



## #7 – Your Permit is ISSUED!



Now that your building permit has been issued, there are a few things that you can do to help ensure a smooth process of inspections and project success:

### 1. Post the Building Permit Placard.

(Red, yellow or blue card) The building permit placard must be posted on site in an easily seen place, protected from the elements. Remember: this placard must last as long as your project.

### 2. Ensure that your address is 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. Ensure that the plans are available on site.

The "APPROVED" set of "DEV COPY" construction plans, engineering calculations and the site plan must be available on site for inspections. The documents must be protected and maintained in the same condition as when issued, and they may not be taken apart or altered in any way at the project site. If the plans are mutilated or unreadable... or missing, the inspector **will not** approve your inspection, an hourly re-inspection fee will be charged, and you will need to contact DCD to arrange for a replacement set at your cost, before any further inspections can be performed. Remember, it is your responsibility to keep these protected and easily available for the inspection.

### 4. Build "PER THE PLANS."

Ensure that the project is constructed in full accordance with the "APPROVED" plans. This is the single most common cause of inspection disapprovals and subsequent delays and expense, yet is so simply avoided. If during the course of the project, changes are necessary, the building permit and plans must be revised prior to proceeding. Revisions to approved plans must be submitted to the Department of Community Development for review and approval **prior** to implementing such change. If an inspector finds that the project is not in accordance with the approved plans, the inspector **will not** approve your inspection, and an hourly re-inspection fee will be charged.

### 5. Use: [http://www.kitsapgov.com/dcd/dailyinspect/irequest\\_bldg\\_web.htm](http://www.kitsapgov.com/dcd/dailyinspect/irequest_bldg_web.htm) or Call: 360-337-5777 and ask to schedule an inspection.

The minimum required inspections have been indicated on your building permit placard as well as the printed building permit that you signed. When you are confident that you are fully ready for a required inspection, call or submit via the website a request for an inspection before 3:00 p.m. Inspections are for the next available business day. DCD is closed on Fridays; business days are Monday through Thursday. (Exception: "FINAL" inspections require two business days)

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## Permit Expiration

Building permits expire after 180 days of no activity. Having required inspections performed identifies ongoing activity and automatically extends the permit expiration out another 180 days. However, if you are not going to be ready for an inspection within 180 days, and your permit has not yet expired, then a written extension request may be sent to DCD requesting up to 180 additional days. Such request must include the specific circumstances; that were beyond your control, that have prevented the work from progressing. Please note that for an extension request to be granted, it must be received prior to the permit expiration. Please see brochure #3 - Permit Expiration, for additional information.

## Being “Ready for Inspection”

When you reach a stage where you are ready for an inspection, please be sure that the project is completely ready for such inspection. Inspectors’ responsibility is not to create a “punch-list” of what is left to be done. That’s your job. Inspectors have a very limited time set aside to perform the inspection of your project, and they must quickly move on to the next scheduled site. If an inspector finds numerous non-compliant issues, the inspection will cease, and the correction notice will simply state that the project is not ready for inspection. If a project is not ready for inspection, the inspector will not approve your inspection, and an hourly re-inspection fee will be charged.

## Final Inspection Required.

All building permits require a final inspection prior to being used or occupied regardless of the size of the project, or whether or not it is new work, or a remodel, addition, or repair. The International Building Code, Section 110.1 (IRC R110.1) states in part: No building or structure shall be used or occupied until the building official has issued a Certificate of Occupancy. The Certificate of Occupancy will not be issued 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 prior to the issuance of the Certificate of Occupancy.

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

It is a civil infraction to occupy a building without obtaining a valid Certificate of Occupancy, or to otherwise violate the provisions of the Kitsap County Building & Fire Code. In addition, if a project is abandoned, or if a building permit expires without completion, 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.

## Builder’s Responsibilities

As the builder or person responsible for the project, compliance with the adopted codes is your responsibility; just like it is your responsibility to obey all traffic laws when driving. There is a common misconception that county inspectors should identify “all” code violations. However, the reality is that the county implements a general permitting and inspection program for code compliance, but is not a “quality assurance” agency. Much like a sheriff’s department can’t identify and write citations to each and every person who drives too fast, or “creeps” past a stop sign; a building inspector does not have an opportunity to look at each and every detail in a structure. Each inspection is essentially a “spot-check” for code compliance. Two identical houses, with identical violations, though not necessarily possible, could potentially have different correction items identified. Likewise, on a follow-up inspection additional violations that may have previously been overlooked could be identified, though every effort is made to avoid such instances. Please remember, just because an inspector may not identify a particular problem, does not mean that the problem does not exist, or does not need to be corrected. Ultimately, when you sell or transfer this project, you will remain the person responsible to ensure that it is code compliant. Again, it is your responsibility to pursue construction, monitor timeframes, request inspections, and complete the project in accordance with the approved plans, permit conditions, and applicable codes.

## Need Help?

Staff at the Department of Community Development wants to help ensure that your project is successful, safe, and code compliant. If you have questions regarding your project, where to purchase copies of particular codes, or want help understanding certain code requirements, please contact us via e-mail at: [openline@co.kitsap.wa.us](mailto:openline@co.kitsap.wa.us) or call us at 360-337-5777.