

Required Permit Questionnaire - Tenant Improvement - Major

Use this application for: Commercial Tenant Improvement projects that are larger in scale and do not qualify for the Tenant Improvement - Minor.



KITSAP COUNTY

Department of Community Development

***By checking this box, you are acknowledging that you have read the [full instructions](https://www.kitsapgov.com/dcd/Pages/onlineapp.aspx) for how to apply online with Kitsap County.**

Click here to review the instructions: <https://www.kitsapgov.com/dcd/Pages/onlineapp.aspx>

Instruction Acknowledgement

I Agree

Filling out this form does not create your online permit.

Is this for a food service business? Food service includes food or drink processing, selling or consuming.

No

Required Submittal Items

Your permit will not be reviewed until these items are uploaded to the Online Permit Center

1. Required Questionnaire (this document)
2. Project Narrative
3. Current copy of parcel map from the Kitsap County's Assessor's Office, showing:
 - Travel path from main named County road to the driveway to the structure

Permit Number: 20-03281

- Placement of the structure
- North arrow
- Road names in the area
- All floors, suites numbers, and tenants in the structure

4. Site Plans

See: [Site Plan Requirements](#)

5. Construction Plans & Beam Calculations

6. Engineered Construction Plans & Supporting Calculations (if applicable)

7. Floor Plans

Floor plans are only needed if no construction is proposed for the project. If Construction is proposed, a floor plan should be included in the construction plan set.

If submitting floor plans, include these required items:

- Use an architectural scale, example, $\frac{1}{4}" = 1 \text{ ft.}$ or $\frac{1}{8}" = 1 \text{ ft}$
- Show the arrangement of rooms and partitions and have all areas labeled (i.e. office, kitchen, break room) etc.
- Show the layout, location and dimensions of furniture, cabinets, shelving, racks, aisles, exit paths, windows and doors
- Show the direction of door swings and all door hardware
- Show all existing plumbing fixtures, mechanical equipment, mechanical rooms and storage areas.

8. Does the project include any proposed changes to landscaping?

No

9. [Parking Analysis Worksheet](#)

10. [Concurrency Test Application](#)

11. Sewage Disposal and Water Supply - Select one of the following and provide documentation detailed in 11a and 11b if applicable.

Existing Sewer

11a. Existing Sewer Submittal Documentation:

- Current Sewer bill that shows the site address

11b. Who is the sewer provider?

12. Energy Code Compliance Form and/or heat loss calculations and compliance information, if proposing any changes to the heating/ventilation system or building envelope ([Building Envelope](#), [Lighting](#), [Mechanical](#))

Questions to determine if additional Submittal Items are needed

Are you currently or will you be working with a contractor for your project?

Yes

If you currently have your contractor information, please make sure to include it in the Additional Contacts Section. Contractor information must be provided before your permit can be issued.

13. Are you the owner of the property?

Yes

Additional Reports that may be required based on site conditions:

- Flood Elevation Certification
- SEPA Checklist
- Engineered Drainage Plans
- Engineered Drainage Report
- Stormwater Pollution Prevention Plan (SWPP) Drawings
- Stormwater Pollution Prevention Plan (SWPP) Narrative

Other permits may be required for your project:

Signs: All new signs require a separate permit

Selling or handling food products: May require a new or revised food handling permit from Kitsap Public Health District

Fire Code Permits:

Fire Code Permits are not transferrable and any occupancy, operation, tenancy or ownership change shall require a new fire code permit to 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 applicable fire permits for your project have also been issued.

Operational fire code permits: An operational permit allows the applicant to conduct an operation or a business (typically a hazardous occupancy or business operation that presents a higher risk) for which a permit is required by Section 105.6 for either: 1.1. A prescribed period; 1.2 Until renewed or revoked. See [Brochure #66](#) for the list of permits and descriptions in this category.

Construction fire code permits: A fire code construction permit allows the applicant to install or modify systems and equipment for which a permit is required by Section 105.7. See a list of fire code construction

permits below.

Type 1 Hood and Duct Suppression System
Compressed Gas Construction
Construction – Miscellaneous
Fire Sprinkler – New System or Major Modification
Fire Sprinkler – Minor Modification to Existing System (No Plan review)
Fire Alarm – New System or Major Modification
Fire Alarm – Minor Modification to Existing System (No Plan review)
Flammable and Combustible Liquids – Construction
LP Gas – Construction
Marijuana Extraction – Construction
Solar Energy Panels

Project Information

General Information

Your email address, where you would like
your completed Required Permit
Questionnaire Sent
markva@ckschools.org

Applicant Name:
Central Kitsap School District

Name of Business where project will take place (Example: ABC Coffee Shop)
Dahl Road to Bldg 900 Improved Access Path

Business Address
3700 NW Anderson Hill Rd, Silverdale 98383

**Are there multiple suites or units in this
building?**
No

Occupancy Classification and Zoning Use

For the next questions, please refer to the [Occupancy Classification and Zoning Use Tables](#)

Change of Tenant?
No

**Change of Business Occupancy
Classification?**

Change of Use?
No

Permit Number: 20-03281

No

Land Use & Zoning

Please see the [Allowed Uses](#) table to determine for your project.

Indicate the Use Number and the Use: Example: #252 General retail merchandise stores – less than 4,000 s.f.

#300 Accessory use or structure UH

Identify the designation from the Allowed Uses Table Link Above:

P- Permitted in the Zone and No Land Use Permit Required

How long has the space been vacant?

Forever - raw land

Are there any changes to the site (parking, driveway, landscaping, stormwater) proposed with this project?

No

Is Tenant Space less than 4,000 square feet?

Yes

Will the proposed project increase the value of the building by 50% or more?

No

Total square feet of the project

78

Total square feet of landscaped area, including existing and proposed

0

Has a land use decision been issued on this parcel?

Don't know

Are there proposed work changes to any of the following: changes to the structure, changes to parking requirements, changes to entrance/exit, changes or additions of mechanical appliances, plumbing fixtures or lighting?

No

Construction Bid Price

\$4,500

Mechanical and/or Plumbing Work Bid Price

0

Utilities and Approach/Driveway:

Is a water line already constructed to your building site? **Water Provider Name:**

No

Is a sewer line already constructed to your building site?

Sewer Provider Name:

No

Is a power line already constructed to your building site?

Power Provider Name:

No

Are any other utilities already installed on the building site:

Road Approach/Driveway Type:

Existing

Road Approach/Driveway Material:

Asphalt

Road Name the driveway/approach is on:

Dahl Road

Nearest Crossroad:

Bucklin Hill Road

Narrative/Description of Project:

Please provide a detailed narrative or scope of work or write "none" if no work is proposed:

DAHL ROAD IMPROVED ACCESS PATH - PROJECT NARRATIVE

Some students have been accessing the CK High School / Middle School grounds from Dahl Road by walking up a hillside through the woods and climbing over the short chain-link fence located just north of CKSD Building 900 (old CKHS site and future site of KRL Silverdale Branch). This project seeks to improve student accessibility and safety by opening a section of fence and constructing a short flight of wooden landscape stairs between Dahl Road and Building 900. The improved access path follows the same route students have been taking and will be located in the narrow wooded section between Dahl Road and the 900 Building.

There are a total of 13 steps. Each step is 72" wide, 24" deep with a 7-1/2" rise. Stairs have been sloped to avoid ponding. There are safety handrails on both sides. The stairs are constructed of pressure-treated timbers with a gravel infill. There are landings both top and bottom.

Lender Information:

Does construction financing cost exceed \$5,000?

No

Additional Contacts:

Do you have additional contacts you would like to add to your project, such as Contractors, Architects, Engineers?

Yes

Contact 1

Name

Kyle Clark

Role in the Project:

Contractor - Chinook Contractors

Email

kyle@chinookcontractors.com

Phone

(360) 613-4098

Address

10661 Old Frontier Road NW, Suite 231, Silverdale, Washington 98383-8897

Contact 2

Name

Role in the Project:

Email

Phone

Address



Once complete, please click “create PDF of Complete Questionnaire” and you will be sent an email copy for your records. After creating your PDF, make sure you have all the required submittal items listed before starting your online permit.

Please note: We cannot review your permit until all the required items on the submittal list are uploaded.