

Commercial Building Permit Application Submittals

Each submittal **must** use the naming convention provided below. Revisions submitted should be named the same as the original submission and include REV 1, REV 2, etc., after the name. (For example, Site Plan REV 1.)

Please note the City no longer accepts paper documents.

Address (Apply Online)

Address Request-Road Name Application

Vicinity Map – *Should include site being addressed showing proposed access as well as nearby parcels highlighting existing access points.*

Commercial Addition (C-ADD)

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Energy Code Worksheet

Kitsap Public Health District Documentation

Project Application

Road Approach Worksheet

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

Commercial After the Fact (C-ATF)

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Energy Code Worksheets

Kitsap Public Health District Documentation

Project Application

Road Approach Worksheet

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

Commercial Bulkhead (C-BLK)

Project Application

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

Commercial Carport (C-CAR)

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Kitsap Public Health District Documentation

MR#2 - Stormwater Pollution Prevention Plan Narrative Worksheet

Project Application

Road Approach Worksheet
Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)

Commercial Cell Tower (C-CCT)

Project Application
Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)

Commercial Building-New (C-COM)

Architectural Plan Set (All sheets must be combined into one document.)
Civil Plan Set (All sheets must be combined into one document.)
Cross Connection Control Analysis
Energy Code Worksheet
Fire Requirements Plan
Kitsap Health District Documentation
Landscape Plan
Pre-Application Summary Letter
Project Application
Road Approach Worksheet
Sewer Connection Analysis
Site Plan
Stormwater Management (SWM) Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)
Water/Sewer Availability Request

Commercial Deck (C-DEC)

Architectural Plan Set (All sheets must be combined into one document.)
Civil Plan Set (All sheets must be combined into one document.)
Kitsap Public Health District Documentation
Project Application
Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)

Commercial Demolition (C-DEM)

Demolition Submittal Checklist
Project Application
Site Plan

Commercial Fence (C-FEN)

Architectural Plan Set (All sheets must be combined into one document.)
Civil Plan Set (All sheets must be combined into one document.)
Project Application

Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)

Commercial Fire Alarm System (C-FIA - Apply Online)

Battery Calculations
Fire Alarm Plans
Project Application
Manufacturer's Product Specifications

Commercial Fire Sprinkler System (C-FIS - Apply Online)

Fire Sprinkler Plans
Project Application
Site Plan
Level U Certificate
Manufacturer's Product Specifications

Commercial Fire Sprinkler System Underground (C-FIS UG - Apply Online)

Fire Sprinkler Plans
Project Application
Manufacturer's Product Specifications

Commercial Foundation Only (C-FND)

Architectural Plan Set (All sheets must be combined into one document.)
Civil Plan Set (All sheets must be combined into one document.)
Project Application
Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)

Commercial Grading and Fill (C-GAF)

Project Application
Site Plan

Commercial Garage (C-GAR)

Architectural Plan Set (All sheets must be combined into one document.)
Civil Plan Set (All sheets must be combined into one document.)
Energy Code Worksheet
Kitsap Public Health District Documentation
Project Application
Road Approach Worksheet
Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)

Commercial Mechanical (C-MEC - Apply Online)

Project Application

Site Plan

Commercial Miscellaneous (C-MIS)

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Project Application

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

Commercial Plumbing (C-PLM - Apply Online)

Project Application

Floor Plans

Plumbing Plan

Commercial Pool (C-POL)

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Project Application

Road Approach Worksheet

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

Commercial Re-Roof (C-REF - Apply Online)

Contract Authorizing Work to Be Performed

Commercial Repair (C-REP)

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Project Application

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

Commercial Retaining Wall (C-RET)

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Project Application

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

Commercial Shed (C-SHD)

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Kitsap Public Health District Documentation

Project Application
MR#2 - Stormwater Pollution Prevention Plan Narrative Worksheet
Road Approach Worksheet
Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)

Commercial Solar Panels (C-SOL - Apply Online)

Contract Authorizing Work to be Performed (signed by property owner of record)
Project Application
Site Plan
Specification Sheets

Commercial Storage Tank (C-STR)

Architectural Plan Set (All sheets must be combined into one document.)
Civil Plan Set (All sheets must be combined into one document.)
Kitsap Public Health District Documentation
Project Application
Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)

Commercial Tenant Improvement (C-TEN)

Architectural Plan Set (All sheets must be combined into one document.)
Civil Plan Set (All sheets must be combined into one document.)
Energy Code Worksheet
Kitsap Public Health District Documentation
Pre-Application Summary Letter
Project Application
Road Approach Worksheet
Sewer Connection Analysis
Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)
Transportation Impact Fee Application
Water Sewer Availability Request

Sign Permit (SGN)

Project Application
Sign Permit Worksheet
Site Plan

Water Sewer Availability (WSA)

This permit is administered by the Public Works Department. Please contact them by email: pwadmin@bainbridgewa.gov