



SUPPLEMENTAL APPLICATION DEMOLITION PERMIT

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.

- ✓ Demolition of any structure requires the applicant to notify the Puget Sound Clean Air Agency at (206) 343-8800 ex. 0 or at www.pscleanair.org prior to commencement of any work.

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



Use the column to the left to check off items included with this application.

✓	Required Submittal Items
	Site Plan - 1 Copy - no larger than 11 x 17 (See Section 5)
	For Mobile/Manufactured Homes Only:
	<input type="checkbox"/> Kitsap County Treasurer's Office Mobile Home Information and Treasurer's Certificate (also known as a half sheet) - 1 copy
	<input type="checkbox"/> Year, make & model _____
	<input type="checkbox"/> Vehicle Identification Number (VIN) _____
	<input type="checkbox"/> Reinstate Title, if applicable
	Sewer Disconnection (or plug) letter or permit from the sewer service provider - 1 copy
	If applicant is different than owner, written authorization from property owner to demolish structure

Section 1 – General Information

Type of structure to be demolished:

- Residence Garage Shed Commercial Other

What existing buildings will remain: _____

Is there any water on or adjacent to the property?

- NO ___ YES ___ Saltwater Creek Pond/Wetland Lake Other

Sanitary sewer disposal method: Onsite septic Public sewer – Provider: _____

Section 2 - Property Information

Site Address: _____

Assessor Tax Parcel Number(s): _____

Present Zoning: _____

Present Use of Property: _____



Section 3 - Lender Information

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

Lender: _____

Lender's address: _____

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

Section 4 – 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: _____

Applicant:

Owner Applicant (other than owner) Authorized Agent/Representative

Name: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Email Address: _____

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

Contractor

Washington State allows homeowners to be their own general contractor. However, when choosing a contractor or subcontractor to perform work they 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 also affirm that I am the owner of the subject site. Further, as owner, 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 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 (Owner)

Signature (Owner)

Date



Section 5 - Site Plan

You may submit your own site plan or draw it on this template. Site plans must include (at a minimum) the following:

- ✓ Property Lines
- ✓ All existing structures and structures to be demolished
- ✓ Location of septic components (main field, reserve field and tanks) and infiltration pits (if applicable)

Scale: 1 square = 5 feet (1" = 20')

