).

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



Occupancy Classification	Examples
	<ul style="list-style-type: none"> • 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 7 – Uses as listed in the Zoning Use Table (Kitsap County Code Title 17.410.040)

Select a bulleted use from this list for the previous and proposed tenant and enter in Section 2 (B).

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"> • Accessory Use or Structure • 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 – 	<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

<ul style="list-style-type: none"> 4,000 to 9,999 s.f. General office and management services – 10,000 s.f. or greater 	<ul style="list-style-type: none"> Transportation terminals Veterinary clinics/Animal hospitals
<p>RECREATIONAL/CULTURAL</p> <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
<p>INSTITUTIONAL</p> <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
<p>Resource Land</p> <ul style="list-style-type: none"> Aggregate extractions sites Agricultural uses Aquaculture practices 	<ul style="list-style-type: none"> Forestry Shellfish/fish hatcheries and processing facilities

