

Required Permit Questionnaire - Commercial Construction - New, Addition, Replacement



KITSAP COUNTY

Department of Community Development

***By checking this box, you are acknowledging that you have read the [full instructions](#) 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.

Follow the steps below:

Step #1: Fill out the form below and use as your required submittal items checklist.

Step #2: When complete, click "Email me my completed Questionnaire" at the bottom of the page, or save to resume later

Step #3: Download your completed form or access your email to save the completed questionnaire to your computer

Step #4: Log in to the Online Permit Center to apply for your permit and upload required submittal items

For full instructions on applying for your permit, visit [Online Permit Resource Page](#).

Select your project from the following:

Miscellaneous Commercial

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

No

Permit Number: 19-05911

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. Current copy of parcel map from the Kitsap County Assessors Office, showing:

- Travel path from main named County road to the driveway to the structure
- Placement of the structure
- North arrow
- Road names in the area
- Existing access easements
- Parcel driveway location

3. Site Plan

See helpful hints: [Site Plan Requirements](#)

4. Construction Plans & Beam Calculations

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

6. Floor Plans:

- 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.

7. Landscape Plans:

Landscape plans- KCC 17.500 **If you have existing Land Use permits or Site Development Activity

Permits (SDAP) for your site/project, a landscaping plan was likely an element of that permit. The landscaping plan from the Land Use permit or the SDAP is the official landscaping plan, and shall be used for the Building Permit submittal^{1**}

- Landscape plans are to be neatly and accurately drawn, at a scale that will enable ready identification and recognition of information presented
- The landscape plan shall show how all disturbed areas are to be replanted (where landscaping is required) including the location and variety of all trees, shrubs and ground cover
- The plan shall be accompanied by a plant schedule (list of plant materials used) which depicts the botanical name, common name, size and installation and spacing between individual plants shown on the plan
- All plans shall include the following notations; Plant quantities to be determined by required spacing. All planting beds are to receive ground cover throughout except as noted
- The landscape plan shall depict areas to be retained in natural vegetation and marked in the words "Native Growth Protection Easement, Existing Native Vegetation to Remain" and refer to the following notation, which is to be included on the landscape and site plans, or in the case of subdivisions, the final plat document

8. [Parking Analysis Worksheet](#)

9. Stormwater Documentation: Complete the [Stormwater Worksheet](#), which will determine Stormwater Submittal items that will be required for your project

10. [Concurrency Test Application](#)

11a. Sewage Disposal and Water Supply - Select one of the following and provide documentation detailed in 3b.

Existing Sewer

11b. Existing Sewer Submittal Documentation:

- **Current Sewer bill that shows the site address**

12. Building Site Application from Kitsap County Public Works Department - To obtain, call (360) 337-5777 and ask for the Sewer and Utility Division.

13. Energy Code Compliance Form and/or heat loss calculations and compliance information, if applicable ([Building Envelope](#), [Lighting](#), [Mechanical](#))

Are you the owner of the property?

No

You will need to submit a [Letter of Authorization](#).

An owner's signature is required to Issue a permit for this type of work.

Site Development Activity Permit (SDAP) Information

Is there an issued SDAP for this project?

No

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

Storage racks: Storage racks exceeding 5'9" in height 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 to 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.

Class 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

***By checking this box, you are acknowledging that if you do not upload all required permit documents the processing of your permit will be delayed.**

Submittal Acknowledgement
I agree

Section2

Your email address, where you would like your completed Required Permit Questionnaire Sent
knelson@rfmarch.com

Applicant Name:
Kurt Nelson

Total square feet of subject property
172501-4-104-2004 - Part of existing campus

Total square feet of landscaped area, including existing and proposed
172501-4-104-2004 - Part of existing campus

Is Tenant Space less than 4,000 square feet?
No

Since Tenant Space is over 4,000 square feet, fire alarm requirements must be met.

Square footage and use of main floor
13,860 SF - Library

Square footage and use of second floor
13,824 SF - CKSD Administration Offices

Square footage and use of third floor
1,944 SF - Community Meeting

Square footage and use for basement
2,684 SF - CKSD Life Skills

Square footage and use for other (specify)

Has a land use decision been issued on this parcel?
Yes

Is this a new building OR will the proposed project increase the value of the building by 50% or more?
No

Utilities and Approach/Driveway:

Is a water line already constructed to your building site?

Yes

Water Provider Name:

Kitsap Public Utilities or Puget Sound Energy

Is a sewer line already constructed to your building site?

Yes

Sewer Provider Name:

Kitsap Public Utilities or Puget Sound Energy

Is a power line already constructed to your building site?

Yes

Power Provider Name:

Kitsap Public Utilities or Puget Sound Energy

Are any other utilities already installed on the building site:

ALL

Provider Name(s):

Gas - Kitsap Public Utilities or Puget Sound Energy

Cable -

Telephone -

Road Approach/Driveway Type:

Modified

Road Approach/Driveway Material:

6" Cement Concrete

A formal inspection is required prior to pouring Cement Concrete.

Road Name the driveway/approach is on:

NW Anderson Hill Road and Bucklin Hill RD

Nearest Crossroad:

Occupancy Classification

Occupancy Classification and Zoning Use

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

Select Occupancy

Assembly (A)

Select Specific (A) Occupancy Classification

A-3 Assembly, general, community halls, libraries, museums

Select your Construction Type from the IBC

IIB

Zoning Use

Land Use & Zoning

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

Identify the designation from the Allowed Uses Table Link Above:

ACUP- Permitted in the Zone with an approved Administrative Conditional Use Permit

You will need to also apply for a Administrative Conditional Use Permit.

Narrative/Description of Project:

Renovation of the existing 900 Building that was part of the previous Central Kitsap High School that will remain following the demolition of the rest of the school. This permit follows behind the previously permitted building demolition permit submitted for work already underway to remove the existing school building (minus the 900 Building) and modify the site prior to this permitted work.

Lender Information:

Does construction financing cost exceed \$5,000?

Yes

Lender:

School District Funding

Lender Phone

Lender Address

Lender Email

Additional Contacts

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

Yes

Contact 1

Name

Kurt Nelson

Role in the Project:

Architect

Email

knelson@rfmarch.com

Phone

(360) 362-1878

Address

275 Fifth Street, Suite 100, Bremerton, Washington 98337

Does contact have an Online Permit Center account and want to be added to the permit?

Yes

Contact 2

Name

Mark Vail

Role in the Project:

CKSD Project Manager

Email

MarkVa@ckschools.org

Phone

Address

Does contact have an Online Permit Center account and want to be added to the permit?

Yes

Contact 3

Name

Role in the Project:

Email

Phone

Address

Does contact have an Online Permit Center account and want to be added to the permit?

Clicking the "Create PDF of Complete Questionnaire" will email you a complete copy. If you are not finished, click the "Save" button to receive a link for you to finish later.

This does not create your online permit.