



# FEE SCHEDULE COMMUNITY DEVELOPMENT

## Building and Construction Fees (Title 14)

**Residential and Commercial Building Permit Fees and Fire Code Construction Permits** are determined by the building value or value of the improvement as calculated by either using the square footage of the project multiplied by the square foot construction cost, as compiled by the International Code Council (ICC) and published by the Building Safety Journal magazine annually, or the value of the improvement. For improvements not covered in the ICC table, applicants may be asked to provide the valuation for those projects (i.e., replacement furnaces, decks, or other components of a construction project). That value will then be multiplied by a Permit Fee Multiplier as determined by the type of construction. For single family residences the Permit Fee may include all improvements of the structure, i.e., mechanical and/or plumbing permits, fixture fees, and plan review. For commercial projects the Permit Fee Multiplier includes the main structure only; supporting elements such as mechanical and plumbing, etc. will have a separate fee based on the value of improvement. To preclude excessive fee increases for commercial projects during the transition from the current system to a straight permit valuation system, the Director of the Department of Community Development shall have the authority, in his discretion, to adjust such commercial fees downward so that the fee does not exceed a 13% increase over the existing fees. Additionally, the Director shall have the authority to adjust fees to an amount that provides a reasonable cost recovery to the county for those building permit types where the cost of the permit exceeds 20% of the cost of the project.

Where the values are unclear the Department will use RS Means or Saylor Publications Inc. or other regionally accepted valuation determination publication, or contract documents.

**Mechanical and Plumbing Fees** are included in the building permit fee for new single-family residences. For all other permit types, mechanical and plumbing fees are based on valuation with a minimum fee of \$50.

**A Base Application Fee** of \$90 is collected for each permit application unless otherwise noted.

**Other Agency Fees** are included for those agencies that have authorized Community Development to collect specific fees on behalf of their agency. In addition, Community Development will collect impact fees for local schools, roads and parks, and the Washington State surcharge of \$4.50.

## Building and Construction Fees - Title 14

<b>Residential Flat Fee Permits</b> <i>(Base fee applies to each application unless otherwise noted)</i>	
Base Application Fee	\$90
Manufactured Home installed on land parcel	\$330
Manufactured Home installed in a mobile home park	\$110
Adult Family Home (per IRC R324)	\$110
Re-Roofing	\$110
Spa or Hot Tub	\$55
Pool	\$575
Demolition	\$180
<b>Commercial Flat Fee Permits</b> <i>(Base fee applies to each application unless otherwise noted)</i>	
Base Application Fee	\$90
Certificate of Occupancy	\$55
Revised Certificate of Occupancy (no work)	\$55
Temporary building installation and removal	\$110
<b>Basic Plan Processing Fees</b> <i>(Base fee applies to each application unless otherwise noted)</i>	
Base Application Fee	\$90
Setup Fee	\$230
Basic Plan Use Review Fee (See Valuation Table for Building Permit fee)	\$115
Modification to a Basic Plan	\$230
<b>Fire Code Permit Fees</b> <i>(Exempt from base application fee)</i>	
Fees shall be included with the building permit application when the project includes a process for which a permit is required by the International Code Council	
Base Application Fee	\$90
Operational Permit Inspection Fee	\$180
Review Fee	\$115
Temporary stand for the sale of fireworks (in accordance with RCW 70.77) Includes permit inspection, Base fee waived	\$100

## Building and Construction Fees - Title 14 *continued*

### Fixture Fees *(Exempt from base application fee)*

Mechanical Permit - Minimum Fee (includes standard fixtures)	\$50
Plumbing Permit - Minimum Fee (includes standard fixtures)	\$50
<b>Miscellaneous Fees</b>	
Washington State Building Code Council Surcharge Charge per building permit. Use of outside consultants (for plan checking and inspections, or both) shall have a fee equal to the actual costs	\$4.50
Additional Review Additional plan review required by changes, revisions, or additions to the plans shall have a fee equal to the hourly rate per hour or the total cost of the permit, whichever is less.	Varies
Reactivation Fee (<1 Year) To reactivate a permit after permit expiration, if within one year of expiration, the Permit Fee shall be one-half of the current amount required for a new permit, or \$440, whichever is less, provided no changes have been made, or will be made in the original plans and specifications for such work.	Varies
Reactivation Fee (>1 Year) To reactivate a permit after the permit has been expired for more than one year but less than two years, 50% of the full current Permit Fee shall be paid. To reactivate a permit after the permit has been expired for two or more years, the full Permit Fee shall be paid.	Varies
Reactivation Fee (Final Inspection Only) To reactivate a permit after permit expiration, to perform a final inspection only for a permit that previously had all required inspections approved other than the Final Inspection.	\$180
Reinspection Fee Whenever an Inspection is requested but the project is not yet ready for inspection, if access to the site is prevented, or if temporary silt and erosion control measures are not in place, a fee shall be paid of an hourly rate beginning with the third inspection for the same issue.	Varies
Investigation Fee Whenever any work for which a permit is required by this code has been commenced without first obtaining such permit, an investigation fee shall be paid using an hourly rate.	Varies
Verbal Stop Work Fee	\$115
Posted Stop Work Fee	\$180 and 40% of current permit fee
Mitigation Agreement Fee	\$10/vehicle

## Building and Construction Fees - Title 14 *continued*

### Permit Fee Multipliers (PFM) *(multiplied by the project value to determine fee amount)*

**.0154** – Residential projects and commercial mechanical/plumbing elements – includes plan review.  
For new residential construction only, the fee includes mechanical and plumbing.

**.01** – All commercial projects except tenant improvements – includes plan review.  
Main structure only. Mechanical and plumbing calculated separately using .0154.

**.022** – Commercial Tenant Improvement projects – includes plan review.  
Main structure only. Mechanical and plumbing calculated separately using .0154

**.029** – Fire Code Construction - new automatic sprinkler installations and modifications exceeding twenty heads – includes plan review.

**.12** – Fire Code Construction - existing automatic sprinkler modifications twenty heads or less – includes plan review.

**.071** – Fire Code Construction – new installation or modification of a fire alarm – includes plan review.

**.14** – Fire Code Construction – all others – includes plan review.

<b>Land Use and Development Fees - Title 21</b>		
<b>Pre-Permit Actions</b>		Base Hours Included in Application Fee
Staff Consultation (30 minute maximum; credit towards application)	\$350	NA
Pre-Application Meeting (detailed Analysis; department prepares a report)	\$2,125	NA
Pre-Submittal/Pre-Construction Meeting (without permit)	Varies – Hourly Rate	NA
Zoning Confirmation Letter	Varies – Hourly Rate	NA
Critical Area Pre-Permit Site Visit	Varies – Hourly Rate	NA
Title Elimination Request	\$90	NA
<b>Administrative Land Subdivision and Land Use Decisions (Type I &amp; II)</b> <i>(Base fee applies to each application unless otherwise noted)</i>		Base Hours Included in Application Fee
Base Application Fee	\$90	NA
Large Lot Subdivisions Preliminary Final	\$2,539 \$1,275	23 12
Short Lot Subdivisions Preliminary Final	\$1,561 \$1,200	14 11
Binding Site Plan	\$2,629	24
Administrative Conditional Use Permit	\$4,609	41
Master Plan Scoping	Varies – Hourly Rate	NA
Master Plan Approval	Varies – Hourly Rate	NA
Administrative Amendments	Varies – Hourly Rate	NA
Director's Variance and Conditional Waiver	\$1,348	13
<b>Hearing Examiner and BOCC Decisions (Type III &amp; IV)</b> <i>(Base fee applies to each application unless otherwise noted)</i> If application requires a Hearing Examiner decision, an additional \$800 fee will be assessed		Base Hours Included in Application Fee
Base Application Fee	\$90	NA
Conditional Use Permits	\$5,893	52
Plats – Preliminary Final	\$8,759 \$5,690	77 50
Performance Based Development	\$6,896	61
Shoreline Substantial Development Permit (residential or commercial)	\$6,838	60
Shoreline Conditional Use Permits	\$4,798	43

## Land Use and Development Fees - Title 21

<b>Pre-Permit Actions</b>		Base Hours Included in Application Fee
Hearing Examiner Variances	\$3,635	32
Rezone and related Pre-Applications charged hourly	Varies - Hourly Rate	NA
Site Specific and related Pre-Applications charged hourly	Varies - Hourly Rate	NA
<b>Site Development Activity Permits (SDAPs)</b> <i>(Base fee applies to each application unless otherwise noted)</i> SDAP permit fees apply through permit approval. All review, inspection, and processing after approval will be charged at the DCD hourly rate.		Base Hours Included in Application Fee
Base Application Fee	\$90	NA
Grading < 500 cubic yards	\$734	9
Grading > 500 but < 5000 cubic yards	\$961	12
Grading 5000 cubic yards or greater	\$2,315	27
SDAP for Single Family Residence and/or Critical Areas	\$2,416	28
SDAP for Commercial	\$4,240	48
SDAP Short Plats	\$3,500	NA
SDAP Large Lots	\$3,500	NA
SDAP ROW Use/Improvement – Minor Development	\$1,500	NA
SDAP ROW Use/Improvement – Major Development	\$3,972	NA
All other SDAPs	\$4,152	47
Technical Deviation Review	Varies – Hourly Rate	NA
Permit Renewal	50% of initial SDAP fee	NA
<b>Other Community Development Fees</b> <i>(Base fee applies to each application unless otherwise noted)</i>		Base Hours Included in Application Fee
Base Application Fee	\$90	NA
Additional Plan Review (base fee waived)	Varies – Hourly Rate	NA
Address Request (fee waived if submitted with building permit) (base fee waived)	\$115	NA
Appeals (base fee waived)	\$500	NA
Environmental Impact Statement Review (EIS)	Varies – Hourly Rate	NA
Forest Practice Application - Minor	\$859	7
- Major	\$2240	20
Home Business Permit	\$1,260	NA
Hourly Rate	\$115	NA

## Land Use and Development Fees - Title 21

<b>Pre-Permit Actions</b>		Base Hours Included in Application Fee
Inspections (including Level 2 inspections) <i>(base fee waived)</i>	Varies – Hourly Rate	NA
Monitoring Report Review	Varies – Hourly Rate	NA
Road Approach <i>(fee waived if submitted with SDAP or building permit)</i>	\$332	5
Road Name Petition <i>(fee waived if part of land subdivision)</i>	\$230 minimum	NA
SEPA Checklist Review <i>(without another permit determination)</i>	\$370	NA
Shoreline Exemption Request	\$332	4
Sign Permit	\$155	2
If application requires a Hearing Examiner decision	\$800	NA
Temporary Land Use Permit	Varies – Hourly Rate	NA
Third Party Review of Application	110% of Contract Rate + Listed Fee	NA
Transfer of Development Right	Varies – Hourly Rate	NA

<b>Miscellaneous Fees</b>		Each
Photocopies (each sheet)	Black and White	\$0.15
	Color	\$0.25
Non-printed media	Data or audio CDs	\$5
	Disc	\$3
Maps	Section map	\$5
	Small county map	\$10
	Large county map	\$20
Returned Check Fee		\$35
Recording Fees - Collected as required		Varies

### **Refund Policy**

The Code Official shall establish a refund policy. The refund amount will be determined by the amount of work completed by the Department, not to exceed 80% of the initial fee. In addition, the code official may authorize the refunding of any fee paid in error.

**Kitsap County Public Works  
Development Permit Fees - Title 21**

Right of Way Permits	\$230
Basic Permit Fee	\$230
Additional Cost based on Scope of the Project	\$65 hourly
Reinspection Fee	\$125
Non-Disturbing Activity	\$65
Franchise Permit	\$135
Oversize Vehicle Permit	\$50
Petition for Sale of Tax Title Strip	\$525
Right-of-Way Use and Improvement	\$1,500
Right-of-Way Vacation Petition	\$635
Temporary Right-of-Way Use	\$250
Traffic Concurrency Test (No fee if submitted with Building Permit)	\$200
Capacity Inquiry	\$25
Capacity Reservation	\$25
Certificate of Concurrency	\$25
Renewal of any Concurrency test listed above	\$25

**Kitsap County Assessor  
Development Permit Fees - Title 21**

<b>Open Space/Current Use Assessment Applications</b>	
Application for Classification as Open Space Land for Current Use Assessment	\$300
Application for Classification as Farm and Agricultural Land for Current Use Assessment	\$300
Application for Classification as Timber Land for Current Use Assessment	\$300
Designated Forest Land Application	\$300

## REVISED OCCUPANCY & USE CLASSIFICATION FEE SCHEDULE

Fees for periodic occupancy conducted by Kitsap County Fire Marshal staff pursuant to KCC 14.08 shall be in accordance with the following table. Where the periodic occupancy inspections are conducted by Fire District staff pursuant to an agreement with Kitsap County, no inspection fee shall be assessed.

Occupancy Classification	Description of Occupancy	Inspection Fee
A-1	A building or portion of a building having an assembly room with an occupant load of 1,000 or more and a legitimate stage.	\$155
A-2	A building or portion of a building having an assembly room with an occupant load of 1,000 or more and a legitimate stage.	\$155
A2.1	A building or portion of a building having an assembly room with an occupant load of less than 1,000 and a legitimate stage.	\$155
A-3	A building or portion of a building having an assembly room with an occupant load of 300 or more without a legitimate stage, including such building used for educational purposes and not classified as a Group E or Group B occupancy.	\$155
A-4	Stadiums, reviewing stands and amusement park structures not included within other Group A occupancies.	\$155
B	A building or structure, or a portion thereof, for office, professional service type transactions, including storage of records and accounts, and eating and drinking establishments, based upon square footage.	\$155
E-1	Any building used for educational purposes through the 12th grade by 50 or more persons for more than 12 hours per week or four hours in any one day plus \$10.00 per portable building, per site.	\$455
E-2	Any building used for educational purposes through the 12th grade by less than 50 persons for more than 12 hours per week or four hours in any one day.	\$140
E-3	Any building or portion thereof used for day-care purposes for more than six persons.	\$140
F-1	(Formerly classified as Group B, Division 2) Moderate-hazard factory and industrial occupancies including factory and industrial uses not classified as Group F, Division 2 occupancies.	\$150
F-2	(Formerly classified as Group B, Division 2) Low hazard factory and industrial occupancies, including facilities producing noncombustible or nonexplosive material which during finishing, packing or processing do not involve a significant fire hazard.	\$150
H-1	Occupancies with a quantity of material in the building in excess of those listed in Table 3-D (UBC) which present a high explosion hazard.	\$245
H-2	A moderate explosion hazard or a hazard from accelerated burning, storage of flammable gases or liquids in open containers.	\$245
H-3	Flammable or combustible liquids stored in closed containers, which present a high fire or physical hazard as listed in Section 301.1.1 (UBC).	\$245
H-4	Repair garages not classified as Group S, Division 3 occupancies up to 4,000 square feet – \$25.00; above 4,000 square feet – \$45.00.	\$140
All Other H	Aircraft repair hangars not classified as Group S, Division 5 occupancies.	\$360
I-1.1	Nurseries for the full-time care of children under the age of six (each accommodating more than five children), hospitals, sanitariums, nursing homes with non-ambulatory patients and similar buildings, accommodating more than five.	\$175
I-1.2	Health care centers for ambulatory patients receiving outpatient medical care which may render the patient incapable of unassisted self-preservation, accommodating more than five	\$175

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Occupancy Classification	Description of Occupancy	Inspection Fee
	persons.	
I-2	Nursing homes for ambulatory patients, homes for children six years of age or over (each accommodating more than five persons).	\$175
I-3	Mental hospitals, mental sanitariums, jails, prisons, reformatories and buildings where personal liberties of inmates are similarly restrained.	\$175
M	(Formerly classified as Group B, Division 2) A building or structure used for the display and sale of merchandise, and involving stocks of goods or merchandise. Up to 4,000 square feet – \$25.00; 4,001 – 8,000 square feet – \$35.00; 8,000 – 15,000 square feet – \$50.00; 15,001 and above – \$65.00.	\$165
R-1	Hotels and apartment houses, congregate residences (each accommodating more than 10 persons, plus \$10.00 for each additional building.	\$180
R-3	Dwelling, lodging houses, congregate residences, and bed & breakfasts accommodating 10 or fewer persons.	\$180
S-1	(Formerly classified as Group B, Division 2) Moderate hazard storage occupancies including buildings used for storage of combustible materials, based upon square footage of largest building and \$10.00 for each additional building (see Group M).	\$125
S-2	(Formerly classified as Group B, Division 2) Low-hazard storage occupancies including building or portions of building used for storage of noncombustible materials (see Group S-1).	\$125
S-3	Repair garages where work is limited to exchange of parts and maintenance not requiring open flame or welding and parking garages not classified as Group S, Division 4 occupancies. 1 – 4,000 square feet \$25.00; above 4,000 square feet – \$45.00.	\$125
S-5	(Formerly classified as Group B, Division 3) Aircraft hangars, no open flames or welding.	\$125