



# SUPPORTING DOCUMENT REQUEST TO REVISE AN APPROVED FIRE CODE PERMIT

Kitsap County Code is available online at <http://www.codepublishing.com/wa/kitsapcounty/>  
Title 14, Buildings and Construction

Property Owner Name: \_\_\_\_\_ Assessor Tax Parcel #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Fees are due at the time of submittal. **All revisions to the previously approved plan will incur an additional plan review fee, based on our current hourly rate. See [DCD Fee Schedule](#)**

Please be aware that refund requests must be received postmarked within one year of the original payment date.

Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to Kitsap County Dept. of Community Development
- Electronic Checks - \$1.00 flat fee per electronic check
- Credit Cards: MasterCard, Discover, American Express or VISA - a third party convenience fee of approximately 2.5% will apply.



## **Section 1 –Submittal Requirements**

Please be aware that permit application submittals can take 30 – 45 minutes for each application. This is to ensure application materials are complete and accurately prepared for a timely review from county staff. Use the column to the left to check off items included with your application.

✓	<b>Required Submittal Items</b>
	1. Supporting Document Request to Revise an Approved Plan - 1 original
	2. Construction plans – 2 Paper sets <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 set printed at full size. The full size set is a set printed out at industry standard scale of a clearly legible size. For example: a 24"x36" or 18"x24" with floor plans, elevations, and sections at not less than 1/8" = 1' scale</li> <li><input type="checkbox"/> 1 set printed on no larger than 11"x17" paper. The 11"x17" set should be to scale. If it is not to scale, an electronic version* that is to scale must accompany the submittal.</li> <li><input type="checkbox"/> Plans that contain an Engineer's professional seal(s) should have the original signature or "wet stamp" on at least the 11"x17" plan set. The full size set can have a copy. If the 11"x17" set only has a copy of the signature, an electronic version* that has a "digital wet stamp" must accompany the submittal.</li> </ul>



✓	<b>Required Submittal Items</b>
	3. Cut Sheets or other necessary information for equipment- 1 original
	4. Approved Plans to be revised - "Developers Copy" (Issued permits only) - 1 original
	5. Site Plan – 1 original

**Section 2 – General Information**

Please provide a complete, detailed description of the proposed revisions to the approved plan:

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Has the permit been issued? Yes:  No:

✓ If yes, the original Approved "DEV" set of plans must be provided with this revision request.

Are the revisions clearly and accurately identified on the plans? Yes:  No:

Does the plan contain an engineer's lateral or vertical analysis Yes:  No:

✓ If yes, provide plans and calculations approved by the engineer. Please provide one set with an original wet stamp and signature of the engineer.

Are cut sheets or other necessary information on equipment provided? Yes:  No:

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

