



APPLICANT RESPONSIBILITIES FOR INSPECTIONS

- ✓ The applicant is responsible for having all private street signs and posting the address.
- ✓ The applicant is responsible for requesting all inspections listed on their approved permit.
- ✓ 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 at [Online Permit Center](#) or by calling (360) 337-5777

Kitsap County Department of Community Development

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

(360) 337-5777 ~ help@kitsap1.com ~ www.KitsapGov.com/DCD

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