



BROCHURE # 2 **OVER THE COUNTER PERMITS** **(OTC)**



OVERVIEW

The purpose of issuing permits over the counter (OTC) is to reduce plan review time. The OTC process is not for new construction or major improvements. Packets explaining common code requirements accompany most OTC applications, shown below.

BEFORE YOU APPLY

If you choose to use a contractor for your project, it is the Washington State law to hire registered contractors. To verify your contractor's information, contact the Washington State Department of Labor and Industries (phone: (360)415-4000; website: www.LNI.wa.gov).

Electrical work requires a separate permit from the Washington State Department of Labor and Industries

WHICH TYPES OF PROJECTS QUALIFY FOR OTC PERMITTING?

Please note, Shoreline or properties with or adjacent critical areas such as streams, slopes or wetlands do not qualify for over the counter permit processing and will need to be reviewed by DCD specialists. The following projects typically qualify for OTC permitting:

OTC Residential Projects

- **Decks** – [Residential Decks](#). Shoreline decks, over 10' in height, and covered decks do not qualify for OTC issuance
- **Demolition Work**—[Demolition Application](#)
- **Emergency Repair Work**— [Residential Emergency Repair Packet](#)
- **Fence** –[Fence Application Packet](#)
- **Mechanical and/or Plumbing**- [Residential Mechanical Plumbing Packet](#)
- **Minor Remodel**-- [Residential Minor Remodel Packet](#) for the following projects:
 - Re-roof
 - Re-Siding
 - Window Replacement
 - Interior Work (See Supplemental Application)

If your project is not listed above, please use [Major Remodel Checklist](#), which provides necessary submittal items for your project.

OTC Commercial Projects

- **Certificate of Occupancy Revision**— [CO Revision Application](#)
- **Demolition Work**—[Demolition Application](#)
- **Emergency Repair Work**—[Emergency Repair Work Packet](#)
- **Fence** – [Fence Application Packet](#)
- **Mechanical and/or Plumbing** not associated with new construction or major tenant improvement [Commerical Mechanical Plumbing Application](#)
- **Temporary Mobile Business**—[Temporary Mobile Business Application](#) (if on Kitsap County Sewer, will need a BSA)
- **Minor Tenant Improvement**—
- [Minor Tenant Improvement Packet](#) (no change of use):
 - Re-roof
 - Re-Siding
 - Window Replacement
 - Interior Work (See Supplemental Application)

INSPECTIONS

- DCD inspectors may conduct one or more visits to the construction site to inspect all work that has been done and make sure it complies with building code requirements.
- The first preliminary inspection for most OTC permits will be to evaluate any areas where the codes are not met, then discuss with applicant.
- Through the process, the inspector may require other inspections

To request an inspection, or if you have questions call (360) 337-5777, email help@kitsap1.com.