

Residential Building Permit Application Submittals

Each submittal **must** use the naming convention provided below. Revisions submitted should be named the same as the original submission and include REV 1, REV 2, etc., after the name. (For example, Site Plan REV 1.)

Please note the City no longer accepts paper documents.

The new permit submittal process for permits listed below that do not have an “(Apply Online)” next to them are as follows:

1. The applicant will email the Building Permit Application form to permittingsubmittal@bainbridgewa.gov requesting a case number.
2. A Permit Specialist will use the information on the application provided to create a file with a case number.
3. Once the file is created, a Permit Specialist will email the applicant with their assigned case number as well as an access code for the online permit portal.
4. The applicant will upload all required initial documents via the online permit portal.
5. Once all required initial documents are uploaded, an invoice will be sent to the applicant.
6. Once the invoice is paid, the application will be considered “submitted” and will be forwarded to the appropriate queue for review.

This new process is intended to mimic the online application process. We are working to move ALL application submittals to the portal in the future.

Address (Apply Online)

Address Request-Road Name Application

Vicinity Map – *Should include site being addressed showing proposed driveway as well as nearby parcels highlighting existing driveways.*

Residential Accessory Dwelling Unit (R-ADU – Apply Online)

Project Application

Approved Kitsap Public Health District Documentation

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Energy Code Worksheet

Road Approach Worksheet

SAR Documentation

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

MR#2 - Stormwater Pollution Prevention Plan Narrative Worksheet

Residential Addition (R-ADD – Apply Online)

Project Application

Approved Kitsap Public Health District Documentation

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Energy Code Worksheet

SAR Documentation

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

MR#2 - Stormwater Pollution Prevention Plan Narrative Worksheet

Residential After the Fact (R-ATF)

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Energy Code Worksheet

Kitsap Public Health District Documentation

Project Application

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

Residential Alteration (R-ALT – Apply Online)

Project Application

Approved Kitsap Public Health District Documentation

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Energy Code Worksheet
SAR Documentation
Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)
MR#2 - Stormwater Pollution Prevention Plan Narrative Worksheet

Residential Alteration - Subject to Field Inspection (R-ALT STFI - Apply Online)

Project Application
Architectural Plan Set (All sheets must be combined into one document and **must** include both an existing and a proposed floor plan.)
Project Narrative
Energy Code Worksheet (if applicable)
Structural Calculations (If applicable to scope of work)
Structural Plan Set (If applicable to scope of work. All sheets must be combined into one document and include structural calculations.)

Residential Bulkhead (R-BLK)

Architectural Plan Set (All sheets must be combined into one document.)
Civil Plan Set (All sheets must be combined into one document.)
Project Application
Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)

Residential Carport (R-CAR)

Architectural Plan Set (All sheets must be combined into one document.)
Civil Plan Set (All sheets must be combined into one document.)
Kitsap Public Health District Documentation
Project Application
MR#2 - Stormwater Pollution Prevention Plan Narrative Worksheet
Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)

Residential Deck (R-DEC - Apply Online)

Project Application
Approved Kitsap Public Health District Documentation
Architectural Plan Set (All sheets must be combined into one document.)
SAR Documentation
Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)
MR#2 - Stormwater Pollution Prevention Plan Narrative Worksheet

Residential Demolition (R-DEM)

Demolition Submittal Checklist
Project Application
Site Plan

Residential Fence (R-FEN - Apply Online)

Project Application

Site Plan

Architectural Plan Set (All sheets must be combined into one document.)

Residential Fire Alarm System (R-FIA - Apply Online)

Project Application

Battery Calculations

Fire Alarm Plans

Manufacturer's Product Specifications

Residential Fire Sprinkler System (R-FIS - Apply Online)

Project Application

Fire Sprinkler Plan

Hydraulic Calculations

Manufacturer's Product Specifications

Residential Foundation Only (R-FND)

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Project Application

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

Residential Grading and Fill (R-GAF)

Project Application

Road Approach Worksheet

Site Plan (example on page 5 of the Administrative Manual)

Residential Garage (R-GAR - Apply Online)

Project Application

Approved Kitsap Public Health District Documentation

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

Residential Guest House (R-GST - Apply Online)

Project Application

Approved Kitsap Public Health District Documentation

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Energy Code Worksheet
SAR Documentation
Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)
MR#2 - Stormwater Pollution Prevention Plan Narrative Worksheet

Residential Manufactured / Mobile Home (R-MBH - Apply Online)

Project Application
Approved Kitsap Public Health District Documentation
Architectural Plan Set (All sheets must be combined into one document.)
Civil Plan Set (All sheets must be combined into one document.)
Energy Code Worksheet
Road Approach Worksheet
SAR Documentation
Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)
MR#2 - Stormwater Pollution Prevention Plan Narrative Worksheet

Residential Mechanical (R-MEC - Apply Online)

Site Plan
Specification Sheets

Residential Multi-Family (R-MFR - Apply Online)

Project Application
Approved Kitsap Public Health District Documentation
Architectural Plan Set (All sheets must be combined into one document.)
Civil Plan Set (All sheets must be combined into one document.)
Energy Code Worksheet
Road Approach Worksheet
SAR Documentation
Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)
MR#2 - Stormwater Pollution Prevention Plan Narrative Worksheet

Residential Miscellaneous (R-MIS)

Architectural Plan Set (All sheets must be combined into one document.)
Civil Plan Set (All sheets must be combined into one document.)
Project Application
Site Plan
Structural Calculations
Structural Plan Set (All sheets must be combined into one document.)

Plat Utilities (PU)

Engineered Drainage Plan

Grading Plan

Project Application

Road Approach Worksheet

Roadway Plan

Stormwater Pollution Prevention Plan (SWPPP) Drawings

Utilities Report

Utility Plan

Residential Plumbing (R-PLM - Apply Online)

Specification Sheets

Residential Pool (R-POL)

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Project Application

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

Residential Re-Roof (R-REF - Apply Online)

Contract Authorizing Work to be Performed (signed by property owner of record)

Residential Repair (R-REP)

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Project Application

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

Residential Retaining Wall (R-RET)

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Project Application

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

Residential Single-Family Residence (R-SFR - Apply Online)

Project Application

Approved Kitsap Public Health District Documentation

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Energy Code Worksheet

Road Approach Worksheet

SAR Documentation

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

MR#2 - Stormwater Pollution Prevention Plan Narrative Worksheet

Residential Shed (R-SHD)

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Kitsap Public Health District Documentation

Project Application

MR#2 - Stormwater Pollution Prevention Plan Narrative Worksheet

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

Residential Solar Panels (R-SOL - Apply Online)

Project Application

Contract Authorizing Work to be Performed (Signed by property owner of record)

Site Plan

Specification Sheets

Residential Storage Tank (R-STR)

Architectural Plan Set (All sheets must be combined into one document.)

Civil Plan Set (All sheets must be combined into one document.)

Kitsap Public Health District Documentation

Project Application

Site Plan

Structural Calculations

Structural Plan Set (All sheets must be combined into one document.)

Residential Office/Studio (R-STU - Apply Online)

Project Application

Approved Kitsap Public Health District Documentation

Architectural Plan Set (All sheets must be combined into one document.)

Energy Code Worksheet

Site Plan

SAR Documentation

Revision to an Issued Permit (REVISION - Specific submittals are determined based on type of Revision)

Revision Request Application

Submitted Associated Plans and Details

ROAD NAME

Address Request or Verification Application

Road Name Petition

Site Plan

Right of Way Permit (ROW)

This permit is administered by the Public Works Department. Please contact them by email: pwadmin@bainbridgewa.gov

Septic Repair (SEPTIC REPAIR)

Project Application

Septic Waiver (SEPTIC WAIVER)

Project Application

Water Sewer Availability (WSA)

This permit is administered by the Public Works Department. Please contact them by email: pwadmin@bainbridgewa.gov

Government Websites by [CivicPlus®](#)