KitsapCounty
Community Development

Site Development Activity Permit Pre-Construction Meetings

Overview

All Site Development Activity Permit's (SDAP) require a pre-construction meeting prior to issuance.

Information on permit expiration timelines can be found in KCC 12.10.055, KCC 12.16.110. Information on Permit Extension and Renewal can be found in KCSDM Vol II 1.5.6.

What is a pre-construction meeting (pre-con)?

A pre-con is a meeting with representatives from the applicant and the County to discuss Kitsap County requirements concerning erosion control, construction sequence, inspection requirements, plan changes, and protection of critical drainage areas. The meeting may also include a discussion regarding coordination of work by affected utilities, depending on the scope of work on your project.

Can I start work prior to the pre-con?

No work shall take place on a project site prior to the pre-construction meeting. If work takes place on the project site prior to the pre-construction meeting, the owner and/or contractor shall be in violation of KCC 12.10.030 and shall be subject to a monetary penalty as described in the Kitsap County Code (KCC). In addition, the issuance of the SDAP or other permit may be delayed, and restoration work may be required for those areas of the site disturbed prematurely.

Who needs to attend the pre-con?

For smaller projects that require **on-site** preconstruction meetings, the pre-construction meeting shall be attended by the owner or authorized representative, the project engineer, and the contractor.

For larger projects that require **virtual or office** pre-construction meetings, the pre-construction meeting shall be attended by:

- The owner or an authorized representative of the owner.
- The designated Certified Erosion and Sediment Control Lead (CESCL)
- The project engineer.
- A representative of the general contractor.
- A representative of Kitsap County.
- Representatives from all affected utilities.

The acceptance letter for your project will indicate whether the pre-con will be held on-site or virtually.

How can I prepare for the pre-con?

Check your acceptance letter for Pre-Construction Documents that are required to be submitted prior to scheduling your pre-construction meeting. These can include certificate of liability insurance, an erosion control covenant or bond, a copy of your NPDES permit or proof of other permits that may be required for your project. Ensure all outstanding review fees are paid prior to requesting your pre-con.

How do I schedule my pre-con?

After you have uploaded the Pre-Construction Documents, you may request your Pre-Construction Meeting by emailing help@Kitsap1.com or calling 360-337-5777. Please note, customer's preferred days/times are considered but requests are tentative – **the pre-construction meeting date is not confirmed during the initial request**. Once it has been verified that all required Pre-Construction Documents are uploaded, your pre-construction meeting will be scheduled. **You will receive a confirmation email appointment with meeting time, meeting details and instructions on how to access your Approved Permit Documents.**

How can I find my Approved Permit Documents?

The Approved Plans, Permit Conditions & Pre-Construction Meeting Packet will be made available for printing after your Pre-Construction Meeting has been scheduled.

See this link to a video showing how to access your Approved Permit Documents for printing:
Locating Approved Permit Documents & Plans

What do I do with my Approved Permit Documents?

For ON-SITE pre-cons, it is the responsibility of the applicant to print and bring to the pre-construction meeting a copy of the Approved Plans and signed copies of the Permit Conditions & Pre-Construction Meeting Packet. If these documents are not brought to the pre-construction meeting, the Site Development Activity Permit cannot be issued.

For VIRTUAL pre-cons, it is the responsibility of the applicant to print a copy of the Approved Plans to have available on-site for the first inspection. The applicant is also responsible for ensuring the signed copies of the Permit Conditions & Pre-Construction Meeting Packet are uploaded to the Online Permit Center once the pre-construction meeting is complete. If these documents are not uploaded to the Online Permit Center, the Site Development Activity Permit cannot be issued.

More Questions?

Visit: Contact Us
Call: 360.337.5777
Email: help@kitsap1.com

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