



# SUBMITTAL CHECKLIST HOME BUSINESS PERMIT

This submittal checklist is intended to assist you in preparing and submitting a complete application.

**Part 1 - Submittal Requirements** – You must complete & submit all items for your application to be accepted.

**Part 2 – Fully Complete Details** provides you with more detail and code references for certain submittal items. Use Part 2 as a reference to submit the required items correctly. Once your application is determined to be 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.

Minor Home Business Permit

Moderate Home Business Permit

Applicant Name: \_\_\_\_\_ Assessor Tax Parcel #: \_\_\_\_\_

Project Name: \_\_\_\_\_

### Part 1 –Submittal Requirements

Please be aware that permit application submittals can take 30 – 45 minutes for each application. This is to ensure application materials are complete and accurately prepared for a timely review from county staff. Use the column to the left to check off items included with your application.

✓	Use the column to the left to check off items included for submittal	Number
<input type="checkbox"/>	Submittal Checklist	1 paper
<input type="checkbox"/>	Fees are due at the time of submittal. <a href="#">See Current Fee Schedule</a> to estimate fee. Accepted forms of payment: <ul style="list-style-type: none"> <li>• Cash</li> <li>• Check/Cashier's Check- Checks payable to Kitsap County Department of Community Development</li> <li>• Electronic Checks - \$1.00 flat fee per electronic check</li> <li>• All Major credit cards- a Third Party convenience fee will apply</li> </ul> In accordance with Community Development fee policies, the application fee deposit has been determined by an average processing time. If staff hours required to process the permit exceed the fee deposit, additional charges may be incurred. Refunds may also be issued for those permits that require less processing time. All additional charges and/or credits must be approved by management.	-
✓	<b>Required Applications</b>	
<input type="checkbox"/>	1. <a href="#">Project Application for Land Use, Environmental &amp; Site Development</a>	1 original, 2 copies & 1 electronic*
<input type="checkbox"/>	2. <a href="#">Supplemental Application for Home Business Permit</a>	1 original, 2 copies & 1 electronic
<input type="checkbox"/>	3. <a href="#">Supplemental Application for Concurrency Test</a>	1 original, 2 copies & 1



✓	Use the column to the left to check off items included for submittal	Number
		electronic
✓	<b>Required Submittal Items</b>	
<input type="checkbox"/>	4. If applicable, pre-application summary including checklists	<b>2 copies &amp; 1 electronic</b>
<input type="checkbox"/>	5. Site plan, with date prepared and/or revised	<b>5 copies &amp; 1 electronic; and 1 reduced paper, 8 ½ x 11</b>
<input type="checkbox"/>	6. Sewage Disposal and Water Supply Documentation, consisting of one of the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Availability letters from the appropriate sewer and water provider</li> <li><input type="checkbox"/> Building Site Application (BSA) or Building Clearance (BC) previously submitted to the Health District</li> </ul>	<b>1 original, 2 copies of each &amp; 1 electronic</b>
<input type="checkbox"/>	7. <a href="#">Parking analysis</a>	<b>3 copies &amp; 1 electronic</b>
<input type="checkbox"/>	8. Building elevations (identify building(s) and elevations (e.g. north, northwest), photos acceptable for existing building(s), photo simulations acceptable for proposed buildings)	<b>3 copies &amp; 1 electronic</b>
<input type="checkbox"/>	9. Floor plans, to scale (identify building, include all floors, and label all spaces)	<b>3 copies &amp; 1 electronic</b>
<input type="checkbox"/>	10. Other technical reports as applicable <ul style="list-style-type: none"> <li><input type="checkbox"/> Preliminary Storm Water Drainage Plan and Analysis</li> <li><input type="checkbox"/> Geologic/Geotechnical analysis</li> <li><input type="checkbox"/> Traffic impact analysis</li> <li><input type="checkbox"/> Wetland Determination or Wetland Delineation and Report</li> <li><input type="checkbox"/> Flood Habitat Assessment &amp; Mitigation Plan</li> <li><input type="checkbox"/> Habitat Management Plan</li> <li><input type="checkbox"/> Hydrogeological Report</li> <li><input type="checkbox"/> Department of Natural Resources forestry permit(s)</li> <li><input type="checkbox"/> Other _____</li> </ul>	<b>3 copies &amp; 1 electronic</b>
<input type="checkbox"/>	11. If applicable, narrative 'Statement of Intent' outlining compliance with sub-area plan or design district requirements (e.g. Kingston, Port Gamble, Silverdale, Keyport, Manchester, Bethel Corridor)	<b>3 copies &amp; 1 electronic</b>

\*Electronic means documents are submitted on either USB drive or disc. Electronic documents must be in a searchable PDF format (saved as PDF, not scanned) and no more than 150MB per file.

## Part 2 – Fully Complete Details

Detailed application requirements are noted below, but space limitations preclude the listing of complete code requirements. Please note that additional items or information may be required if the review process indicates more information is needed to evaluate the project.

Kitsap County Code (KCC) is available online at: [www.codepublishing.com/wa/kitsapcounty](http://www.codepublishing.com/wa/kitsapcounty).

Code Requirement	Code Reference
Dimensions and orientation of the parcel.	17.430.050
Location of existing and proposed buildings and structures showing the setbacks and intended use of each (for shoreline properties, adjacent property building(s) location(s))	17.430.050

Code Requirement	Code Reference
shall be shown).	
Drawings and dimensions of proposed building(s) and structure(s), including height, elevations (building images) and articulation; if applicable, the number of dwelling units for each building.	17.430.050
Location of any critical areas (wetlands, streams, shorelines, steep slopes, etc.) and their associated buffer and/or setback requirements	17.430.050
Location of walls and fences, indicate their height and construction materials.	17.430.050
Streets adjacent to, surrounding or intended to serve the property (and description of standards used), curbcuts, pedestrian access, frontage improvements and internal pedestrian circulation (e.g., sidewalks) and vehicular circulation routes.	17.430.050.G
Existing and proposed exterior lighting.	17.430.050 17.420.030.C
Location and size of exterior signs and outdoor advertising.	17.430.050
Location, number, method of calculation and layout of off-street parking spaces and loading facilities, as well as associated maneuvering areas.	17.430.050, 17.490, 17.420.030.F
Proposed location of other pedestrian amenities, refuse areas, fire hydrants, water, sewage and drainage facilities, and other utilities.	17.430.050
Description of refuse screening; if applicable, description of screening used for roof-mounted air-conditioning or heating equipment.	17.420.030.D
If applicable, location and description of outdoor service areas or other intrusive site features.	17.420.030.D
Narrative must include other architectural or engineering data which may be necessary to determine compliance with applicable regulations.	17.430.050
Narrative must be consistent with applicable sub-area plan or design district requirements (e.g., Kingston, Port Gamble, Silverdale, Keyport, Manchester, Bethel Corridor).	17.430.050

