

# 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.***

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

Yes

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## Required Submittal Items

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**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: 20-03507**

- 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.**

Onsite Septic

##### **11a. Onsite Septic Submittal Documentation: Contact Kitsap Public Health District:**

<http://www.kitsappublichealth.org/>

- Commercial Building Clearance for on-site septic properties

**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?**

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

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## Project Information

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### General Information

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

**Applicant Name:**  
Kevin Mohr

**Name of Business where project will take place (Example: ABC Coffee Shop)**  
Albertsons

**Business Address**  
8196 NE State Highway 104, Kingston 98346

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

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### Occupancy Classification and Zoning Use

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

**Change of Tenant?**

**Change of Business Occupancy**

**Change of Use?**

**Permit Number: 20-03507**

No

**Classification?**

No

No

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## 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.**

#264 General retail merchandise stores - 25,000 s.f. or greater

**Identify the designation from the Allowed Uses Table Link Above:**

-- Prohibited in the Zone

The proposed Use of this project is not allowed in this zone.

**How long has the space been vacant?**

Currently occupied

**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)**

Regrading 8 parking stalls, refreshing bark dust in the landscaping islands.

**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**

46,209

**Total square feet of landscaped area, including existing and proposed**

22,463

**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**

1,100,000

**Mechanical and/or Plumbing Work Bid Price**

209,000

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## Utilities and Approach/Driveway:

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

Yes

Is a sewer line already constructed to your building site?

Using a septic system

Is a power line already constructed to your building site?      Power Provider Name:

Yes

Are any other utilities already installed on the building site:

Telephone

Provider Name(s):

Road Approach/Driveway Type:

Existing

Road Approach/Driveway Material:

Asphalt

Road Name the driveway/approach is on:

NE State Highway 104

Nearest Crossroad:

NE Hansville Road

## Narrative/Description of Project:

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

Paint store exterior, including metal roof. Pressure wash entire building and metal roof; and prep all surfaces appropriately for painting as required. Provide power connection for new exterior signs as required. Repair shingled mansard where existing Albertsons signs are being removed – match existing. Paint light poles and bases. Re-stripe parking lot. Re-bark planting areas. Pressure wash sidewalks. Clean existing light fixtures under canopies. Relocate Glacier water vending machine to the outside seating area. Provide and install new railing for outdoor seating area as indicated in fixture plan. Cut new windows in at new Starbucks seating area. Relocate Starbucks kiosk. Relocate and replace fixtures in the deli, bakery, meat, produce, floral, pharmacy, main sales, customer service, and checkstands.

## 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**

Frank Schmidt

**Role in the Project:**

Licensed Architect

**Email**

frankschmidt@tilandschmidt.com

**Phone**

(503) 220-8517

**Address**

3611 South Hood Ave, Suite 200, Portland, Oregon 97239

## **Contact 2**

**Name**

Sharon Bredeson

**Role in the Project:**

Project Manager

**Email**

Sharon.Bredeson@safeway.com

**Phone**

(425) 785-5752

**Address**

## **Contact 3**

**Name**

Kevin Mohr

**Role in the Project:**

Primary contact for project in architects office.

**Email**

kevinmohr@tilandschmidt.com

**Phone**

(503) 220-8517

**Address**

3611 South Hood Ave, Suite 200, Portland, Oregon 97239



**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.**