



# **BROCHURE # 16** **REVISED CERTIFICATE OF OCCUPANCY**



## **What is a Certificate of Occupancy?**

A Certificate of Occupancy (CO) is a document that is issued after completion and approval of all building and fire inspections. The CO contains the building permit number, property address, name and address of the owner or business, description of the portion of the building for which it is issued, the occupancy classification of the building, and its allowable use.

## **What is a Revised Certificate of Occupancy?**

Revised Certificate of Occupancy is when there is an existing space or building that currently has a CO, you are not changing the structure or use, and the space has been continuously occupied. In addition all eight of statements have to be true:

1. Less than 4,000 square feet of occupancy space. (The space/building you want to move into is less than 4,000 square feet)
2. No change in use. (For example, the previous business was a book store and your business is a book store or the previous business was

an “B” occupancy and your business is a “B” occupancy)

3. No change in parking requirements.
4. No change in access. ( You are not changing how you access the property)
5. No change of mechanical appliances or plumbing fixtures.
6. No change to lighting.
7. No change to the structure or of the building/tenant space. (There will not be any construction work done)
8. No increase in water use and wastewater **OR** the property is served by a water and sewer system shown below.



<b>WATER COMPANY NAME</b>	<b>PHONE</b>
Annapolis Water District	360-876-2545
City of Bremerton	360-478-5315
Erland Point Water Co.	360-308-8734
Keyport Water System	360-779-9163
Manchester Water District	360-871-0500
North Peninsula Water District	360-779-9163
North Perry Ave. Water District	360-373-9508
City of Poulsbo	360-779-4078
Silverdale Water District #18	360-447-3500
Suquamish Water System	360-779-9163
Vinland View Water District	360-779-9163

<b>SEWER COMPANY NAME</b>	<b>PHONE</b>
City of Bremerton	360-478-2325
City of Port Orchard	360-876-4991
City of Poulsbo	360-779-4078
Bainbridge Island Public Works	206-842-2016
Karcher Creek Sewer District	360-871-6861
Kitsap County Public Works	360-337-5777
Kitsap County Sewer District #7	206-780-1348
Olympic Resource Management	360-697-6626
Port Gamble/S'Kallam Tribe	360-297-2646

To revise an existing CO, you must submit a permit application and a detailed floor plan identifying the following items:

- Arrangement of all rooms and partitions;
- Label what each room with the used;
- Location and dimensions of existing cabinets, racks, aisles, exit paths, windows and doors;
- The direction of door swings and all door hardware;
- All existing plumbing fixtures, mechanical equipment, mechanical rooms, and storage areas.

## Other Permits May Be Required

Additional permits may be required:

- Fire Code Permit - This may be required depending on your business operation. Fire code permits are not transferrable from business owner to business owner
- Sign Permit

For the fee of a Revised CO, see the current DCD Fee Schedule at [www.kitsapgov.com/dcd](http://www.kitsapgov.com/dcd). Applications may be obtained from DCD or from the county website.