COMMERCIAL PROJECTS
Common Submittal Items Matrix

The below matrix lists common submittal items that may be required as part of a complete application.

Not every project will require every specified item.

For a custom project specific checklist please visit the Permit Application Portal.

Commonly Required Submittal Item	Project Types					
	New, Replacement, or Addition to Building	Tenant Improvement	Certificate of Occupancy	Cell Towers	Sign	Mechanical & Plumbing
Parcel Map	X	X		X		
Site Plan	X	X		X	X	X
Floor Plan	X	X	X			X
Construction Plans	X	X		X	X	
Engineered Plans & Calculations	X	X		X		
Energy Code Compliance Forms	X	X				
Stormwater Worksheet	X			X		
Parking Analysis Worksheet	X	X				
Concurrency Test Application	X	X				
Manufacturer Specifications						X
Property Owner Authorization	X			X		
Kitsap County Public Works Building Site Application*	X	X	X	X		X
Sign Type Detail Sheet					X	
Photo Simulation					X	
Kitsap Public Health District Approval**	X	X	X			
Landscape Plans	X	X			X	

*If your property is served by Kitsap County Public Works Sewer

**Kitsap Public Health District Approval may be required based on factors such as sewage disposal method and/or business type, for example food service