



B201 - SUBMITTAL CHECKLIST

SINGLE FAMILY RESIDENCE

OR DUPLEX

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.

<input checked="" type="checkbox"/>	Form #	Required Submittal Items
	B101	1. Building Permit Application - 1 original
		2. Electronic copy of ALL submittal Items in PDF format on CD or Flash Drive.
		3. Site plan - 2 copies
		4. Construction plans - 2 sets (1 set to carry design professional's original stamp and signature if prepared by a licensed professional).
		5. Engineered plans and calculations, if applicable - 2 Sets (1 set to carry the engineer's original stamp and signature).
	B103	6. 2015 Energy Code Worksheet - 2 copies
	B104	7. Address Request Form - 1 copy (If applicable)
		8. Sewer/Water Services: Binding Sewer and/or Water letters required if you do not have a septic system or private well.
		9. Kitsap Public Health District Documentation – 1 original All residential additions or major remodel projects are required to have review and approval from Kitsap Public Health District (360.728.2235). 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
	B109	10. Residential Surface & Stormwater Management (SSWM) worksheet
		11. Residential Surface & Stormwater Management (SSWM) Plan. To include the following: <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

* At the discretion of the Building Official!

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.