

RESOLUTION 200 - 2024

**A RESOLUTION TO UPDATE COMMUNITY DEVELOPMENT FEES FOR BUILDING & CONSTRUCTION FEES (TITLE 14) AND LAND USE & DEVELOPMENT FEES (TITLE 21)**

**WHEREAS**, the Department of Community Development (DCD) became a Special Revenue Fund in January 2008; and,

**WHEREAS**, subsequent fee updates have been implemented at least annually since 2010; and,

**WHEREAS**, the International Code Council (ICC) Building Valuation Data Table (February 2023 edition) reflects a decrease of 1.02% “average” construction costs per square foot ICC BVD – February 2023 Publication; and,

**WHEREAS**, the ICC Building Valuation Data Table (February 2023 edition) is the approved source in determining building and construction permit fees; and,

**WHEREAS**, the Permit Fee Multiplier will increase from 2.04% to 2.14% for residential projects and commercial mechanical / plumbing elements; and,

**WHEREAS**, based on the 2024 analysis, the department recommends updating certain land use and development fees as identified in the 2025 Community Development Fee Schedule; and,

**WHEREAS**, the Board of County Commissioners held a public hearing on December 2, 2024 concerning the adoption of the updated Community Development Fee Schedule to be effective January 1, 2025;

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners that the attached Community Development 2025 Fee Schedule is hereby adopted.



ADOPTED this 2 day of December, 2024.

**BOARD OF COUNTY COMMISSIONERS  
Kitsap County Washington**

*Katherine T. Walters*

KATHERINE T. WALTERS, Chair

*Christine Rolfes*

CHRISTINE ROLFES, Commissioner

*Charlotte Garrido*

CHARLOTTE GARRIDO, Commissioner

ATTEST:

*Dana Daniels*

Dana Daniels  
Clerk of the Board



## FEE SCHEDULE COMMUNITY DEVELOPMENT



**Residential and Commercial Building Permit Fees and Fire Code Construction Permits** are determined by the building value or value of the improvement as calculated by either using the square footage of the project multiplied by the square foot construction cost, as compiled by the International Code Council (ICC) and published by the Building Safety Journal magazine annually, or the value of the improvement. For improvements not covered in the ICC table, applicants may be asked to provide the valuation for those projects (i.e., replacement furnaces, decks, or other components of a construction project). That value will then be multiplied by a Permit Fee Multiplier as determined by the type of construction. For single family residences, the Permit Fee may include all improvements of the structure, i.e., mechanical and/or plumbing permits, fixture fees, and plan review. For commercial projects, the Permit Fee Multiplier includes the main structure only; supporting elements such as mechanical and plumbing, etc. will have a separate fee based on the value of improvement. The Director will establish a separate policy regarding the timeframe for permits and extensions.

**Mechanical and Plumbing Fees** are included in the building permit fee for new single- family residences. For all other permit types, mechanical and plumbing fees are based on valuation with a minimum fee of \$75.

**Land use and development fees** are charged a flat fee based on the average processing time to review/process the application. The flat fee includes two iterations of plans review (first submittal comments and review of second submittal comments), as well as intake and closeout of the application. Any additional review beyond two iterations of plans review will be charged monthly at the approved hourly rate and must be paid in full prior to issuance. No applicant will be charged additional hours without a review by the appropriate manager to ensure the hours are valid. Inspections may or may not be included in the flat fee. Inspections that are charged an hourly rate as identified in the Community Development Fee Schedule, will be charged monthly, and must be paid in full prior to final inspection. DCD has established and published adjudication procedures for applicants who disagree with assessed fees higher than the base or flat fee.

A non-refundable **Base Application Fee** of \$90 is collected for each permit application unless otherwise noted.

A non-refundable **Technology Surcharge** of 3% is collected for each permit application, which will be maintained in a restricted account for technology initiatives only.

**Other Agency Fees** are included for those agencies that have authorized the Department to collect specific fees on behalf of their agency. These fees include impact fees for local schools, roads and parks, Kitsap Public Health District, Kitsap County Public Works and the Washington State Building Code Council surcharge.

## Building and Construction Fees - Title 14

### Residential Building Flat Fee Permits

Manufactured Home installed on land parcel	\$435
Manufactured Home installed in a mobile home park	\$145
Adult Family Home (per IRC R324)	\$145
Re-Roofing	\$145
Spa or Hot Tub	\$145
Pool	\$435
Demolition	\$145
Simplified Drainage Review	\$1,160
Transitory Single Family	\$145

### Commercial Building Flat Fee Permits

Transitory Housing* – Indoor, Large, Safe Park, Small ( <i>inspection hours charged hourly</i> )	\$435
Certificate of Occupancy	\$145
Temporary building installation and removal (i.e., job shack / office)	\$145
Home Business* (See KCC Title 17 for other potential requirements)	\$500
Sign Permit ( <i>inspection time charge separately at issuance</i> )	\$362.50

### Basic Development / Plan Set Fees

Plan sets approved for construction which may be used multiple times and on different lots.

Setup Fee for Establishing a Basic Plan Set	\$290
Establish Basic Plan Set (See Valuation Table for Building Permit fee)	½ Residential Permit Fee
Utilization of Basic Plan Set	65% Residential Permit Fee and \$290

### Residential Mechanical & Plumbing Fees (*Exempt from base application fee*)

Mechanical and/or Plumbing Permit - Minimum Fee (*includes standard fixtures, based on valuation*)

Bid Price Between \$1.00 - \$500.00	\$75
Bid Price Between \$500.01 - \$1,000.00	\$100
Bid Price Between greater than \$1,000.01	\$205

### Revisions of Issued Building Permits (*Exempt from base application fee & technology fee*)

Commercial Building Permits	\$290
Residential Building Permits	\$290
Fire Construction/Operational Permits	\$290

*\*Not eligible for Third Party Review*

## Building and Construction Fees - Title 14 *continued*

### Permit Fee Multipliers (PFM) *(multiplied by the project valuation to determine fee amount)*

**.0214** – Residential projects and commercial mechanical/plumbing elements – includes plan review. For new residential construction only, the fee includes mechanical and plumbing.

**.0137** – All commercial projects except tenant improvements – includes plan review. Main structure only. Mechanical and plumbing calculated separately using **.0214**

**.024** – Commercial Tenant Improvement projects – includes plan review. - Main structure only. Mechanical and plumbing calculated separately using **.0214**

**.029** – Fire Code Construction - new automatic sprinkler installations and modifications exceeding twenty heads – includes plan review.

**.071** – Fire Code Construction – new installation or modification of a fire alarm or Emergency Responder Radio Communication System – includes plan review.

### Miscellaneous Fees

Washington State Building Code Council - surcharge per building permit. There is imposed a fee of six dollars and fifty cents on each residential building permit and a fee of twenty-five dollars for each commercial building permit issued by a county or a city, plus an additional surcharge of two dollars for each residential unit, but not including the first unit, on each building containing more than one residential unit. <i>(RCW 19.27.085)</i>	<b>Residential</b> \$6.50/1 <sup>st</sup> unit \$2/ea add'l unit <b>Commercial</b> \$25.00/ea
Building Permits Supplied with Well Water Each new domestic use that proposes a new withdrawal from a water right permit-exempt well approved after January 19, 2018, shall be assessed a \$500 fee. <i>(\$350 to Department of Ecology / \$150 DCD program administration)</i>	\$500
Reactivation Fee – see Community Development reactivation policy	Varies
Reinspection Fee Whenever an Inspection is requested but the project is not yet ready for inspection, if access to the site is prevented, or if temporary silt and erosion control measures are not in place, a fee shall be paid of an hourly rate beginning with the third inspection for the same issue.	Varies
Investigation Fee Whenever any work for which a permit is required by this code has commenced without first obtaining such permit, an investigation fee shall be paid in an amount equal to the permit fee for such project, in addition to the required plan review and permit fees.	Varies
Posted Stop Work Fee	\$145
Donation: Kitsap Nuisance Abatements Donated funds will support ongoing public nuisance abatement efforts to protect the health and welfare of residents of Kitsap County. <i>(KCC 9.56)</i>	Varies Optional

<b>Fire Code Permit Fees</b>	
Fees shall be included with the building permit application when the project includes a process for which a permit is required by the International Code Council	
Fire Construction – Sprinklers New or Major Modification	See PFM
Fire Construction – Alarms New	See PFM
Fire Construction – Sprinklers existing sprinkler modifications 20 heads or less	\$362.50
Fire Construction – Alarms existing alarm minor modifications	\$362.50
Fire Construction – Marijuana Extraction	\$797.50
Fire Construction – Compressed Gases	\$725
Fire Construction – Flammable & Combustible Liquids	\$797.50
Fire Construction – Class 1 Hood & Duct Suppression System	\$362.50
Fire Construction – LP Gas	\$435
Fire Construction – Solar Panels	\$435
Fire Construction - Miscellaneous	\$652.50
Fire Operational – Carnivals and Fairs	\$580
Fire Operational – Marijuana Extraction	\$1,087.50
Fire Operational – High Piled Storage	\$507.50
Fire Operational – Carbon Dioxide Systems	\$507.50
Fire Operational – Exhibits & Trade Shows <i>(same floor plan as previous year)</i>	\$217.50
Fire Operational – Exhibits & Trade Shows	\$362.50
Fire Operational – Flammable & Combustible Liquids	\$435
Fire Operational – Hotwork Operations	\$362.50
Fire Operational – LP Gas	\$362.50
Fire Operational – Miscellaneous	\$362.50
Fire Operational – Temporary Membrane Structure (Tent)	\$435
Fire Operational – Mobile Food Truck <i>(Per truck not per business, valid 1 year)</i>	\$362.50
Fire Operational – Mobile Food Truck renewal <i>(no base or technology fee charged)</i>	\$217.50
Fire Operational – Places of Assembly	\$362.50
Fire Operational – Fireworks Display	\$362.50
Emergency Responder Radio Communication System	See PFM
Temporary stand or tent for the sale of fireworks (in accordance with RCW 70.77) Includes permit inspection, <i>(Base fee waived)</i>	\$100
Agriculture – Assembly Event Site Plan Review	\$580
Temporary Certificate of Occupancy <i>(Associated with a building permit, no base or technology fee charged)</i>	\$290

## Land Use and Development Fees - Title 21

### Pre-Permit Activity *(Exempt from base application fee and technology fee)*

Staff Consultation (cross-functional mix of review team members help identify potential requirements for developing a single residential parcel; 30 minute maximum, credit towards application within 12 months)	\$350
Pre-Application Meeting (detailed analysis; department prepares a meeting summary, credit towards application within 12 months)	\$2,175
Hourly Rate Meeting (specific are of Kitsap County Code or project conditions, 1 hour minimum)	\$145/hour
Zoning Confirmation or Legal Lot Determination Letter	\$253.75
Title Elimination Request (Collected as required for the Kitsap County Auditor's Office)	Varies

### Administrative Land Subdivision and Land Use Decisions (Type I & II)

Large Lot Subdivisions	
Preliminary	\$2,755
Preliminary Amendment	\$2,320
Final	\$1,595
Final Alteration	\$580
Short Lot Subdivisions	
Preliminary	\$3,045
Preliminary Amendment	\$2,320
Final	\$1,595
Final Alteration	\$1,740
Binding Site Plan	\$1,450
Binding Site Plan Alteration	\$4,205
Administrative Conditional Use Permit	\$4,785
Administrative Conditional Use Permit - Amendment	\$3,625
Administrative Conditional Use Permit - Shoreline	\$2,610
Administrative Conditional Use Permit - Accessory Dwelling Unit	\$3,045
Administrative Conditional Use Permit - Agriculture	\$2,900
Administrative Conditional Use Permit - Wireless	\$5,655
Vacation BSP/LL/SP - Type II*	\$1,160

### Hearing Examiner and BOCC Decisions (Type III & IV)

If an application requires a Hearing Examiner decision, fees will be assessed.

Conditional Use Permit (+\$2,500 Hearing Examiner Fee)	\$6,670
Conditional Use Permit - Accessory Dwelling Unit (+\$1,000 Hearing Examiner Fee)	\$3,915
Conditional Use Permit - Revision Minor	\$2,465
Conditional Use Permit - Revision Major (+\$2,500 Hearing Examiner Fee)	\$2,900
Conditional Use Permit - Shoreline (+\$3,100 Hearing Examiner Fee)	\$3,335
Conditional Use Permit - Wireless (+\$3,100 Hearing Examiner Fee)	\$7,395
Plats	
Preliminary (+\$2,500 Hearing Examiner Fee)	\$8,120
Preliminary Amendment - Minor Type II	\$3,915
Preliminary Amendment - Major Type III (+\$2,500 Hearing Examiner Fee)	\$2,900
Final	\$2,755
Final Alteration (+\$2,500 Hearing Examiner Fee)	\$1,740
Performance Based Development (+\$3,100 Hearing Examiner Fee)	\$2,320
Performance Based Development - Revision Minor	\$3,045
Performance Based Development - Revision Major (+\$3,100 Hearing Examiner Fee)	\$2,900

**Land Use and Development Fees - Title 21 continued**

**Hearing Examiner and BOCC Decisions (Type III & IV)**

If an application requires a Hearing Examiner decision, fees will be assessed.

Vacation Plat – Type III (+\$2,500 Hearing Examiner Fee)	\$1,160
Development Agreement* (+\$2,500 Hearing Examiner Fee)	\$2,175
Rezone (+\$2,500 Hearing Examiner Fee)	\$2,755

**Variances**

If an application requires a Hearing Examiner decision, fees will be assessed.

Engineering Variance* - Type III	\$5,800
Critical Area Variance – Type III (+\$2,500 Hearing Examiner Fee)	\$4,350
Shoreline Variance – Type III (+\$3,100 Hearing Examiner Fee) Type II	\$4,060
Zoning Variance - Type III (+\$1,200 Hearing Examiner Fee)	\$2,465
Zoning Administrative Variance - Type II	\$2,175
Zoning Director's Variance - Type I	\$1,595
Flood Hazard Area Variance*	\$725

**Site Development Activity Permits (SDAPs)**

Road Maintenance. The following road maintenance practices are exempt: pothole and square cut patching, overlaying existing asphalt or concrete pavement with asphalt or concrete without expanding the area of coverage, shoulder grading, reshaping/regarding drainage systems, crack sealing, resurfacing with in-kind material without expanding the road prism, and vegetation maintenance. (*Kitsap County Code 12.10.040*)

Grading 0 to 149 cubic yards	\$0
Grading 1: ≥150 but < 500 cubic yards ( <i>Inspection hours charged separately</i> )	\$2,465
Grading 2: ≥ 500 but < 5000 cubic yards ( <i>Inspection hours charged separately</i> )	\$2,900
Grading 3: ≥5000 cubic yards or greater ( <i>Inspection hours charged separately</i> )	\$4,060
SDAP Single Family Residence ( <i>Inspection hours charged separately</i> )	\$2,755
SDAP Commercial ( <i>Inspection hours charged separately</i> )	\$4,495
SDAP Short Plats ( <i>Inspection hours charged separately</i> )	\$4,060
SDAP Large Lots ( <i>Inspection hours charged separately</i> )	\$5,510
SDAP Land Subdivision ( <i>Inspection hours charged separately</i> )	\$6,380
SDAP ROW Use/Improvement ( <i>Inspection hours charged separately</i> )	\$2,030

\*Not eligible for Third Party Review



**Land Use and Development Fees - Title 21 continued**

**Site Development Activity Permits (SDAPs) continued**

All other SDAPs ( <i>Inspection hours charged separately</i> )	\$1,450
SDAP Addendum ( <i>for permits which are issued. Application Fee Deposit (AFD) includes 9 hours of review and will be subject to refund/additional charges outside of the AFD</i> )	\$1,450 AFD /hourly
Road Approach* ( <i>fee waived if submitted with SDAP or building permit includes inspection hours</i> )	\$326.25

**Environmental Permits**

Critical Area or Shoreline Buffer Reduction	\$1,595
Conditional Waiver from View Blockage Requirement*	\$1,855
Timber Harvest Minor Major	\$1,305 \$1,160
Mooring Buoy Exemption*	\$435
Open Space*	\$500
Site Evaluation*	\$290
SEPA Checklist Review*	\$725
Shoreline Exemption	\$870
Shoreline Substantial Development Permit (Residential or Commercial)	\$4,640
Shoreline Substantial Development Permit Revision	\$1,160
Effectiveness Monitoring	\$780
Environmental Impact Statement Review (EIS) ( <i>base fee waived</i> )	\$145/hour
Letter of Exemption Wireless Facility	\$435

**Other Community Development Fees**

SDAP Permit Renewal Fee and Reactivation ( <i>within 180 days of expiration</i> )	\$145 and 50% of initial fee
Re-inspection fees charged after 2 disapproved inspections ( <i>per inspection</i> )	\$145
Revoked Permit Fee ( <i>to re-activate permits which were revoked for non-payment of fees</i> )	\$145 and fees owed
Returned Check or electronic payment fee	\$35
Additional Plan Review ( <i>base fee waived</i> )	\$145/hour
Address Request ( <i>fee waived if submitted with building permit, base fee waived</i> )	\$145
Administrative Appeals (Type I and II Only) * ( <i>base fee waived</i> )	\$1,500
Hourly Rate ( <i>minimum of 1 hour charged, then by the quarter hour per staff member</i> )	\$145
Miscellaneous Permits not listed in Fee Schedule	\$145/hour
Inspections (including Level 2 inspections) ( <i>base fee waived</i> )	\$145/hour
Road Name Petition ( <i>fee waived if part of land subdivision</i> )	\$290 minimum
Temporary Land Use Permit	\$145/hour
Transfer of Development Right* (+ Hearing Examiner Hourly Rate)	\$725

\*Not eligible for Third Party Review



<b>Other Community Development Fees</b>	
Third Party Review - Applicant requested or DCD required for eligible Land Use & Development - Title 21 permits If approved for third party review, applicant will be charged approved permit fee, +40% of the permit fee, and will be billed monthly for all contractor costs over the approved permit fee. <i>(Ineligible applications are denoted by an asterisk)</i>	
Public Records - All fees related to public records will be in accordance with Kitsap County approved fees.	Varies
Recording Fees - Collected as required for the Kitsap County Auditor's Office	Varies
<b>Kitsap County Public Works Fees</b>	
Right of Way Permits – Base Fee	\$350
Utility Pole Permits – base fee up to 8 poles, addition fee for each additional 8 poles	\$125
Additional Inspections based on scope of project	\$125
Re-inspection Fee	\$125
Non-Disturbing Activity (Trenching 10' or less, dumpster fee, etc)	\$230
Oversize Vehicle Permit	\$50
Right-of-Way Use and Improvement	\$1,500
Right-of-Way Vacation Petition – Petition for the Vacation of a County Road	\$800
Traffic Concurrency Test <i>(No fee if submitted with Building Permit)</i>	\$200
Private Utility Easements Crossing Rights of Way and County Property	\$500