A permit is required if you are building a new dock and/or adding to or rebuilding an existing dock. If you need to demolish an existing dock without prior building permit approval, you must obtain a separate demolition permit and pay the applicable fee.

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

**Before You Apply for Your Project**

- A Shoreline Permit is required for new docks and a Shoreline Exemption is required for repair or replacement. Check with Department of Planning and Community Development staff to determine any specific requirements related to working on the shoreline.

**Section 1 - Submittal Requirements**

Use the column to the left to check off items included with your application.

<table>
<thead>
<tr>
<th>Form #</th>
<th>Required Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>B101</td>
<td>1. Building Permit Application - 1 original</td>
</tr>
</tbody>
</table>

- **Required Submittal Items**

  2. Site Plan - 2 copies

  3. Shoreline Permit or Shoreline Exemption approval letter with conditions – 1 copy

  4. Construction plans - 2 sets (1 set to carry design professional's original stamp and signature if prepared by a licensed professional). An additional 11”x17” or smaller copy is encouraged, but not required. Details must include ramp construction and guardrail/handrail details.

  5. Engineered plans and calculations, if applicable - 2 Sets (1 set to carry the engineer's original stamp and signature) An additional 11”x17” or smaller copy is encouraged, but not required.

**Section 2 – Other Requirements (as applicable)**

- A planning inspection for compliance with all Shoreline Permit Conditions is required prior to final by building department

- Prior to final inspection, qualified pile installer shall provide the Building Division with a copy of the pile logs indicating method of installation and depth of each pile that was driven.

- Special inspection by a third-party special inspector is required for "Field Welding" (if applicable).

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 of 3% will be assessed to each credit/debit card transaction. A $3.00 fee is assessed for transactions under $100.