



B216 - SUBMITTAL CHECKLIST

FENCE

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.

Before You Apply for Your Project

- If your fence is less than 7 feet in height, a building permit is not required per IRC Section 105.2.
- Regardless if a building permit is required or not, your fence may still need approval from the planning department for shoreline, critical areas, steep slopes or zoning related restrictions.
- If the property is served by septic system, check with the Kitsap Public Health District at (360)337-5235 to identify the exact location of the property's septic system components including all drainfield reserve areas.
- If you hire someone to build your fence, they must be a registered contractor—it's the law in Washington State. To verify your contractor's information, contact the Washington State Department of Labor and Industries (phone: (360)415-4000; website: www.LNI.wa.gov).

Section 1 - Submittal Requirements

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

✓ Form #	Required Applications
B101	1. Building Permit Application - 1 original
✓	Required Submittal Items
	2. Site plan - 2 copies
	3. Kitsap Public Health District Documentation - 1 original (if required) Contact the Kitsap Public Health District (360-337-5285) for specific requirements.
	4. Construction plans - 2 sets (1 set to carry design professional's original stamp and signature if prepared by a licensed professional). Plans shall clearly show: <input type="checkbox"/> Front and Back construction details <input type="checkbox"/> Side Cut View with foundation details shown
	5. Engineered plans and calculations, if applicable - 2 Sets (1 set to carry the engineer's original stamp and signature)

Permit fees for fences are based on the project valuation with a minimum valuation of \$2,000. This will result in a more relative fee for review and inspection. 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.

DRAWING EXAMPLE

Side Cut View

