



SUPPORTING DOCUMENT COMMERCIAL EMERGENCY REPAIR

Instructions for Over the Counter Permit Application

The purpose of issuing permits over the counter is to reduce plan review time. All permits issued over the counter are subject to field inspection with the understanding that applicants are ultimately responsible for code compliant construction practices. General inquiries regarding specific code questions may be made at anytime; however the applicant assumes the responsibility to correct all code deficiencies regardless of conditions. If you prefer to waive over the counter processing, you may elect to request a plan review by DCD prior to issuing your permit.

The illustrations and information in this supporting document are intended to explain the common codes which can apply to your project. At your first inspection, the inspector will discuss your project and detail additional code items which will need to be addressed with your project.

Before You Apply for Your Project

- ✓ If you hire someone to perform the work, they must be a registered contractor—it's the law in Washington State. 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 (phone: (360)415-4000; website: www.LNI.wa.gov).

Fees are due at the time of submittal. [See Current Fee Schedule.](#)

Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to Kitsap County Dept of Community Development
- Electronic Checks
- Credit Cards: MasterCard, Discover, American Express or VISA



Section 1 – Counter Complete Submittal Requirements

Use the column to the left to check off items included with your submittal.

✓	Required Submittal Items
	1. Completed Supplemental Application – 1 Original plus 2 Copies
	2. Mechanical/Plumbing Supplemental Application (if applicable – 2 Copies)
	3. Detailed Scope of Work - 3 Copies
	4. Floor plan* – 2 Copies no larger than 11 x 17 (See Section 4)
	5. Photos of damaged areas

Section 2 – Inspections

Inspectors visit the construction site during the project to make sure that it complies with building code requirements. The inspector may conduct one or more inspections during one visit if they can observe all work done. Additionally, the inspector may make or require other inspections to ascertain compliance with the provisions of the code.





Section 5 – General Code Provisions

The following are common code requirements which apply to commercial projects. This information is intended to provide basic, helpful information only and shall not be construed as an all-inclusive list of code requirements.

Basic Requirements

1. **APPROVED PLANS:** IBC 107.3.1. The building permit, inspection card, and 1 set of approved construction documents must remain on the job site at all times until the completion of the project.
2. **PREMISES IDENTIFICATION:** Kitsap County Code 16.60. Approved numbers or address shall be posted for all new and existing buildings in such a position, facing the way of travel, as to be plainly visible and legible from the street or road fronting the property. If the numerical designation of the building is not clearly visible from a named way of travel, the numerical designation shall also be displayed near the main entrance to the property and the driveway entrance upon which the building is situated.
3. **FIRE PROTECTION EQUIPMENT:** IFC Section 901. Fire detection, alarm and extinguishing systems shall be inspected, tested and maintained in an operative condition at all times, and shall be replaced or repaired where defective.

General Floor Plan Requirements

4. **ROOM IDENTIFICATION:** IBC 107. Each room and its intended use must be clearly shown.
5. **DOORS & EXITS:** IBC 1015. Clearly show exit door and exit access. At least one egress door shall be provided, additional exit are required if your occupancy load is more than 49. The egress door shall be pivoted or side-hinged, with a minimum clear width of 32" when measured between the face of the door and the stop (usually a 36" door) and clear height of 80". Occupant load of 50 or more the door shall swing in the path of travel, and that can be opened without the use of a key, tool or special knowledge.
6. **EXIT SIGNS:** IBC 1011. Exit signs are required for occupancy with more than one exit. An exit sign is not required over the main exit that is obviously and clearly identifiable as an exit. Exit signs are required to be internally or externally illuminated with backup power of 90 minutes.
7. **MEAN OF EGRESS ILLUMINATION:** IBC 1006. The means of egress including exit discharge shall

be illuminated at all times the building is occupied. For buildings requiring two exits an emergency electrical system in case of loss of power is required.

8. **FIRE EXTINGUISHERS:** IFC 906. A minimum 2A:10B:C fire extinguisher is required every 75 feet traveling distance any direction. Fire extinguisher shall be installed where the top is not higher than 5 feet above the ground. For special uses additional or larger size fire extinguishers may be required.
9. **COMBUSTIBLE STORAGE:** IFC 315.3.1. Storage shall be maintained two feet or more below the ceiling in nonsprinklered areas of buildings or a minimum of 18 inches below sprinkler head deflectors in sprinklered areas of buildings. Storage in attic, under-floor and concealed spaces shall be in a one hour fire resistance rated construction, unless building is sprinklered.
10. **STORAGE RACKS:** IBC 105.2. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches in height are not required to have an additional permit. However, if over that height a racking permit is required showing anchoring. If 8 feet or more, engineered plans are required.
11. **FIXTURE CONTROLS AND DOOR HARDWARE:** Handles, pulls, latches, locks and other operational devices on doors and fixtures shall have a lever or other implement that will permit the device to be operated by wrist or arm pressure and does not require tight grasping, pinching or twisting to operate. Door hardware shall be mounted not less than 36" and not more than 48" above the floor.
12. **ACCESSIBLE RESTROOMS:** An accessible restroom must provide wheelchair access to all fixtures, and allow a wheelchair to turn full circle (not less than 60" in diameter). Doors in any position may not encroach into this space by more than 12". The clear floor spaces at fixtures, the accessible route of travel, and the unobstructed floor space may overlap. Properly utilized, the required clearance under fixtures can be included

in the unobstructed floor space, thus reducing room size.

