The Building Division Annual Report is a summary and explanation of the City of Bainbridge Island building permit activity for the 2015 calendar year. Included within this report is data related to building permit types, construction valuation, types and number of inspections performed, and the time required to process permits in 2015.

The report identifies the core values of the Building Division, highlights the accomplishments and significant projects for 2015, as well as the Division goals for the upcoming 2016 year.

As the City Building Official, I look forward to serving the community by ensuring that smooth and continuous permit processing, review, and inspections occur daily regardless of available resources, assisting customers resolve difficult issues, helping to sustainably improve the built environment, incorporating new technology to improve provided services, and endeavoring to streamline the permitting process. We are looking forward to successful Building Division improvements in the upcoming year.

James R. Weaver, CBO AICP
Building Official

“We shape our buildings; and thereafter they shape us.”
Winston Churchill
TOTAL 2015
BUILDING PERMITS ISSUED  
706

TOTAL 2015
INSPECTIONS CONDUCTED:  
3,974

TOTAL 2015
BUSINESS LICENSE REVIEWED:  
2208 renewals  
199 new

TOTAL 2015
CONSTRUCTION VALUATION:  
$ 88.7 MILLION

TOTAL 2015
BUILDING FEES COLLECTED:  
$ 957,031
### 2015 Building Inspections
Total 2015 Inspections: 3,974

![Graph showing monthly building inspections from January to December 2015.]

### 2015 Construction Valuation by Permit Type
Total 2015 Building Construction Valuation: $88,698,532

- **Residential Single Family Residence:** $45,775,296
- **Residential Retaining Wall:** $101,200
- **Residential Repair:** $57,180
- **Residential Pool:** $75,000
- **Residential Miscellaneous, $755,346**
- **Residential Re-Roof:** $231,975
- **Residential Multi-Family:** $13,404,395
- **Residential Guest House:** $163,274
- **Residential Garage:** $1,410,072
- **Residential Fence:** $9,000
- **Residential Deck:** $164,399
- **Residential Builder:** $150,000
- **Residential Accessory Dwelling Unit:** $1,272,311
- **New Commercial Building:** $11,530,167
  - **Commercial Cell Tower:** $600,000
  - **Commercial Office/Dual Use:** $642,113
  - **Revision to an Issued Permit:** $2,073,004
  - **Commercial Fire Sprinkler System:** $531,000
  - **Commercial Mechanical:** $322,391
  - **Commercial Miscellaneous:** $8,000
  - **Commercial Plumbing:** $33,000
  - **Commercial Re-Roof:** $46,205
  - **Commercial Repair:** $315,000
  - **Commercial Tenant Improvement:** $1,266,763
  - **Fire Alarm System:** $78,000
  - **Fire Sprinkler System:** $46,855
  - **Residential Addition:** $4,226,762

- **Residential Shed:** $2,500
- **Residential Solar Panel:** $9,200
- **Residential Office/Dual Use:** $642,113
- **Revision to an Issued Permit:** $2,073,004
- **Commercial Cell Tower:** $600,000
- **Commercial Office/Dual Use:** $642,113
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- **Residential Addition:** $4,226,762

- **Addition:** C-ADD
- **Alteration:** C-ALT
- **Commercial Cell Tower:** C-CCT
- **Carport:** C-CAR
- **Deck:** C-DEC
- **Demolition:** C-DEM
- **Fence:** C-FEN
- **Fire Alarm:** C-FIA
- **Fire Sprinkler:** C-FIS
- **Foundation:** C-FND
- **Garage:** C-GAR
- **Generator:** C-GEN
- **Grade & Fill:** C-GAF
- **Mechanical:** C-MEC
- **Miscellaneous:** C-MIS
- **Plumbing:** C-PLM
- **Pool:** C-POL
- **Reroof:** C-REF
- **Repair:** C-REP
- **Retaining Wall:** C-RET
- **Revision:** REV
- **Shed:** C-SHD
- **Solar Panel:** C-SOL
- **Storage Tank:** C-STR
- **Tenant:** C-TEN
Bainbridge Island converted to a new SmartGOV permit tracking system in 2014.

The new system has improved processing, allows better communication with clients, and is consistent with the systems implemented in all Kitsap County jurisdictions.

New improvements allow digital approval processes to occur remotely for Kitsap Public Health Department and the Bainbridge Island Fire Department staff. This software provides the Division with the ability to continuously improve while the volumes of permits continue to increase.

The Bainbridge Island Building Division endeavored in 2015 to improve processing timelines and worked diligently to improve customer service while streamlining the existing permit review system. Listed below are the accomplishments of the Building Division.

2015 Building Division Successes
1. Streamlined building permit review process
2. Improved customer service & communication
3. Created remote approval process for KPHD & BIFD
5. Improved Division Website, Documents, & Forms
The City of Bainbridge Island, as part of the annual budgeting process, instituted key performance measures for all City departments. Metrics and data were chosen to reflect key areas of service delivery, performance, customer service, and workload measures. The 2015 and previous annual performance measures data is reflected below.

### CITYWIDE ANNUAL BUILDING DIVISION PERFORMANCE MEASURES

The following chart shows the distribution of building permits issued in 2015 by type:

- **Residential**: 87%
- **Commercial**: 13%

### PERMIT VOLUMES

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<thead>
<tr>
<th>PERMIT TYPE</th>
<th>TOTAL ISSUED IN 2015</th>
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<tr>
<td>TEN</td>
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</tbody>
</table>

### Average Permit Turnaround (Includes other division reviews)

- **2012**: 42 days
- **2013**: 38 days
- **2014**: 29.15 days
- **2015**: 39 days
The Building Division goals for 2016 seek to further improve customer service while removing time constraints within the existing permit review system. The Division consists of a total of seven individuals, including: one full time and one half time permit specialist, three building inspectors/plan examiners, one senior plan check engineer, and one building official. The Building Division 2016 Goals are intended to be accomplished within the allotted budget and existing staff resources.

1. Reduce permit processing timelines.
2. Enhance customer service & communication
3. Update building division documents & forms
4. Update building division website and expand digital document process for building permits
5. Update and improve the addressing process
6. Adopt the 2015 International Building Codes.

Building Division Staff

James Weaver  Building Official
Dave Erbes    Permit Specialist
Aaron Quitslund Permit Specialist
Greg Hiatt    Plan Check Engineer
Blake Holmes Plans Examiner/Inspector
Justin Lauritzen Plans Examiner/Inspector
- Vacant

Website: www.ci.bainbridge-isl.wa.us/planning_community_development