



# **BROCHURE # 40**

## **DO I NEED A BUILDING PERMIT?**

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### **OVERVIEW**

Kitsap County requires building and/or fire code permits for many residential and commercial projects to ensure safety for community residents and the environment; however, some projects don't require a permit.

A Department Community Development (DCD) building permit is not required for the projects listed below; however, you may need to obtain separate plumbing, electrical and mechanical permits from Labor & Industries, unless the items are otherwise exempted. Although your project may be exempt from requiring a building permit, it still needs to conform to building code requirements, zoning setbacks, critical areas, shoreline management, or other Kitsap County regulations. If you are not sure if your project will conform, please get in touch with staff at 360.337.5777.

### **PERMIT NOT REQUIRED FOR THE FOLLOWING:**

- **Storage Sheds:**

- Residential, single-story, detached, accessory structures that will be used as tool/storage sheds, playhouses, or similar uses, provided the floor area does not exceed 200 square feet and walls are less than 10' in height (carports are not included).
- Commercial, single-story, detached, accessory structures used as tool/storage sheds, and similar uses, provided the floor area does not exceed 120 square feet and walls are less than 10' in height.

- **Retaining Walls:** Non-shoreline, upland retaining walls that are not over 4' high measured from the bottom of the footing to the top of the wall, unless supporting a surcharge (such as a road, building, or tank) or any type of combustible or flammable liquid.

- **Water tanks:** supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2 to 1.

- **Fences:** 7' high and under. For gates, please review [Fire Code Requirements](#) for emergency access. **Exceptions:** Fences 6' or higher near Shoreline will need a permit, or when located near a critical area, or a critical area buffer, DCD building permit is required so that an Environmental Reviewer can review placement.

- **Decks:** not attached to buildings are less than 30" above grade at any point, less than 200 square feet, do not serve as main entry door, and are not more than 18" high for shoreline properties. **Exception:** when near critical area, or critical area buffer, DCD building permit is required, so that Environmental Reviewer can review placement.

- **Roofing:** Repair or maintenance of roofing or flashing of a single-family residence or associated accessory buildings, provided that no structural work is being done and that no more than 2,100 square feet of roofing materials are being replaced.

- Non-covered platforms, sidewalks, and driveways not more than 18" above grade on waterfront properties or 30" above grade on Non-waterfront properties, and not over any basement or story below.

- Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work.

- Prefabricated swimming pools that are less than 24 inches deep.

- Swings and other playground equipment.

- Window awnings supported by an exterior wall that does not project more than 54 inches from the exterior wall and does not require additional support.

- Temporary motion picture, television, and theater stage sets and scenery.

- Moveable cases, counters, and partitions not over 5'9" high.
- Replacing a garage door
- Gutter installation or work
- An agriculture structure is exempt from a building permit, provided that; the square footage is no larger than 864 square feet; the use will be exclusively for livestock; feed and or farm implements; located no closer than ten feet from nearest structure; does not contain a heat or plumbing sources (unless permitted); shall be registered with Kitsap County Department of Community Development.

## **EXAMPLES OF PROJECTS THAT DO REQUIRE A BUILDING PERMIT**

- All residential or commercial additions (adding square footage to existing buildings)
- A structure or new impervious surface of ANY size located within the shoreline buffer or in a critical area or their buffers and setbacks. This includes decks and patios under 18" in height
- Residential storage buildings over 200 square feet
- Residential storage building that will have any mechanical equipment. Examples: heat pump, pump house, generator.
- Commercial storage buildings over 120 square feet
- Fences over 7' high
- Retaining walls over 4' tall or supporting structures
- Above-ground swimming pools over 24" deep
- All in-ground swimming pools
- Shoreline bulkheads
- Boathouses
- All building demolitions
- Doors and Windows (New or Replacement)
- Siding
- Covered Porches (includes Manufactured Homes)
- Attached or detached carports
- Moving a building
- Temporary buildings
- All structural remodeling-Interior & Exterior
- Insulation and Sheetrock/Wallboard Installation
- Decks – see exceptions on page 1
- Residential re-roofing over 2,100 square feet
- All commercial re-roofing
- All commercial remodeling (Tenant Improvement)
- Commercial occupancy of an existing building
- Commercial storage rack systems over 5'9" tall
- Temporary Commercial Business – Tent/Structure
- Plumbing work (except for stoppage of leaks)
- Mechanical work (except repairs of appliances)

## **NEED A PERMIT**

All DCD Permits are now submitted online. To begin your online permit process, please visit our [Prepare, Apply, Manage page](#).