



B202-SUBMITTAL CHECKLIST

RESIDENTIAL ADDITIONS

OR REMODEL PROJECTS

This submittal checklist is intended to assist you in preparing and submitting a complete application. Once your application is determined to be counter complete, a review for technical completeness is conducted and you may be required to submit additional information in order to proceed with further review of your application.

Remodel Project

Addition/Expansion of Footprint

Applicant Name: _____ Assessor Tax Parcel #: _____

Submittal Requirements

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

✓	Form #	Required Applications
✓	B101	1. Project Application
✓		Required Submittal Items
		2. Electronic copy of ALL submittal Items in PDF format on CD or Flash Drive.
		3. Site plan. - 2 copies
		4. Kitsap Public Health District Documentation – 1 original All residential additions or major remodel projects are required to have review and approval from Kitsap Public Health District (360-728.2235). The documentation to submit to PCD will be one of the following: <input type="checkbox"/> Accepted or Concurrent Review BSA (Building Site Application) <input type="checkbox"/> Accepted or Concurrent Review BC (Building Clearance) <input type="checkbox"/> Accepted Building Clearance Exemption
	B103	5. Energy Code Worksheet - 2 copies
		6. Construction plans - 2 sets (1 set to carry design professional's original stamp and signature if prepared by a licensed professional).
		7. Engineered plans and calculations, if applicable - 2 Sets (1 set to carry the engineer's original stamp and signature)
✓		For Additions/Expansions of Footprint Only
	B#109	8. Plan Residential Surface & Stormwater Management (SSWM). Also include the following as necessary: <input type="checkbox"/> SWPPP Narrative - 2 copies <input type="checkbox"/> SWPPP Drawings - 2 copies (on minimum 11" x 17" paper; drawn to scale) <input type="checkbox"/> Soil Management Plan - 2 copies

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 will be assessed to each credit/debit card transaction.