

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

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](#).

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)

Permit Number: 19-04179

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
- 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](#)

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

Existing Sewer

11b. Existing Sewer Submittal Documentation:

- Current Sewer bill that shows the site address

12. Building Site Application from Kitsap County Public Works (if property is/will be served by Kitsap County Public Works Sewer Utility Division. To obtain this document, please call 360-337-5777 to ask to speak with a staff person in this Division.

13. 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](#))

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.

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**
Theresa@fphconstruction.com

Applicant Name:
FPH Construction / Theresa Ablitt

Name of Business where project will take place (Example: ABC Coffee Shop)
United Moning & Storage

Business Address
1740 NE Fuson, Bremerton 98311

**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?
Yes

**Change of Business Occupancy
Classification?**

Change of Use?
Yes

Permit Number: 19-04179

Yes

Previous Tenant's Name and Type of Business:
Skateland

Knowing the previous tenant name and use will allow DCD to determine if road impact fees will be required for your project.

Helpful Hint: Contact Landlord or Property Manager to find out previous tenant.

Previous Business Occupancy Classification
Assembly (A)

Proposed Business Occupancy Classification
Storage (S)

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.

740 - Recreational

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?

2 Months

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

Yes

Describe any changes to the site (parking, driveway, landscaping, stormwater)

Relocating existing Landscape island and Entrance.

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.

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

No

Total square feet of the project

22179

Total square feet of landscaped area, including existing and proposed

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?

Yes

Construction Bid Price
767,000

Mechanical and/or Plumbing Work Bid Price
10,829.00

Utilities and Approach/Driveway:

Is a water line already constructed to your building site?

Yes

Water Provider Name:

North Perry Water

Is a sewer line already constructed to your building site?

Yes

Sewer Provider Name:

KCPUD

Is a power line already constructed to your building site?

Yes

Power Provider Name:

PSE

Are any other utilities already installed on the building site:

Gas

Provider Name(s):

Cascade Gas

Road Approach/Driveway Type:

Modified

Road Approach/Driveway Material:

Asphalt

Road Name the driveway/approach is on:

Fuson Rd

Nearest Crossroad:

HWY 303

Narrative/Description of Project:

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

CONVERT EXISTING SKATELAND BUILDING TO STORAGE WAREHOUSE AND SITE PARKING AREA TO OUTDOOR STORAGE YARD. REMOVE TWO SMALL LEAN TO'S FROM BUILDING ADD NEW TRUCK DOCK, ENCLOSE FRONT OVERHANG INTO BUILDING ADD SPRINKLERS, REPLACE EXIST 32 FT WIDE ENTRANCE ON FUSON WITH NEW 36 FT WIDE ENTRANCE ALIGNED WITH BUILDING TRUCK DOOR

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

Pro Design / Jay Bartram

Role in the Project:

Engineer

Email

prodesign@seanet.com

Phone

(360) 377-1026

Address

PO Box 699, Tracyton, Washington 98393

Contact 2

Name

Shauna Loidhamer-Washburn

Role in the Project:

Owner

Email

swashburn@united-moving.com

Phone

(360) 479-4800

Address

1770 NE Fuson Rd, Bremerton, Washington 98311

Contact 3

Name

Kerry Chamberlin

Role in the Project:

Contractor

Email

kerry@fphconstruction.com

Phone

(360) 509-4626

Address

2540 Cascades Pass Blvd Ste 200, Bremerton, Washington 98312

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.

