

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](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.

Select your project from the following:

School/Educational Institution

Is this for any kind of 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. 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

Per the RCW: Building designs larger than 4000 square feet require a licensed architect

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.

{if (Form._7LandscapePlansWouldYouLikeToSeeLandscapePlanRequirements.Contains("Yes"))}

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**

- 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

{ end if }

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](#)

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?

Kitsap County Public Works

Submittal Documentation: Contact Kitsap County Public Works

- Building Site Application

To obtain, call (360) 337-5777 and ask for the Sewer and Utility Division.

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

13. Are you the owner of the property?

No

Required Submittal Item: [Letter of Authorization](#)

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

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.

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
rginn@artanderson.com

Applicant Name:
North Kitsap School District

Total square feet of subject property
440,827

Total square feet of landscaped area, including existing and proposed
148,104 (~8 acres total vegetated: 3.4 landscape, 4.6 trees)

Is Tenant Space less than 4,000 square feet?
Yes

Square footage and use of main floor
1792, classrooms

Square footage and use of second floor
n/a

Square footage and use of third floor
n/a

Square footage and use for basement
n/a

Square footage and use for other (specify)
n/a

Commercial Project Bid Price:
\$255,515.04

Bid Price = Fair Market value for materials and labor

Does this project involve mechanical and plumbing work?
Yes

Are you including mechanical/plumbing plans and fixtures with this permit or applying for a separate mechanical and plumbing permit at another time?

No, A separate mechanical and plumbing permit will be applied for to include this work.

A separate Commercial Mechanical and Plumbing Permit will be required

Has a land use decision been issued on this parcel?

Don't know

Is this a new building OR will the proposed project increase the value of the building by 50% or more?

Yes

Sub area plan requirements may apply to your project.

Utilities and Approach/Driveway:

Is a water line already constructed to your building site?

Yes

Water Provider Name:

Silverdale Water District

Is a sewer line already constructed to your building site?

Yes

Sewer Provider Name:

Kitsap County

Is a power line already constructed to your building site?

Yes

Power Provider Name:

Puget Sound Energy

Are any other utilities already installed on the building site:

Gas

Provider Name(s):

Cascade Natural Gas

Road Approach/Driveway Type:

Existing

Road Approach/Driveway Material:

Asphalt

Road Name the driveway/approach is on:

Central Valley Road

Nearest Crossroad:

SR308

Occupancy Classification

Occupancy Classification and Zoning Use

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

Select Occupancy

Educational (E)

Select your Construction Type from the IBC
VB

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:

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

Determining Zone

Please select the zone your project falls under. If none of the selections apply, select other.

Other

Narrative/Description of Project:

Project Narrative:

Installation of 28x64 portable classroom building in an existing paved area at Hilder Pearson Elementary School including a sewer grinder pump that will discharge into building waste drain and water connection to the existing building's system.

Additional Fees

Impact Fee Definition: Fee for development activity in order to pay for the public facilities needed to serve new growth and development.

This shall include, but is not limited to, the development of residential, commercial, retail, office, and industrial land, and includes the expansion of existing uses that creates a demand for additional public facilities, as well as a change in existing use that creates a demand for additional public facilities.

I know the closest Land Use Category applicable to my project.

Yes

Land Use Category applicable to my project:

Other

Want More Information?

Review Code:

[Kitsap County Code Title 4 Impact](#)

[Fees](#)

Fee Schedules:

[Kitsap County Fee Schedules](#)

Impact Fee Table:

[Kitsap County Impact Fee Table](#)

Road Impact Fees may be applicable to this proposed project and may be required to issue this permit.

Road Impact Fees are reviewed for during the permit's official review. If applicable, road impact fees will be added to the permit before approval.

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

Richard Gunter

Role in the Project:

Contractor Superintendent

Email

richard.gunter@pacificmobile.com

Phone

(360) 322-2271

Address

13806 45th Ave, NE, Marysville, Washington 98271

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

No

Contact 2

Name

Rick Gehrke

Role in the Project:

Owner

Email

rgehrke@nkschools.org

Phone

(360) 396-3063

Address

1365 Finn Hill Rd NW, Poulsbo, Washington 98370

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

No

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?



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.