



B208 - SUBMITTAL REQUIREMENTS

GENERATOR/LPG TANK PERMIT

A mechanical permit is required when adding, altering or replacing mechanical equipment. In accordance with the Bainbridge Island Municipal Code “Chapter 18.78.040 Utilities. Overhead and underground utilities are permitted in setbacks. (Ord. 2004-02 § 1, 2004; Ord. 92-08 § 2, 1992)”. Generators and LP Tanks must meet minimum requirements for setback requirements.

Before You Apply for Your Project

- Check with Department of Planning and Community Development staff to determine your property’s required setbacks.
- If you hire someone perform your work, they must be a registered contractor—it’s the law in Washington State. To verify your contractor’s information, contact the Washington State Department of Labor and Industries (Silverdale office, phone: (360) 308-2800; website: www.LNI.wa.gov).
- For required electrical permits, contact the Washington State Department of Labor and Industries (Silverdale office, phone: (360) 308-2800; website: www.LNI.wa.gov).
- Note: The Electrical inspection must be signed off by the Department of Labor and Industries prior to calling the City of Bainbridge Island for a Final Inspection.

Type of Permit Requested GENERATOR HEAT PUMP LP TANK

Section 1 - Submittal Requirements

Use the column to the left to check off items included with your application.

| ✓ | Form # | Required Applications |
|---|--------|---|
| ✓ | | ALL application materials must be received in electronic PDF format. |
| | B101 | 1. Building Permit Application |
| ✓ | | Required Submittal Items |
| | | 2. Site plan |
| | | 3. Manufacturer’s Specifications for the Proposed Equipment |
| | | 4. HVAC Equipment Sizing Calculations (for installation of heating equipment over 40,000 btu) |

Fees are due at the time of submittal.

- Commercial Mechanical Permits are based on Valuation.
- Residential Heat Pumps, LP Tanks and Generators are based on the Mechanical Permit Application.
 - Base Mechanical Permit Fee Plus equipment (below) \$ 33.14
 - LP Tank: \$ 15.02
 - Generator \$ 15.02
 - Heat Pump/Furnace and Ducting <100,000 BTU \$ 20.87
 - Furnace and Ducting >100,000 BTU \$ 25.67

Accepted forms of payment:

- Cash
- Check/Cashier's Check - Make checks payable to City of Bainbridge Island (COBI)
- Credit Cards: Discover, Visa, or MasterCard. A convenience fee will be assessed to each credit/debit card transaction.

Section 2 – Site Plan Requirements

Your site plan must include the following:

1. North Arrow
2. Property lines: Show the location, dimension of all property lines
3. Existing and **proposed structures**: Show location, dimension, and use of all existing and proposed buildings and structures on the site; show distances to property lines from wall of structure.
4. Land use code setbacks: Show front, side, and rear setbacks.
5. Critical Areas: Any critical areas (streams, wetlands, slopes) and the applicable buffer must be shown.
6. Retaining walls, rockeries and fences: Indicate location, length, and height.
7. Driveways and parking: Show location of on-site parking and driveways.
8. Rights-of-way & Easements: Locate and label the adjacent rights-of-way (ROW) existing centerline, curb, and sidewalk. Distances to ROW centerline must be to scale. Show the location for all existing and proposed utility, open space, drainage, native growth protection, conservation, access easements and /or private roads; drawn to scale with accurate dimensions for your property as well as adjacent properties.
9. Ordinary High Water Line: Must be shown if site is situated within shoreline jurisdiction (approximately 200' landward of Ordinary High Water).
10. **Location, Size** _____ **(gallons)** & **Type** _____ of Fuel being used.