



BROCHURE # 40

DO I NEED A BUILDING PERMIT?

OVERVIEW

The Kitsap County Building & Fire Code states that you must have a separate building permit for each building before you can erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish any building or structure. You also must have a building permit to occupy an existing commercial structure that had a Certificate of Occupancy issued to a previous business or tenant.



PERMIT NOT REQUIRED

A building permit is NOT required for some projects. However you must obtain separate plumbing, electrical and mechanical permits unless the items are otherwise exempted. A project may be exempt from requiring a permit; however it still must conform to building code requirements, zoning setbacks, critical areas, shorelines management or any other Kitsap County regulations.

- Residential single-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet.
- Commercial single-story detached accessory structures used as tool and storage sheds, and similar uses, provided the floor area does not exceed 120 square feet.
- Non-shoreline, upland retaining walls that are not over 4' high measured from the bottom of the footing to the top of the wall, unless supporting a surcharge (such as a road, building or tank), or any type of combustible or flammable liquid.
- Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.

- Non-covered platforms, sidewalks and driveways not more than 18" above grade on waterfront properties or 30" above grade on non-waterfront properties, and not over any basement or story below.
- Decks that are not attached to buildings or less than 30" high or less than 200 sf.

- Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
- Prefabricated swimming pools that are less than 24 inches deep.
- Swings and other playground equipment.
- Fences not over 7' high.
- Window awnings supported by an exterior wall which do not project more than 54 inches from the exterior wall and do not require additional support.
- Repair or maintenance of roofing, or flashing of a single-family residence or associated accessory buildings, provided that no structural work is being done and that no more than 2,100 square feet of roofing materials are being replaced.
- Temporary motion picture, television and theater stage sets and scenery.
- Moveable cases, counters and partitions not over 5'9" high.

APPLY FOR A PERMIT

Review the available forms, brochures, and submittal documents on the Kitsap County website at www.kitsapgov.com/dcd/forms

Some projects qualify for the Over the Counter process. Take a look at the [Brochure # 2- Over the Counter Permits](#).



EXAMPLES OF PROJECTS THAT DO REQUIRE A BUILDING PERMIT

- All new buildings (residential or commercial)
- All additions (residential or commercial)
- Residential storage buildings over 200 sf.
- Commercial storage buildings over 120 sf.
- Fences over 7' high
- Retaining walls over 4' tall or supporting structures
- Above-ground swimming pools over 24" deep
- All in-ground swimming pools
- Shoreline bulkheads
- Boat houses
- All building demolitions
- Windows (new or replacement)
- Siding
- Covered Porches (includes Manufactured Homes)
- Moving a building
- Temporary buildings
- All structural remodeling-Interior & Exterior
- Insulation and Sheetrock/Wallboard Installation
- Decks – see exceptions above
- Door or Window Replacement with Wall Fill-In
- Residential re-roofing over 2,100 sf.
- All commercial re-roofing
- All commercial remodeling (Tenant Improvement)
- Commercial occupancy of an existing building
- Commercial storage rack systems over 5'9" tall
- Temporary Commercial Business – Tent/Structure
- Plumbing work (except for stoppage of leaks)
- Mechanical work (except repairs of appliances)

