



BROCHURE # 10

TENANT IMPROVEMENT



What is a Tenant Improvement Permit?

A Tenant Improvement (TI) Permit is a Building Permit required for the completion or remodel/alteration of a space within an existing building. It is also required when you change the use of the building or space. There are two types of tenant improvement permits Minor and Major.

What is a Change of Use?

A change of use is when you change the business operation that was previously there. For instance your business is a clothing department store (classified as Mercantile "M" occupancy) and the previous business was a bank (classified as business "B" occupancy).

What is a Minor Tenant Improvement Permit?

A Minor TI is used when there is limited work being done to the building or space that you are occupying, the building or space is less than 4,000 square feet, and there is **no** change of use. Limited work would consist of:

- Re-Roof
- Re-Siding
- Window Replacement
- Interior Work (limited to replacement of sheetrock and/or insulation, relocation non-load bearing walls and reconfiguration or addition of plumbing/mechanical fixtures)

Minor TI's can be processed in two ways:

1. As an Over the Counter Permit (OTC). This process accepts the standard conditions and requires a meeting with an inspector to review your project after the permit is issued.
2. Waive the OTC process and elect for your permit to be reviewed through the normal process.

See [Brochure #2 and the Minor Tenant Improvement OTC application.](#)

What is a Major Tenant Improvement Permit?

A Major TI is used when you don't meet the Minor TI requirements or are adding onto a building. There maybe requirements that goes beyond the scope of this bulletin.

Changing the use may require changes to the number of parking spaces that are required and changes to the building to meet additional building and fire code requirements.

If you are a new tenant, check to see if the use you are proposing is allowed in the zone. See [Kitsap County Code Title 17.381.010 table 17.381.040\(B\)](#). For more information, call DCD Planner of the Day at 360-337-5777.

If any food service preparation or sale is involved, check with the Health District for additional requirements at 360-337-5285.

Other Permits May Be Required

Additional permits required may include:

- Mechanical Permit
- Plumbing Permit
- Installation or revision of a fire sprinkler system
- Installation or revision of a fire alarm system
- Fire Code Construction or Operational Permit (required based on what you are doing or using in your business)
- Commercial kitchen hood/fire suppression system are typically required in food service uses
- Sign Permit
- Electrical Permit from Washington State Department of Labor and Industries
- Storage racks that exceed 5'9" high.

Building Permit Process

Plans Examiners review your plans, except for OTC permits, to ensure your project meets current code. If the plans are incomplete or incorrect, the plans examiner requests additional or corrected information. Planners review your site plan, setbacks, land use conditions, and environmental impacts for compliance with zoning and critical area codes and ordinances.

Once the plans are approved, the permit will be approved for issuance. Upon payment of the permit fees, the permit will be issued and construction may begin.

Inspectors visit the construction site to make sure that it complies with Kitsap County code requirements. To request an inspection go to www.kitsapgov.com/dcd and click the inspections link in the left pane.

Once the building and fire inspections have been completed and approved, a Certificate of Occupancy is issued.

What is a Certificate of Occupancy?

A Certificate of Occupancy (CO) is a document that is issued after building and fire inspectors inspect the building and verify that no violations of the building or fire codes or any other Kitsap County ordinance have been identified. 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.

See the current DCD Fee Schedule at www.kitsapgov.com/dcd. Applications may be obtained from DCD or from the county website.