



#B001

RESIDENTIAL BUILDING PERMIT **GUIDELINES**

THE BUILDING PERMIT PROCESS

The City of Bainbridge Island counter staff will review your submittal documents at intake to ensure you have met the minimum submittal requirements.

Once the application is accepted, a Plans Examiner reviews your project to identify any potential building code conflicts. City planners review your site plan, height, buffers, and setbacks for compliance with zoning, shoreline, and critical area regulations. The Development Engineer reviews stormwater and access provisions of the project. If the plans are incomplete or incorrect, City staff requests additional or corrected information.

Once the plans are approved, the permit will be approved for issuance. Upon payment of the remaining balance of permit fees, the permit will be issued and construction may begin.

During the application review period, and during construction, reviewers and inspectors visit the construction site to ensure that the project complies with City code requirements and to conduct inspections. See the *Inspection Requests* brochure for details and information on how to schedule an inspection.

BASIC INFORMATION

A complete, accurate application will greatly enhance your application experience. The following information and completed forms are necessary for processing your application and must be provided upon permit application submittal:

Assessor's Tax Parcel Number

See your tax statement or contact the Kitsap County Assessor's Office at 360-337-7160 or 206.842.2061 main switchboard.

Owner's Information

Provide owner's name, address, phone, and E-mail address.

Project Site Address

All application submittals require an Address Verification Request form to verify a current address (required for 911 emergency dispatch purposes), or a request for new building site address.

Contractor Information

Provide builder/contractor name, address, phone, E-mail address and Contractor License number.

Owners may act as the builder and construct all portions of a building. However, if any or all of the construction (including plumbing and mechanical) is hired out, contractor information must be provided. The contractor must be licensed by the State of Washington. To verify contractor's licensing, contact the Bremerton office of the state Dept of Labor & Industries at (360)415-4000; or www.LNI.wa.gov.

Lender's Information

Washington State law requires that the lender's name, address and phone number shall be posted at the construction site if financing more than \$5,000.

DRAWINGS AND PLANS

Submit electronic copies of the following required information along with your electronic application form. When the Building Permit is issued, an electronic copy of the approved plan is returned to the applicant and must be kept on-site for the duration of the project.

All plans and drawings submitted must be electronic. Drawings must be scalable using an architect's or engineer's scale.

Engineered documents must carry the original stamp and signature of a professional engineer licensed in the State of Washington, and include structural calculations. Photocopies of engineers' or architects' seal and signature cannot be accepted.

Site Plan

Site plans must show all decks, porches, roof overhangs, patios and other projections into yards as well as mechanical equipment, utilities, geothermal facilities, and tanks. Site plans must show all required setbacks and buffers, as well as drainfield and stormwater facility locations, driveways, and any temporary construction access.

The City's site plan and the Health District site plan must agree.

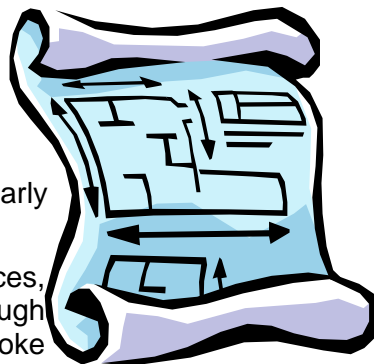
Foundation Plan

Show the size and shape of the foundation, anchor bolt size and spacing, hold down types and locations, rebar schedule, size and span of beams, size, spacing and span of floor joists, pier footings, chimney footings, foundation vents, crawl space access, ground cover, and insulation for slab on grade.
(See brochure - *Foundation Requirements*).

Floor Plan

The floor plan must show:

- Arrangement of partitions and rooms; clearly identified.
- Location of plumbing fixtures, appliances, cupboards, windows and doors (show rough opening sizes), chimneys and fireplaces, smoke detectors, stairs, and handrails.



- Structural information on the directions and spacing of structure beams, rafters, and ceiling and floor joists. If trusses are to be used, supply the manufacturer's truss layout on all spans or styles of trusses being installed. Identify all girder truss locations.

- All prescriptive braced wall panel types and locations, or a lateral bracing system (with attached calculations) prepared by an engineer or architect licensed by the State of Washington. The system must include shear wall types and locations, hold down devices, and anchor bolts.

Cross Section

The cross section must include:

- The method of framing
- Roof pitch
- Roof braces
- Amount of overhang
- Ceiling heights
- Bearing partitions
- Posts & Beams
- Foundation
- Finish grade
- Backfill
- The sizes and types of all materials.
- If applicable, provide whole cross section of stairs showing rise, run, landings and headroom.
- If the building is heated, show R values of insulation to be used for ceiling, walls, floors, and foundations.

Elevations

Elevations must show:

- Type, sizes and spacing of all exterior materials.
- Windows.
- Average existing grade
- Estimated finished grade.
- Roof pitch.
- Rooftop equipment / Chimney locations and heights.
- Guardrails.

Plumbing

Complete drawings as required on City of Bainbridge Island form **#B106-B**.

Mechanical

Show the location of all mechanical and exhaust system components. Please Note: Some heating systems and fuel sources (such as propane) have special conditions that must be followed in order to ensure safety. Propane is prohibited in hazardous locations (pit locations) such as cellars, basements, and under-floor areas where accumulations of "heavier than air" propane can become trapped. Mechanical equipment located in garages that can produce a spark (such as gas or electric furnaces or water heaters) must be located at least 18" above the floor and be protected from physical damage. Placement of propane tanks must be shown on approved site plan.

Energy: Insulation and Ventilation Requirements

For heated buildings, submit a completed Energy Application with the building permit application. If heat loss calculations are submitted, they must be accompanied by a completed energy application and include the name and phone number of the person who prepared the calculations. All insulation values must be shown on the building plans.

For additional information on more specific code requirements that must be identified on the submitted plans, please see the *Plan Review Checklist*.

ADDITIONAL PERMITS AND REQUIREMENTS

Demolition Permit

A Demolition Permit is required before demolition of any building. A site plan and fee are required at time of submittal.

Electrical Permit

An Electrical Permit for electrical work must be obtained from Washington State Department of Labor and Industries (L&I) (360-415-4000). L&I performs all electrical inspections.

Fire Sprinkler Permits

When buildings require, or are provided with automatic sprinkler systems, a separate sprinkler system permit must be obtained. Three copies of plans and specifications with the necessary forms and fees are required.

Shoreline Development

All development within 200' of ordinary high water requires the submittal of a Shoreline Substantial Development Exemption prior to the submission of a building permit.

Erosion Control Requirements

Minimum requirements for erosion control are required. Installation of erosion control facilities is inspected during foundation inspection. Maintenance of erosion control facilities is inspected during subsequent building inspections.

Sewered Properties

Bainbridge Island requires installation of a backwater valve on the building sewer if the residence is below the upstream manhole cover per Section 710 of the Uniform Plumbing Code.

Water and Sewer/Septic Approval

The applicant must have proof of submittal to the Kitsap County Health District in order to submit a building permit application to the City. You may ask the Health District about the Concurrent Review process.

You must provide evidence of an adequate water supply and sewage disposal system for the property where the structure is to be built. The following projects require Kitsap Public Health District approval:

- New construction (houses, garages, accessory buildings, etc.);
- Additions where there is an increase in the floor area which extends beyond the original exterior walls; and
- Alterations or remodeling where the total number of bedrooms is increased.
- If the building site has an on-site septic system or well, contact Kitsap County Health District (KCHD) at **360.728.2235** to obtain a Building Site Application (BSA), Building Clearance (BC), or Building Clearance Exemption.

If the building site is served by public water and/or sewer, contact your water purveyor to obtain a water availability letter and a sewer letter, then provide copies to Kitsap Public Health District.

FEES

Payment of fees can be made using a company or personal check, cashier's check, cash, Discover, Visa, or MasterCard. A convenience fee is added to credit card payments.

Surcharges**Manufactured/Mobile Home Permits**

The Manufactured/Mobile Home Permit covers the set-up inspections required for installing a manufactured home on site. Separate permits are required for alterations to manufactured homes and require permits from Washington State Department of Labor and Industries.