



City of Bainbridge Island
Planning & Community Development
Building Division
280 Madison Avenue N
Bainbridge Island, WA 98110
206-842-2552 fax 206-780-0955

**BUILDING DEPARTMENT POLICY
COMPLETE BUILDING PERMIT APPLICATION REQUIREMENTS**

APPROVED BY: Building Official

Revised Date:
Effective Date: 09/01/2015

Prepared by: James R. Weaver, CBO

Background:

This policy was created in response to citizen requests and with the intent of clarifying the minimum requirements that a building permit submittal may be determined by the City of Bainbridge Island Building Division as a complete application. This policy is intended as the means to accommodate and clarify the questions related to determination of a complete building application in regards and in application to BIMC Title 15.

Purpose:

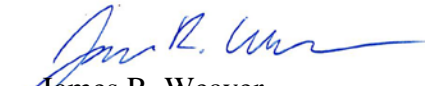
To provide a clarification regarding the minimum documentation to be able to determine that a building permit application is complete. For each individual building permit application, the information regarding the minimum requirements to accommodate a complete application was identified as needed to provide necessary information that would be useful in the applicant decision making process for any given building permit development project. The establishment of a complete building application does not preclude additional information being required regarding the unique information needs that additionally may be requested for development of any specific parcel. The establishment of this policy ensures uniform building permit application processing and an assurance of documentation and clarity for the public in these matters.

Authority:

City Building Official

Policy:

In respect to each building permit type, the items listed and identified on Attachment A have been determined as the minimum requirements in the determination that a submitted building permit application may be determined as complete.


James R. Weaver,
City Building Official



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**BUILDING DEPARTMENT POLICY
COMPLETE BUILDING PERMIT APPLICATION REQUIREMENTS - ATTACHMENT A**

Building Permit Type	Minimum Submittal Requirements for a Complete Application*
Single Family Residence, Mobile Home, & Multi- Family Applications	<ul style="list-style-type: none"> • Completed Building Application Form including ownership, tax assessor parcel number, contractor information, etc. (Please reference COBI Form #B101) • 2 Complete Site Plans and Construction Plans (Please reference COBI Form #B004) • Structural Calculations (Please reference COBI Form #B004) • Completed Energy Worksheet (Please reference COBI Form #B103) • Completed Surface and Storm water Checklist (Please reference COBI Form #B109) • Completed Storm water Pollution Prevention Plan ((Please reference COBI Form #B110) • If City Sewer/Water – Approved Binding Sewer/Water Availability Letter is required. • If Kitsap Public Health District (KPHD) – Approved Building Site Application (BSA) or Approved Building Clearance (BC). Concurrent review not accepted as a complete building permit application. • If applicable, Land Use Permit approval is required (Site Plan Review, Variance, Shoreline Permit, Etc.), Concurrent review not accepted as a complete building permit application. • Permit application review (intake) fees paid to City of Bainbridge Island
Commercial, Institutional, Industrial, Parking Garages, Commercial Pools, Commercial Storage, Commercial Additions, Commercial Alterations, Mixed Use Applications & all Non-Residential Buildings	<ul style="list-style-type: none"> • Completed Building Application Form including ownership, tax assessor parcel number, contractor information, etc. (Please reference COBI Form #B101) • 2 Complete Site Plans and Construction Plans w/ Architect Stamp (Please reference COBI Form #B006) • Structural Calculations with Structural Stamps (Please reference COBI Form #B006) • Landscape Plans (Please reference BIMC Section 18.85.040). • Completed Energy Worksheet (Please reference http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx) • Completed Surface and Storm water Checklist (Please reference COBI Form #B109) • Completed Storm water Pollution Prevention Plan ((Please reference COBI Form #B110) • If City Sewer/Water – Approved Binding Sewer/Water Availability Letter is required. • If Kitsap Public Health District (KPHD) – Approved Building Site Application (BSA) or Approved Building Clearance (BC). Concurrent review not accepted as a complete building permit application. • If applicable, Land Use approval is required (Site Plan Review, Variance, Shoreline Permit, Etc.), Concurrent review not accepted as a complete building permit application. • Permit application review (intake) fees paid to City of Bainbridge Island
Commercial Tenant Improvement Applications (Interior Construction Only, No Exterior Changes, no Structural Changes to Building)	<ul style="list-style-type: none"> • Completed Building Application Form including ownership, tax assessor parcel number, contractor information, etc. (Please reference COBI Form #B101 and COBI Form #B011) • 2 Complete Site Plans and Construction Plans w/ Architect Stamp (Please reference COBI Form #B006) • If City Sewer/Water – Approved Binding Sewer/Water Availability Letter for any new fixtures. • If Kitsap Public Health District (KPHD) – Approved Building Site Application (BSA) or Approved Building Clearance (BC) for proposed new use. Concurrent review not accepted as a complete building permit application. • If applicable, Land Use approval is required (Site Plan Review, Variance, Shoreline Permit, Etc.), Concurrent review not accepted as a complete building permit application. • Permit application review (intake) fees paid to City of Bainbridge Island

**Please Note: The establishment of a complete building application does not preclude additional information being required regarding the unique information needs that additionally may be requested for development of any specific parcel.*