



PERMIT CENTER

OCCUPANCY WITH SAME USE COMMERCIAL

Building Permit Application

Department of Community Development * 345 - 6th Street, Suite 100 * 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:** _____

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

TYPE OF BUSINESS: _____

WHAT CHANGES WILL BE MADE TO THIS SPACE: (CHECK ALL THAT APPLY)

Plumbing		Sinks		Walls:		Door:	
Mechanical		Toilets		Add		Add	
Gas Systems		Footbaths		Move		Move	
Exhaust Fans		Tub/Shower		Remove		Remove	
No Changes:							

Structural changes not listed: _____

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



Commercial Occupancy Permit

Department of Community Development
345 6th Street, Suite 100, Bremerton, WA 98337-1873
Phone: 360-473-5870 dcdpermits@ci.bremerton.wa.us

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, change the ownership of an existing business, or occupancy of an existing building
- A **Commercial Building Permit** is required if there will be any alterations, additions, major repairs, interior demolition, any plumbing or mechanical work, installation of storage racks.

If you have any questions regarding which permit to apply for please email questions to dcdpermits@ci.bremerton.wa.us or call 360-473-5870

Occupancy Permit

Occupancy permits are to be applied for online through the City of Bremerton Portal [City of Bremerton WA Public Portal \(smartgovcommunity.com\)](http://CityofBremertonWA.PublicPortal.smartgovcommunity.com). Once you have created a portal account and it has been verified, you will be able to apply for your permit.

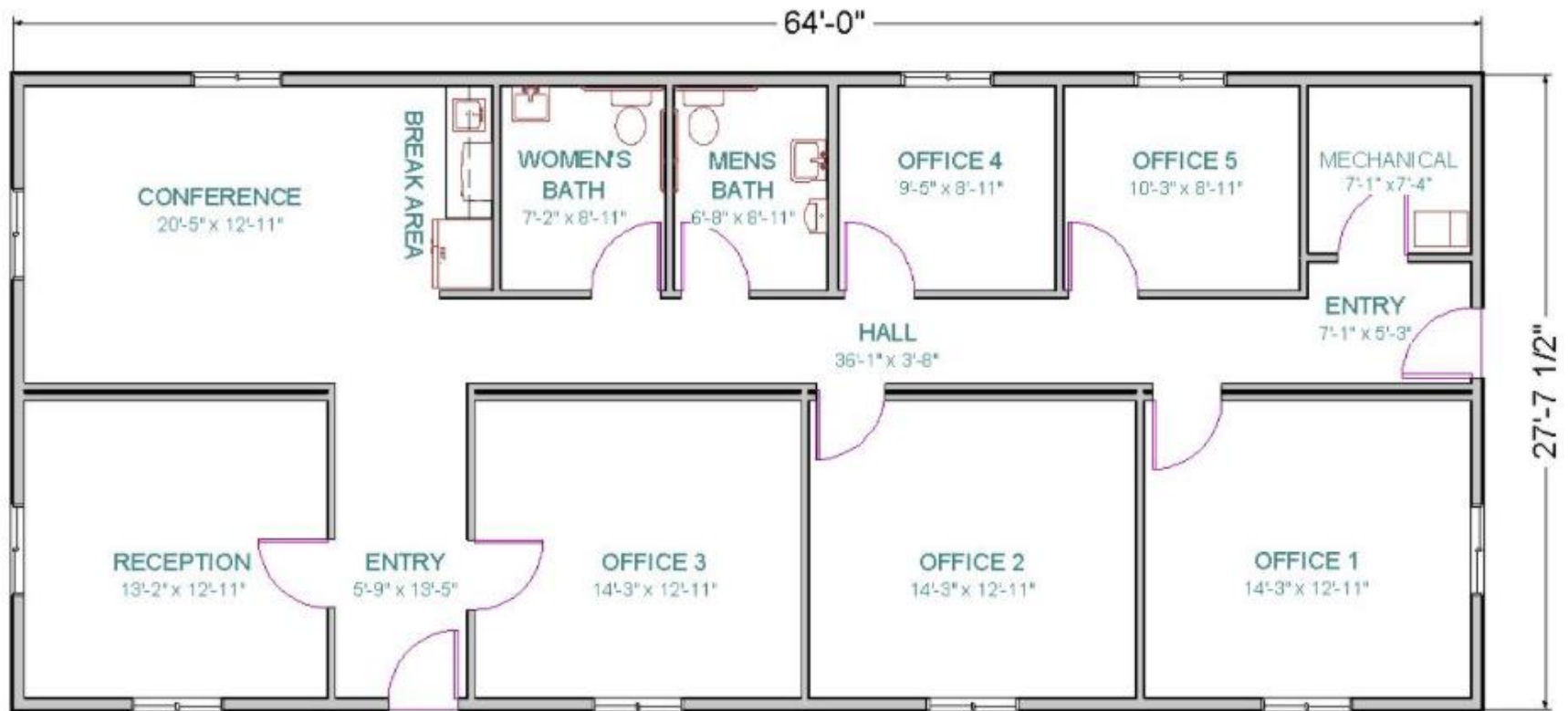
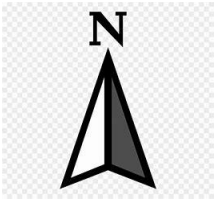
All Documents need to be uploaded in **PDF format** through the portal. All other formats will be returned.

For a complete application, the following items are **REQUIRED** for your submittal:

1. Completed Application and Questionnaire
2. Floor Plan:
 - Drawn with a Straight Edge
 - Arrangement of all rooms and partitions
 - Label what each room will be used for
 - Location and dimensions of existing cabinets, racks, aisles, exit paths, windows and doors
 - The direction of door swings
 - All existing plumbing fixtures, mechanical equipment, mechanical rooms, and storage
 - Location and names of streets next to building
 - North Direction indicated on floor plan

A \$73.00 permit fee will be due at the time your permit is complete. Payment will need to be made online through the portal

*Additional fees may apply



SAMPLE FLOOR PLAN