



Community
Development



[Kitsap.gov/DCD](https://www.kitsap.gov/DCD)
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Revised 4/25/2025

Commercial Building Plan Requirements

Complete Set of Building Plans

A complete set of building plans includes:

- Cover sheet
- Architectural drawings
- Lighting, structural, landscaping, and civil drawings, and details
- Plumbing details and design
- Mechanical information including:
 - Heating
 - Ventilation
 - air conditioning
 - exhaust systems
 - kitchen hoods
 - other conveying systems

**More detail about what is required in the various sections of building plans is listed below.*

Cover Sheet

Identification: List the names, addresses, and telephone numbers of the property owner, agent, parties of record, Architects, and/or Engineers of Record. Identify who the applicant/contact is for questions, status information, and final issuance requirements.

Scope of Work: Describe the scope of work, including a project summary, and all information about the building uses and site.

Project Summary

Write an overview of the project.

- Indicate how many new and existing structures are involved.
- Number of buildings per construction type
- Building code(s) used
- Applicable occupancy groups
- Indicate the general scope of work for existing buildings including:
 - Associated Activities
 - Size of buildings
 - Number of employees
 - Hours of operation
 - General traffic associated with the project.
 - Business history
- Other pertinent items such as:
 - How the proposal is consistent with the comprehensive plan.
 - How the proposal complies with applicable requirements for the use set forth in Kitsap County Code.

- Explain how the proposal is compatible with and incorporates specific features, conditions, or revisions that ensure it responds appropriately to the existing character, appearance, quality or development, and physical characteristics of the property and the immediate vicinity.
- Explain the following if applicable:
 - Open Space Plan/Recreation Plan
 - Pedestrian access and circulation – interior and frontage sidewalks per KCC 17.354.050, 17.382.031, and 17.382.070 footnotes 5 & 25
 - Location of existing tree stands or masses.
 - Existing trees greater than 12” dbh per KCC 17.385
 - Discussion how the proposal meets parking requirements (KCC 17.382.070 footnotes 5 & 25 and per KCC Chapter 17.385 Off-street Parking and Loading)
 - Landscape and irrigation plan per KCC 17.382.070 footnotes 5 & 25 and KCC 17.385, 17.354.100-120
 - Pedestrian amenities
 - Utility locations, proposed and existing (Items can be included on the Site Plan)
 - Fire hydrants, proposed and existing (Items can be included on the Site Plan) per KCC Title 14
 - Sign locations and details (Items can be included on the Site Plan) per KCC 17.382.070 footnotes 5 & 25 and 17.445 Signage.
 - Lighting: If artificial outdoor lighting is necessary, the lighting should be fully shielded from the side view, directed downward and away from adjacent properties. KCC Section 17.455.110 Obnoxious Things, KCC requires that not more than one-foot candle of illumination may leave the property boundaries.
 - Screening of roof mounted air conditioning or heating equipment
 - Service areas, outdoor service areas and other intrusive site features
 - Provide for trash receptacles and screening.
 - Standards for access to roadways

Building Uses

- State the existing zoning of the project site.
 - Refer to Title 17 of the Kitsap County Code for current zoning information.
 - List the proposed uses building(s) (e.g. the building(s) will be used for retail, wholesale, office, multi-family housing, etc.)
 - State if there are any existing buildings of the site; indicate their current use, size (square footage), IBC occupancy group, and type of construction.
 - For any proposed or altered buildings, provide a detailed breakdown of the use and square footage by floor level for each individual building on site.
 - Indicate whether the use will be for multi-family housing, retail, wholesale, etc.
 - Include the occupant load and/or the number of employees.
 - List the IBC occupancy group and type of construction for the proposed buildings.
 - Indicate which edition was used for each of the International Codes (Building, Fire, Mechanical, etc., for Plumbing, indicate the Uniform Plumbing Code edition).
 - Contact DCD for information on the current edition in use
- Note:** Some residential projects may comply with the IRC
- Identify which option will be used to comply with the Washington State Energy Code for thermal building envelope requirements (Prescriptive or Component Performance)

Note: The Washington State Energy Code contains separate requirements for residential projects (multi-family housing) and non-residential or commercial projects

- Indicate whether the building(s) will have fire sprinklers and/or fire alarms.

Site

- Provide the area, in square feet or acres, of the project site.
- Location of buildings on adjacent properties shown per KCC 17.382.030
- Building setbacks from exterior property lines per KCC 17.382.070, 17.382.070 footnotes 5 & 25
- List any designated critical areas that affect the property.
- Indicate the number of required and proposed parking stalls located on the property.
 - Include calculations for how the required number was determined and for compact vehicles, bicycles, carpools, vanpools, and buses, as well as calculations for barrier-free accessible parking.
- Provide the wind design exposure (B is normal for Kitsap County)
- Provide the soil bearing capacity in pounds per square foot, as shown in the soils report, when applicable to a project
- Include the lot size, the percent of lot coverage, and the percent of area able to be developed.
- Provide a breakdown of the total impervious surface area of the site in square feet and list the amount of new impervious area being developed.
- Show all barrier-free accessible routes of travel, identifying significant elevators, ramps, etc.

Drawings

Drawings must show compliance with currently adopted State and County codes and ordinances, including but not limited to the following:

- International Building Code, Fire Code, Mechanical Code, and the Uniform Plumbing Code. (Those portions of the proposed construction pertaining to a detached single-family dwelling, or a detached duplex may comply with the International Residential Code for One-and Two-Family Dwellings). Washington State Energy Code
- Regulations for barrier-free facilities, as required by the IBC Chapter 11, ANSI A117.1, and the State of Washington Building Code, RCW 19.27, and WAC 51.50. Show access and egress routes for persons with disabilities.
- Zoning, Parking, Landscaping, and Drainage Codes
- Drawings must adequately describe the proposed construction, including, but not limited to the following:
 - Architectural site plans
 - Architectural foundation plans
 - Structural foundation plans, including sections, reinforcing schedule, and details.
 - Architectural floor plans:
 - Provide dimensions of each area and identify scale.
 - List uses for each room or area.
 - Show equipment and layout for all areas of the building.
 - Provide stock storage height and type of materials stored.
 - Show barrier-free access throughout, barrier-free facilities, and accommodations, and
 - Identify exits and means of egress, including corridors.
 - Building floor plans per 17.382.070 footnotes 5 & 25
- Architectural floor and roof framing plans showing draft stop locations, venting, and materials

- Structural floor framing plans showing all structural elements and indicating locations of all shear walls.
- Building and wall sections, including fire-resistive assemblies
- Elevations, including building height.
- Commercial Building Elevations per KCC 17.382.030, 17.382.070 footnotes 5 & 25, 17.354.050 and .090, 17.354.190-230, 17.354.260-290, 17.354.310
- Building articulation
- Structural framing plans, including floor/ceiling and roof framing layout (may be included on floor plans or provided as separate framing plans)
 - Show all imposed loads such as HVAC and other equipment.
- Architectural details, including fire-resistive assemblies, doors, windows and finishing material schedules.
- Structural details, including connections, lateral load resisting designs, hold-downs, diaphragms, etc.
- Mechanical plans, showing all air handling equipment (heating, ventilation, air conditioning, and exhaust systems), including duct system layout.
 - Indicate ducts, registers, diffusers, grill sizes, and air quantities.
 - Show all fire dampers as required by code and provide the equipment list.
 - Show how plans comply with Energy Code requirements, including equipment sizing, controls, and operating weight.
- List quantities of hazardous materials that will be stored/used in the building.
- Landscaping and civil engineering plans
- For buildings using fire-rated construction or fire-rated separations (occupancy or area), provide the following:
 - Details and listing of fire-rated assemblies.
 - Details of fire-rated penetrations
 - Building sections through fire-rated construction
- Energy Plan:
 - Provide lighting and switching plans, including all details of the on-site lighting plan for areas of illumination.
 - Include wall sections through the envelope and include window, door, and mechanical equipment schedules.
 - Provide information on ventilation and indoor air quality provisions.
- Calculations: Structural, Energy
- Plans and specifications for buildings classified must meet IBC Section 107 and RCW 18.08 & 18.43.
 - Plans that exceed these limitations must be prepared by a structural engineer or architect currently licensed to practice in the State of Washington
 - All drawings of buildings within these categories must display the signed stamp of the responsible architect and/or engineer.