



B210 - SUBMITTAL CHECKLIST **COMMERCIAL TENANT IMPROVEMENT**

This submittal checklist is intended to assist you in preparing and submitting a complete application. Once your application is determined to be counter complete, a review for technical completeness is conducted and you may be required to submit additional information in order to proceed with further review of your application.

Submittal Requirements

Use the column to the left to check off items included with your application.

✓	Form #	Required Applications
✓	B101	1. Building Permit Application - 1 original
✓		Required Submittal Items
		2. Site plan with Parking Plan - 2 copies
		3. Pre-Application Conference Information – 1 copy (if applicable)
		4. Kitsap Public Health District Documentation - 1 original <ul style="list-style-type: none"> <input type="checkbox"/> Accepted or Concurrent Review BSA (Building Site Application) <input type="checkbox"/> Accepted or Concurrent Review BC (Building Clearance) <input type="checkbox"/> Accepted Building Clearance Exemption
		5. Non-Residential Energy Code Compliance Worksheets - 2 copies (download forms at http://www.neec.net/energy-codes)
		6. Construction plans - 2 sets (1 set to carry design professional's original stamp and signature if prepared by a licensed professional).
		7. Engineered plans and calculations, if applicable - 2 Sets (1 set to carry the engineer's original stamp and signature)
		8. Water/Sewer Availability Request – 1 copy
		9. Sewer Connection Analysis (2 copies – 1 for Existing, 1 for Proposed)
	B116	10. Transportation Impact Fee Application

Fees are due at the time of submittal. Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to City of Bainbridge Island (COBI)
- Credit Cards: Discover, Visa, or MasterCard. A convenience fee will be assessed to each credit/debit card transaction.