



B203 - SUBMITTAL CHECKLIST

GARAGE/CARPORT/STUDIO

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 - 2 copies
		3. Kitsap Public Health District Documentation - 1 original All new and replacement single family residences or duplexes are required to have review and approval from Kitsap Public Health District (360-337-5285). The documentation to submit to PCD will be one of the following: <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
		4. Residential Surface & Stormwater Management (SSWM) Plan. Also include the following as necessary: <ul style="list-style-type: none"> <input type="checkbox"/> SWPPP Narrative - 2 copies <input type="checkbox"/> SWPPP Drawings - 2 copies (on minimum 11" x 17" paper; drawn to scale) <input type="checkbox"/> Soil Management Plan - 2 copies
	B103	5. Energy Code Worksheet - 2 copies
		6. Engineered plans and calculations, if applicable - 2 Sets (1 set to carry the engineer's original stamp and signature)
		7. Construction plans - 2 sets (1 set to carry design professional's original stamp and signature if prepared by a licensed professional).

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.