



# **BROCHURE # 7**

## **YOUR PERMIT IS ISSUED**



Now that your building permit has been issued, here are some tips to help make sure your project is a success:

### **1. Permit Card and Site Plans Readily Available On site**

The building permit card needs to be readily available and in good condition, please make sure if you post it, it needs to be protected from weather. Remember, this permit card must last as long as your project. The “APPROVED” set of “DEV COPY” construction plans, engineering calculations and the site plan must be available on site for inspectors to refer to. The documents must be protected, not taken apart or altered any way, but maintained in the same condition as when issued. If the plans are illegible, or missing, the inspector will not approve your inspection. An hourly re-inspection fee will be charged, and you will need to contact Department of Community Development (DCD) to arrange for a replacement set at your cost before any further inspections can be performed. Remember, it is your responsibility to keep these protected and easily available for the inspection.

### **2. Address Clearly Posted**

If we can't find your project, we can't inspect or approve the work. In addition, you want to make sure that emergency responders can also find your work site.

### **3. Build According to the Plans**

Ensure that the project is constructed in full accordance with the “APPROVED” plans. This is the single most common cause of inspection disapprovals, subsequent delays and further expense, but can be avoided. If during the course of the project changes are necessary, the building permit and plans must be revised and submitted to DCD for review and approval prior to implementing such change. If an inspector finds that the project is not in accordance with the approved plans, the inspector may not approve

your inspection, and an hourly re-inspection fee will be charged.

### **4. Scheduling your inspection:**

The required inspections have been indicated on your building permit placard, as well as the printed building permit that you signed. When you are confident that you are ready for a required inspection, visit [www.kitsapgov.com/dcd](http://www.kitsapgov.com/dcd) and go to the Online Permit Center

or Call: 360-337-5777 and ask to schedule an inspection. Inspections are for the next available business day. (Exception: “FINAL” inspections require two business days)

### **5. Permit Expiration**

Building permits expire 365 days after the last approved DCD inspection was performed. Having required inspections performed identifies on-going activity and automatically extends the permit expiration out another 365 days.

If you are not ready for an inspection within 365 days of issuance, and your permit has not yet expired, a written extension request may be sent to DCD requesting up to 180 day extension.

Extension requests must include the specific circumstances that have prevented the work from progressing. Please see [Permit Expiration Brochure](#) for more information.

### **6. Inspection Ready**

Your project needs to be completely ready when you request an inspection. Inspectors' responsibility is not to create a “punch-list” of what is left to be done. The inspectors have a very limited time set aside to perform the inspection of your project, and they must quickly move on to the next scheduled site. If an inspector finds numerous non-compliant issues, the inspector will not approve your inspection, and an hourly re-inspection fee will be charged.



## 7. Final Inspection Required

All building permits require a final inspection prior to being used or occupied regardless of the size of the project, or whether or not it is new work, a remodel, addition, or repair.

The Certificate of Occupancy will not be issued until all required inspections have been performed and approved, and any associated permits such as SDAP, fire sprinkler, fire alarm, road approach, etc. have been completed and finalized.

In addition, any “deferred” impact fees must be paid prior to the issuance of the Certificate of Occupancy.

Some projects may be exempted from the certificate of occupancy requirement, such as fences or small accessory structures. These projects still require a final inspection to complete the permit.

It is a civil infraction to occupy a building without obtaining a valid Certificate of Occupancy, or to otherwise violate the provisions of the Kitsap County Building & Fire Code. If a project is abandoned, or a building permit expires without completion, DCD may initiate code compliance actions and/or file a notice to title with the Kitsap County Auditor’s office identifying that the property is not in compliance with current codes, which could negatively affect future sales or refinancing efforts.

## 8. Builder’s Responsibilities

As the builder or person responsible for the project, compliance with the adopted codes is your responsibility. There is a common misconception that county inspectors should identify “all” code violations, the reality is that the county implements a general permitting and inspection program for code compliance, but is not a “quality assurance” agency. Much like a sheriff’s department can’t identify and write citations to each and every person who drives too fast, or “creeps” past a stop sign; a building inspector does not have an opportunity to look at each and every detail in a structure. Each inspection is essentially a “spot-check” for code compliance. Likewise, on a follow-up inspection additional violations that may have previously been overlooked could be identified, though every effort is made to avoid such instances.

Please remember, if an inspector does not identify a particular problem, does not mean that the problem does not exist, or does not need to be corrected. Ultimately, when you sell or transfer this project, you will remain the person responsible to ensure that it is code compliant. Again, it is your responsibility to pursue construction, monitor timeframes, request inspections, and complete the project in accordance with the approved plans, permit conditions, and applicable codes.

### Need Help?

Staff at DCD want to help ensure that your project is successful, safe, and code compliant. If you have questions regarding your project, where to purchase copies of particular codes, or want help understanding certain code requirements, please contact us via e-mail at: [help@kitsap1.com](mailto:help@kitsap1.com) or call us at 360-337-5777.

