



#10 TENANT IMPROVEMENTS

What is a Tenant Improvement Permit?

A Tenant Improvement Permit is a Building Permit required for the completion or remodel/alteration of a space within an existing building. Plans are submitted and reviewed for applicable code requirements; a permit is then issued to do the work shown on the plans; and when the work has been completed and inspected, a Certificate of Occupancy is issued.

What is a Certificate of Occupancy?

A Certificate of Occupancy (CO) is a document that is issued after building and fire inspectors inspect the building and verify that no violations of the building or fire codes or any other Kitsap County ordinance have been identified. The CO contains the building permit number, property address, name and address of the owner or business, description of the portion of the building for which it is issued, the occupancy classification of the building, and its allowable use.



What if I'm moving into a space that was occupied by another tenant?

A Tenant Improvement Permit may not be required if you are moving into an existing space that already has a CO and you are not changing the structure or use. In addition, the business cannot have closed between tenants. If this is the case, then only a CO revision is required.

In order to qualify for a "Revised CO", All eight of the following statements must be true:

1. Less than 4,000 square feet of occupancy space.
2. No change in use.
3. No change in parking requirements.
4. No change in access.
5. No change of mechanical appliances or plumbing fixtures.
6. No change to lighting.
7. No change to the structure or of the building/tenant space.
8. No increase in water use and wastewater **OR** the property is served by a water and sewer system shown below.

To revise an existing CO, you must submit a permit application and a detailed floor plan identifying the following items:

- Arrangement of all rooms and partitions;
- Location and dimensions of existing cabinets, racks, aisles, exit paths, windows and doors;
- The direction of door swings and all door hardware;
- All existing plumbing fixtures, mechanical equipment, mechanical rooms, and storage areas.

For the fee of a Revised CO, see the current DCD Fee Schedule at www.kitsapgov.com/dcd. Applications may be obtained from DCD or from the county website.

WATER COMPANY NAME	PHONE
Annapolis Water District	360-876-2545
City of Bremerton	360-478-5315
Erland Point Water Co.	360-308-8734
Keyport Water System	360-779-9163
Manchester Water District	360-871-0500
North Peninsula Water District	360-779-9163
North Perry Ave. Water District	360-373-9508
City of Poulsbo	360-779-4078
Silverdale Water District #18	360-447-3500
Suquamish Water System	360-779-9163
Vinland View Water District	360-779-9163

SEWER COMPANY NAME	PHONE
City of Bremerton	360-478-2325
City of Port Orchard	360-876-4991
City of Poulsbo	360-779-4078
Bainbridge Island Public Works	206-842-2016
Karcher Creek Sewer District	360-871-6861
Kitsap County Public Works	360-337-5777
Kitsap County Sewer District #7	206-780-1348
Olympic Resource Management	360-697-6626
Port Gamble/S'Kallam Tribe	360-297-2646

Change of Use Considerations

If you are changing the use of a building or tenant space or adding onto a building, there are requirements that go beyond the scope of this bulletin. Changing the use may require changes to the number of parking spaces that are required and changes to the building to meet additional building and fire code requirements.

If you are a new tenant, check to see if the use you are proposing is allowed in the zone. For more information, call DCD Planner of the Day at 360-337-5777.

If any food service preparation or sale is involved, check with the Health District for additional requirements at 360-337-5285.

If there is a change or increase in the amount of water and/or wastewater, check with the Health District.

TI Permit Requirements

To apply for a Tenant Improvement Permit, you must provide the following:

1. **Permit application**, including:
 - Owner's name, address and phone number
 - Applicant's name, address and phone number
 - Site address
 - Assessor's tax parcel account number
 - Contactor's name, address and phone number
 - Lender's name, address and phone number
 - Previous tenant's name
 - A brief description of the proposed project
2. **Site Plan** –Assuming that there is no expansion of the existing footprint, only a basic site plan is required. It must contain:
 - Property lines
 - North arrow
 - Location of other buildings on the same property (include other tenants within the same building)
 - Existing road access
 - Existing fire apparatus access
 - Parking spaces
 - Accessible parking spaces, signage and accessible routes of travel
3. **Floor Plans** (three sets) including:
 - Arrangement of partitions and rooms
 - Location of new and existing plumbing fixtures and appliances
 - Location, size and type of all new and existing mechanical systems and ventilation equipment
 - Location and types of all new and existing doors and windows

- Locations of all exits, including all required exit hardware, lighting and signage, and all stair and hand-rail information
- Locations of all required ADA routes of travel, restrooms and service counters, including all required hardware
- Locations and types of all new and existing display racks, cabinets and equipment.

4. **Energy Code Application** including:
 - Building Envelope Summary, if any change is being made to the building envelope
 - Mechanical Summary, if any change is being made to existing HVAC systems.
 - Lighting Summary, indicating allowances.
5. **An approved BSA or BC** from the Health District
6. **Address verification form**
7. **Vicinity map.**

Other Permits May Be Required

Additional permits required may include:

- Mechanical Permit
- Plumbing Permit
- Installation or revision of a fire sprinkler system
- Installation or revision of a fire alarm system
- Commercial kitchen hood/fire suppression system are typically required in food service uses
- Sign Permit
- Electrical Permit from Washington State Department of Labor and Industries
- Storage racks that exceed 5'9" high.

Building Permit Process

Plans Examiners review your plans and identify any potential code violations. If the plans are incomplete or incorrect, the plans examiner requests additional or corrected information. Planners review your site plan, setbacks, land use conditions, and environmental impacts for compliance with zoning and critical area codes and ordinances.

Once the plans are approved, the permit will be approved for issuance. Upon payment of the permit fees, the permit will be issued and construction may begin.

Inspectors visit the construction site to make sure that it complies with Kitsap County code requirements. To request an inspection go to www.kitsapgov.com/dcd and click the inspections link in the left pane.