



# APPLICANT RESPONSIBILITIES FOR INSPECTIONS

- ✓ The applicant is responsible for having all private street signs and posting the address.
- ✓ All pets, regardless of size, must be housed or kenneled for any site visit or inspection. Free-roaming dogs or dogs on leads or leashes are not acceptable. Interior inspections, or visits, require dogs to be contained outside or behind closed doors in a separate room. We are not able to accommodate any exceptions to this request. A re-inspection fee may be applied if we need to reschedule your inspection because your pets are not contained.
- ✓ Inspections shall be requested when work required for the inspection is complete, in sequential order, and must be approved before requesting the next inspection.
- ✓ Work cannot continue until the requested inspection is approved.
- ✓ A permit number **MUST** be provided to request an inspection.
- ✓ Review your time and date of inspection online at the Online Permit Center or call (360) 337- 5777. ***You will not be contacted to confirm the date or time.***
- ✓ If you need to leave special instructions with an inspector, please add the information to the inspection when scheduling online or let the scheduler know when requesting via phone.

## Please note:

- Workload determines the actual date of inspection, but the department aims to provide inspections within two working days of the request.
- If we cannot conduct your inspection on the scheduled date, you will be contacted and rescheduled for the following working day.
- Final inspections and occupancy approvals will not be scheduled for a next-day inspection.

## Re-inspection Fees:

- A \$130 fee is charged for each occurrence of the following:
- previous corrections not made,
- approved plans not available at the job site,
- no access to the site.

## Inspection Scheduling & Status Information

Online in the [Online Permit Center](#) or by calling (360) 337-5777.

Please have your permit number ready when requesting an inspection.

**Kitsap County Department of Community Development**

*Your partner in building safe, resilient, and sustainable Kitsap County communities!*

(360) 337-5777 ~ [help@kitsap1.com](mailto:help@kitsap1.com) ~ [www.Kitsap.gov/DCD](http://www.Kitsap.gov/DCD)

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