



# **BROCHURE # 10**

## **TENANT IMPROVEMENT**



### **What is a Tenant Improvement Permit?**

A Tenant Improvement (TI) Permit is a Building Permit required for the completion or remodel/alteration of a space within an existing building. It is also required when you change the use of the building or space.

### **What is a Change of Use?**

A change of use is when you change the business operation that was previously there. For instance your business is a clothing department store (classified as Mercantile "M" occupancy) and the previous business was a bank (classified as business "B" occupancy).

Changing the use may require changes to the number of parking spaces that are required and changes to the building to meet additional building and fire code requirements.

If you are a new tenant, check to see if the use you are proposing is allowed in the zone. See [Kitsap County Code Title 17.381.010 table 17.381.040\(B\)](#). For more information, call DCD Planner of the Day at 360-337-5777.

If any food service preparation or sale is involved, check with the Health District for additional requirements at 360-337-5285.

### **Other Permits May Be Required**

Additional permits required may include:

- Mechanical Permit
- Plumbing Permit
- Installation or revision of a fire sprinkler system
- Installation or revision of a fire alarm system
- Fire Code Construction or Operational Permit (required based on what you are doing or using in your business)

- Commercial kitchen hood/fire suppression system are typically required in food service uses
- Sign Permit
- Electrical Permit from Washington State Department of Labor and Industries
- Storage racks that exceed 5'9" high.

### **Building Permit Process**

Plans Examiners review your plans, except for OTC permits, to ensure your project meets current code. If the plans are incomplete or incorrect, the plans examiner requests additional or corrected information. Planners review your site plan, setbacks, land use conditions, and environmental impacts for compliance with zoning and critical area codes and ordinances.

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

Inspectors visit the construction site to make sure that it complies with Kitsap County code requirements. To request an inspection go to [www.kitsapgov.com/dcd](http://www.kitsapgov.com/dcd) and click the inspections link in the left pane.

Once the building and fire inspections have been completed and approved, a Certificate of Occupancy is issued.

### **What is a Certificate of Occupancy?**

A Certificate of Occupancy (CO) is a document that is issued after building and fire inspectors inspect the building and verify that no violations of the building or fire codes or any other Kitsap County ordinance have been identified. The CO contains the building permit number, property address, name and address of the owner or business, description of the portion of the building for which it is issued, the occupancy classification of the building, and its allowable use.

See the current [DCD Fee Schedule](#).