



# **SUPPORTING DOCUMENT** **COMMERCIAL MINOR TENANT** **IMPROVEMENT**

## **Instructions for Over the Counter Permit Application**

The purpose behind 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.

## **Section 1 - 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](http://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](http://www.LNI.wa.gov)).
- ✓ Businesses selling or handling food products may require a new or revised food handling permit from Kitsap Public Health District. (360) 337-5285
- ✓ Each new sign requires a separate permit and is a separate permit application. Please note: Sign permits are not issued over the counter.

## **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 3 – Fire Code Permits**

Fire Code Permits are not transferrable and any change in occupancy, operation, tenancy or ownership shall require that a new permit be issued. The following Fire Code Permits may be required for your occupancy and are processed separately. You will not receive your final inspection until the following permits (as applicable) have been issued. For more information about Fire Code Permits see [Brochure # 66](#).

Check all that apply:

- |  |  |
|--|--|
| <input type="checkbox"/> Aerosol Products (FCPO-AEROS)   | <input type="checkbox"/> Liquid/gas Fueled Vehicles or Equipment (FCPO-LPFV)   |
| <input type="checkbox"/> Amusement Buildings (FCPO-AMUSE)  | <input type="checkbox"/> LP Gas (FCPO-LPGAS)                                   |
| <input type="checkbox"/> Aviation Facilities (FCPO-AVIAT)  | <input type="checkbox"/> Lumber Yards & Woodworking (FCPO-LMBE)                |
| <input type="checkbox"/> Battery Systems (FCPO-BATT)   | <input type="checkbox"/> Magnesium (FCPO-MAG)                                  |
| <input type="checkbox"/> Bed & Breakfast (FCPO-BB)   | <input type="checkbox"/> Miscellaneous Combustible Storage (FCPO-MCSTO)        |
| <input type="checkbox"/> Carnival/Fair (FCPO-CFAIR)  | <input type="checkbox"/> Open Flame/Candles (FCPO-OPFL2)                       |
| <input type="checkbox"/> Cellulose Nitrate Film (FCPO-CELL)  | <input type="checkbox"/> Open Flame/Torches (FCPO-OPFL1)                       |
| <input type="checkbox"/> COMBO (FCPO-COMBO) For businesses with more than one operational classification. All supporting documents for each of the operations shall be submitted | <input type="checkbox"/> Organic Coatings (FCPO-ORGAN)                         |
| <input type="checkbox"/> Combustible Dust Producing (FCPO-CDUST)   | <input type="checkbox"/> Places of Assembly (FCPO-ASSY)                        |
| <input type="checkbox"/> Combustible Fibers (FCPO-CFIBR)   | <input type="checkbox"/> Pyrotechnic Special Effects Material (FCPO-PYROT)     |
| <input type="checkbox"/> Compressed Gases (FCPO-CGAS)  | <input type="checkbox"/> Pyroxylin Plastics (FCPO-PYROX)                       |
| <input type="checkbox"/> Compressed Gases (FCPO-CGAS)  | <input type="checkbox"/> Refrigeration Equipment (FCPO-REFRI)                  |
| <input type="checkbox"/> Cryogenic Fluids (FCPO-CRYO)  | <input type="checkbox"/> Repair Garages (FCPO-REPAI)                           |
| <input type="checkbox"/> Cutting & Welding (FCPO-CW)   | <input type="checkbox"/> Rooftop Heliports (FCPO-RHELI)                        |
| <input type="checkbox"/> Dry Cleaning (FCPO-DRYCL)   | <input type="checkbox"/> Spray Operations (FCPO-SPRAY)                         |
| <input type="checkbox"/> Exhibits/Trade Show (FCPO-EXHIB)  | <input type="checkbox"/> Storage of scrap tires & tire byproducts (FCPO-TIRES) |
| <input type="checkbox"/> Explosives (FCPO-EXPLO)   | <input type="checkbox"/> Temp Tent/Canopy (FCPO-TENT)                          |
| <input type="checkbox"/> Fire Hydrants (FCPO-PFHYD)  | <input type="checkbox"/> Tire Rebuilding Plants (FCPO-TIRER)                   |
| <input type="checkbox"/> Fireworks Display (FCPO-FWDI)   | <input type="checkbox"/> Waste Handling (FCPO-WASTE)                           |
| <input type="checkbox"/> Fireworks Stand (FCPO-FWST)   | <input type="checkbox"/> Wood Products (FCPO-WOOD)                             |
| <input type="checkbox"/> Fireworks Tent (FCPO-FWTE)  | <input type="checkbox"/> Compressed Gases (FCPC-CGAS)                          |
| <input type="checkbox"/> Flammable/Combust Liquids (FCPO-FCLIQ)  | <input type="checkbox"/> Fire Alarm (FCPC-FA)                                  |
| <input type="checkbox"/> Floor Finishing (FCPO-FLOOR)  | <input type="checkbox"/> Fire Hydrants (FCPC-PFHYD)                            |
| <input type="checkbox"/> Fruit & Crop Ripening (FCPO-FRUIT)  | <input type="checkbox"/> Fire Pump & Equip (FCPC-FPUMP)                        |
| <input type="checkbox"/> Fumigation & thermal insecticidal fogging (FCPO-FUMIG)  | <input type="checkbox"/> Hazardous Materials (FCPC-HAZMT)                      |
| <input type="checkbox"/> Hazardous Materials (FCPO-HAZMT)  | <input type="checkbox"/> Hood (FCPC-HOOD)                                      |
| <input type="checkbox"/> High-piled Storage (FCPO-HPS)   | <input type="checkbox"/> Industrial Oven (FCPC-INDOV)                          |
| <input type="checkbox"/> Hot Work (FCPO-HOTWO)   | <input type="checkbox"/> LP Gas (FCPC-LPGAS)                                   |
| <input type="checkbox"/> HPM Facilities (FCPO-HPM)   | <input type="checkbox"/> Spray Booth (FCPC-SPRAY)                              |
| <input type="checkbox"/> Industrial Oven (FCPO-INDOV)  | <input type="checkbox"/> Sprinkler System (FCPC-AFES)                          |
|  | <input type="checkbox"/> Standpipes (FCPC-STAND)                               |



## **Section 4 – 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.
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 315.2. 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.

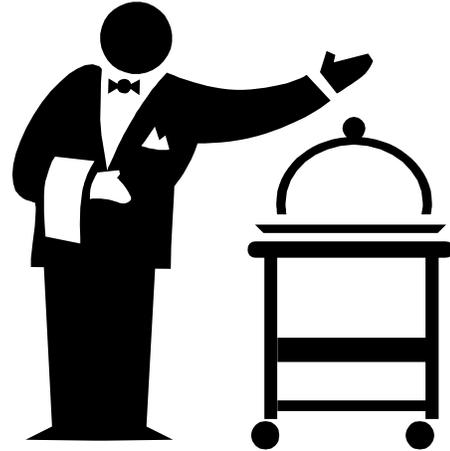
### **General Floor Plan Requirements**

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 sign are required for occupancy with more than one exit. A 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.
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 then 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.

**13. FOOD SERVICE:** WAC Chapter 246-215. If serving food to the public, the following requirements apply:

- ✓ If your food establishment provides customer seating, you must provide restrooms for your customers.
- ✓ A three-compartment sink for dishwashing is required even if you choose to have a dishwasher.
- ✓ A dedicated hand wash sink is required in the food preparation area(s).
- ✓ The food preparation sink must be indirectly plumbed. The need for a food preparation sink depends on menu and procedures.
- ✓ A mop sink is required to supply and dispose of floor-cleaning water.
- ✓ In the bar area, you must have a designated dump sink plus a hand wash sink.
- ✓ All equipment that has contact with food, such as food preparation sinks, ice machines, beverage ice sinks, salad bars, dipper wells and non-evaporator or condenser type refrigerator and freezer units, must be indirectly plumbed to the sewer.



# Accessible Restroom Details

