OVERVIEW
The purpose of issuing permits over the counter (OTC) is to reduce plan review time and help expedite the construction process. Since building code review is not performed prior to issuance, supporting packets explaining common code requirements accompany most OTC applications. Even if a project qualifies for OTC processing, customers may elect to request a plan review by DCD prior to permit issuance.

WHICH TYPES OF PROJECTS QUALIFY FOR OTC PERMITTING?
The following projects typically qualify for OTC permitting. Shoreline or properties located in critical areas due to slopes or wetlands may not qualify for over the counter processing.

Residential Projects
- Deck – Uncovered
- Demolition Work
- Emergency Repair Work
- Fence – over 7 feet but under 8 feet in height.
- Mechanical and/or Plumbing
- Minor Remodel:
  - Re-roof
  - Re-Siding
  - Window Replacement
  - Interior Work (See Supplemental Application)

Commercial Projects
- Certificate of Occupancy Revision
- Demolition Work
- Emergency Repair Work
- Fence – over 7 feet in height
- Mechanical and/or Plumbing
- Commercial Temporary Mobile Business
- Minor Tenant Improvement (no change of use):
  - Re-roof
  - Re-Siding
  - Window Replacement
  - Interior Work (See Supplemental Application)

BEFORE YOU APPLY FOR YOUR PROJECT
- If you hire someone to perform the work, 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).
- Electrical work requires a separate permit from the Washington State Department of Labor and Industries (phone: (360)415-4000; website: www.LNI.wa.gov).

INSPECTIONS
Inspectors visit the construction site during the project to make sure that it complies with building code requirements. The inspector may conduct one or more inspections during a visit if they can observe all work done. The first inspection for most OTC permits is an OTC-Preliminary inspection. At this inspection the project is evaluated and code deficiencies discussed with the applicant.

Through the process, the inspector may make or require other inspections to ascertain compliance with the provisions of the code. General inquiries regarding specific code questions may be made at anytime; however the applicant assumes the responsibility to correct all code deficiencies regardless of conditions.

To request an inspection, call Kitsap 1 at (360) 337-5777 or submit your request at the Online Permit Center.

Questions
Call us at (360) 337-5777 or email kitsap1@co.kitsap.wa.us.