

**PERMIT CENTER**  
**OCCUPANCY WITH SAME USE**  
**COMMERCIAL**  
**Building Permit Application**

Department of Community Development \* 345 - 6th Street, Suite 600 \* Bremerton, WA 98337-1873  
(360) 473-5275 \* Fax (360) 473-5278 \* www.ci.bremerton.wa.us

**BUSINESS NAME:** \_\_\_\_\_  
**SITE ADDRESS:** \_\_\_\_\_  
**SOLE PROPRIETOR:** \_\_\_\_\_ **CORPORATION/LLC/PARTNERSHIP:** \_\_\_\_\_

<b>BUSINESS OWNER</b>	<b>BUILDING OWNER</b>
Name:	Name:
Address:	Address:
City, State, Zip:	City, State, Zip:
Phone #: ( )	Phone #: ( )
Email address:	Tax ID/Parcel #:
Bremerton Business License:	

**Scope of Work:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IS THIS PROPERTY WITHIN 200 FEET OF A SHORELINE?** YES  NO

**Square Footage:** \_\_\_\_\_ **Tenant Space:** \_\_\_\_\_ **Construction Type:** \_\_\_\_\_

<b>Valuation</b>	<b>Plan Review Fee</b>	<b>Permit Fee</b>	<b>Surcharge</b>	<b>Total Fees</b>

Application for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action by the applicant for a period not exceeding 180 days on request by the applicant, showing the circumstances beyond the control of the applicant have prevented action from being taken. No applicant shall be extended more than once. In order to renew action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

\_\_\_\_\_  
**Applicant's Signature** \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**PLEASE FILL OUT BACK OF APPLICATION**



# OCCUPANCY PERMIT

## Certificate of Occupancy

All businesses within the city limits require a City of Bremerton Business License and a Certificate of Occupancy.

An occupancy permit may be used to change the name of a business or change the ownership of an existing business. The occupancy permit may also be used for occupancy of an existing building or space when the business use is Group B business office or professional service (such as a beauty shop), or the business use is Group M retail sales store, and the business use is the same as the previous business use with no change in configuration of the space. Inspections are performed by the Building Department, Fire Department and Water Department before the Certificate of Occupancy is issued.

A building permit is required for occupancy of a building or tenant space, alterations, additions, major repairs, interior demolition, any plumbing or mechanical work, installation of storage racks or other review.

Any questions about whether an Occupancy Permit or Building Permit is appropriate may be answered by contacting the Department of Community Development at 360-473-5287, Monday through Thursday 8:00 – 5:00.

## Inspections

When the occupancy permit is issued, you may start calling for your inspections from the Building Department, Water Department, and Fire Department. Be sure to give your permit number, the address, and the date you want the inspection. The business must be available to inspect that day and we do *not* call to schedule a specific time. A reinspection fee may be assessed if the inspector is at the site and cannot gain access.

Building Inspection	473-5870
Fire Inspection	473-5386
Water Department	473-5927

## Occupancy Permit

The occupancy permit application is submitted to the Department of Community Development (DCD) to identify the business, the type of business, and the property address.

The permit application may be obtained in the DCD office or downloaded at [www.ci.bremerton.wa.us](http://www.ci.bremerton.wa.us). Provide at least two sets of plans with your permit submittal. Plans should be drawn to scale or provided with accurate dimensions, have each room labeled as to use, with locations of furnishings, doors, windows, sales racks, etc.

Please answer the following questions and submit with the application. A No answer to any of the questions indicates a more formal plan review may be necessary.

The permit application, floor plan, fee and answers to the questions must be submitted at the time of application.

Yes	No	
		Was a Certificate of Occupancy issued by the city for the building or space previously? Name: _____
		Is the previous business that occupied the space the same type of business that is proposed? (Business office to business office, retail sales to retail sales)
		Has the building/space been vacant for less than a year?
		Will the plumbing, mechanical, and gas systems remain the same?
		Will sinks, toilets, foot baths, exhaust fans, etc., be added or changed out?
		Is there or will there be any change to the structure, such as new walls, taking down walls, installing new door, installing storage racks, etc.?
		Is the business a minor hazard with little or no combustible/flammable liquids, gases, or other hazardous materials?

# Bremerton Fire Department Fire Marshal's Office

## Construction Assistance Bulletin Operations checklist

Project Address: \_\_\_\_\_  
 Primary Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Below is a checklist of activities which this occupancy will be performing during day to day operations, not during construction. Please check all that apply. Also, please provide a copy (in both PDF and DWF/DWG format) of ALL drawings and specifications for this project.

Please check all that apply:

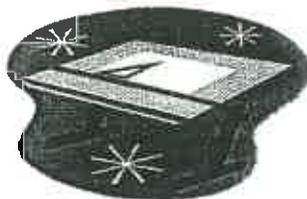
<input type="checkbox"/>	Aviation	<input type="checkbox"/>	Battery Back up	<input type="checkbox"/>	Card swipe system	<input type="checkbox"/>	Compressed Gases
<input type="checkbox"/>	Cooking	<input type="checkbox"/>	Corrosives	<input type="checkbox"/>	Cryogenics	<input type="checkbox"/>	Emergency Generator
<input type="checkbox"/>	Fireworks	<input type="checkbox"/>	Flammable Material	<input type="checkbox"/>	Flammable/Combustible Liquids	<input type="checkbox"/>	Forklifts
<input type="checkbox"/>	Gates	<input type="checkbox"/>	Hot-work	<input type="checkbox"/>	Large Oven(s)	<input type="checkbox"/>	LPG
<input type="checkbox"/>	Lumber/wood products	<input type="checkbox"/>	Motor vehicle repair	<input type="checkbox"/>	Painting/powder coating	<input type="checkbox"/>	Racks (12' or more in height)
<input type="checkbox"/>	Refrigeration System	<input type="checkbox"/>	Storage >8' high	<input type="checkbox"/>	Tire Storage	<input type="checkbox"/>	Dust products will be produced

Place a check next to any item that will be added/removed or otherwise modified DURING CONSTRUCTION ONLY...

<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Fire Alarm	<input type="checkbox"/>	Fire Sprinkler
<input type="checkbox"/>	Hood System	<input type="checkbox"/>	Walls	<input type="checkbox"/>	HVAC	<input type="checkbox"/>	Storm/Septic
<input type="checkbox"/>	Building Access	<input type="checkbox"/>	Site changes	<input type="checkbox"/>	Windows	<input type="checkbox"/>	Stairs
<input type="checkbox"/>	Elevator	<input type="checkbox"/>	Doors	<input type="checkbox"/>	Building security	<input type="checkbox"/>	ALL NEW CONSTRUCTION

Items not

mentioned: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# SAMPLE FLOOR PLAN

