



RESIDENTIAL BUILDING PERMIT SUBMITTAL CHECKLIST

Applicant: _____

Permit # _____

BUILDING DIVISION

Date: _____

CITY OF BAINBRIDGE ISLAND - BUILDING	YES	NO	N/A
1. Owner/Applicant Agreement Required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Directions to job site & Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. FLOOD PLAIN (Make Tidemark Entry if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Energy Code Checklist complete (WHF location) & matches plans (Glazing %)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Two complete plan sets:			
➤ Plans legible, dimensioned and to scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Smoke Detectors & Egress Windows Called Out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Architect stamped and signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Engineer plans/calcs stamped & signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Lateral analysis/braced wall panels identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Generator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• LP Tank	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Heat Pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Foundation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Floor Plan <i>Identify Rooms/WHF Location</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Heating System Location/Type <u>ELECTRIC</u> <u>PROPANE</u> <u>OIL</u>			
➤ Furnace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Heat Pump (& Furnace)	<input type="checkbox"/>		
➤ Boiler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Radiant Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Electric Baseboard/Radiant	<input type="checkbox"/>		
➤ Water Heater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Auxiliary Heat/Furnace? Location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ PROPANE			
• Tank Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Appliances & Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Fireplaces – Number/Type/Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Cross-Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Elevations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Roof Framing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Blank Inspection Card in File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Address Form (Check Tidemark, COBI GIS & Kitsap County GIS, if they don't match fill out form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Stamp in Plans (<i>Date & Large Building Div Stamps</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Plan Review Checklist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Attach Revision Notification & label, Shear Wall/BWP/Hold Down label

PLANNING

YES NO N/A

- 1. Check Planning Intake Checklist for Geotech Report Notes
- 2. 3rd Party Geotech Report (Red Form, make Tidemark entry and route to Josh)
- 3. _____
- 4. _____
- 5. _____

PUBLIC WORKS

YES NO N/A

- 1. Drainage Plan (Can be shown on Site Plan)
 - Surface & Storm Water Management Checklist (SSWM)
- 2. Road Approach
- 3. Water Availability Letter
- 4. Connection to Existing System
- 5. Geotech Report (Steps 1 and/or 2)

KITSAP COUNTY HEALTH

YES NO N/A

- 1. Building Site Application (BSA)
 - Check expiration date. BP must be issued prior to expiring.**
- 2. Building Clearance (On-Site Sewage or Sewered Properties)
- 3. Building Clearance Exemption
- 3. Sewer District #7
- 4. Sewer/Water Letter
- 5. Miscellaneous
- 6. Other

FIRE DEPARTMENT

YES NO N/A

- 1. Is this permit a: SFR?
 - Manufactured Home (Mobile)?
 - ADU (Accessory Dwelling Unit)?
- 2. Sent to Fire a Copy of BP Application with
 - Planning permit number in the "Special Conditions" section
- 3. Residential Fire Sprinkler System? (_____ sq. ft. Home)
- 4. Planning Review Permit Number _____

After creating the case, print a copy of the Tidemark "Case Description" by clicking on the word "File" then click on "Print". Punch 2 holes in it and file it where the Inspection Card goes

Notes: _____

Received By: _____