

# YOUR PERMIT IS ISSUED



Now that your building permit has been issued, here are some tips to help make sure your project is a success:

## 1. Approved Plans and Permit Conditions Readily Available On-site

The approved construction plans, engineering calculations, site plan, and a printout of permit conditions must be available on-site for inspectors. The documents must be protected, not taken apart or altered in any way, but maintained in the same condition as when the plans were approved. If the plans are illegible or missing, the inspector will not approve your inspection. An hourly re-inspection fee will be charged, and you must arrange for a replacement set at your cost before any further inspections can be performed. You are responsible for keeping these protected and readily available for inspection.

## 2. Address Clearly Posted

If we can't find your project, we can't inspect or approve the work. In addition, you want to make sure that emergency responders can also find your work site.

## 3. Build According to the Plans

Ensure the project is constructed per the plans stamped "Approved" or "Reviewed for Code Compliance". This is the most common cause of inspection disapprovals, subsequent delays, and further expense. If project changes are necessary, the building permit and plans must be revised and submitted to DCD for review and approval before implementing such change. If an inspector finds that the project is not following the approved plans, the inspector may not approve your inspection, and an hourly re-inspection fee will be charged.

## 4. Scheduling your inspection:

The required inspections for your project are listed in the Online Permit Center. When you are confident that you are ready for a required inspection, visit the [Online Permit Center](#) or call (360) 337-5777 and ask to schedule an inspection. Please have your permit number ready.

Workload determines the inspection date, but the department aims to provide inspections within two working days of the request. (Exception: "FINAL" inspections require two business days)

Virtual inspections are an option for gypsum wallboard and insulation and re-inspections deemed eligible by an inspector.

## 5. Permit Expiration

Building permits expire 180 days after the last approved DCD inspection was performed. Requiring inspections identifies ongoing activity and automatically extends the permit expiration out another 180 days.

If you are not ready for an inspection within 365 days of issuance, and your permit has not yet expired, a written extension request may be sent to DCD requesting up to a 180-day extension.

Extension requests must include the specific circumstances that have prevented the work from progressing.

## 6. Inspection Ready

Your project needs to be completely ready when you request an inspection. If an inspector finds numerous non-compliant issues, the inspector can not approve your inspection, and an hourly re-inspection fee will be charged.

## 7. Final Inspection Required

All building permits require a final inspection before being used or occupied, regardless of the size of the project or whether or not it is new work, a remodel, an addition, or a repair.

### Kitsap County Department of Community Development

*Your partner in building safe, resilient, and sustainable Kitsap County communities!*

(360) 337-5777 ~ [help@kitsap1.com](mailto:help@kitsap1.com) ~ [www.kitsap.gov/DCD](http://www.kitsap.gov/DCD)

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The Occupancy Approval Inspection (for certain building permits, including homes) will not be approved until all required inspections have been performed and approved and any associated permits, such as SDAP, fire sprinkler, fire alarm, road approach, etc., have been completed and finalized.

In addition, any “deferred” impact fees must be paid before requesting a Final Inspection and receiving Occupancy Approval.

Some projects, such as fences or small accessory structures, may be exempted from the certificate of occupancy requirement. These projects still require a final inspection to complete the permit.

It is a civil infraction to occupy a building without obtaining approval of the Occupancy Approval Inspection or to violate otherwise the provisions of the Kitsap County Building & Fire Code. Suppose a project is abandoned, or a building permit expires without completion. In that case, DCD may initiate code compliance actions and/or file a notice to title with the Kitsap County Auditor’s office identifying that the property is not in compliance with current codes, which could negatively affect future sales or refinancing efforts.

## **8. Builder’s Responsibilities**

As the builder or person responsible for the project, compliance with the adopted codes is your responsibility. There is a common misconception that county inspectors should identify “all” code violations; the reality is that the county implements a general permitting and inspection program for code compliance but is not a “quality assurance” agency. A building inspector does not have an opportunity to look at every detail in a structure. Each inspection is essentially a “spot-check” for code compliance. Likewise, additional violations that may have previously been overlooked could be identified on a follow-up inspection, though every effort is made to avoid such instances.

Please remember, if an inspector does not identify a particular problem, it does not mean the problem does not exist or doesn’t need to be corrected. Ultimately, when you sell or transfer this project, you will remain

responsible for ensuring it is code compliant. The applicant’s responsible for pursuing construction, monitoring timeframes, requesting inspections, and completing the project per the approved plans, permit conditions, and applicable codes.

## **Need Help?**

Staff at DCD want to help ensure your project is successful, safe, and code compliant. If you have questions regarding your project, where to purchase copies of particular codes, or help understanding certain code requirements, please get in touch with us via e-mail at: [help@kitsap1.com](mailto:help@kitsap1.com) or call us at (360) 337-5777.