

**CONCURRENT REVIEW
FOR
BUILDING SITE APPLICATIONS OR BUILDING CLEARANCES
AND BUILDING PERMIT APPLICATIONS:**

FACTS, CONDITIONS, AND NOTICE OF APPLICATION

What is “Concurrent Review”? Concurrent review is a process by which a property owner (or their contractor) can submit a Building Permit Application (BP) to the Kitsap County Department of Community Development (DCD) within a day of submitting a Building Site Application (BSA) or Building Clearance (BC) to the Kitsap County Health District (Health District). Historically, state law has required that property owners obtain water and sewage approval via an approved BSA **prior to** accepting a BP.

What does Concurrent Review mean for your project? Concurrent review allows your project proposal to be reviewed for water, sewage, and building approval **simultaneously** instead of “in series” (i.e., one after the other). Concurrent Review means that you will obtain your building permit faster than in the past, **provided that your project proposal meets all local codes, and all information is correctly submitted.**

Are there any risks to be aware of if you submit your project for Concurrent Review? Yes. By submitting your project for concurrent review, it means that you, your state certified on-site sewage designer, and your contractor/architect **must be** synchronized on the details of your project at the time of BSA or BC and BP submittal. Differences in site plans between your BP and BSA or BC, or changes to site plans after approval has been granted, will invalidate one, or both, of your applications and require you to pay additional review fees and go through the entire review process again. The property owner is ultimately responsible for the status of their project with respect to their BSA or BC and BP. Please be aware that while your BP will be reviewed and processed, the BP will not be issued until the BSA or BC is approved, and the site plan is verified.

How do I apply for Concurrent Review?

1. Make sure your BSA or BC and BP site plans are in the format described in the current universal “Site Plan Requirements” and contain the completed checklist.
2. Make sure your BSA or BC and BP site plans are identical or match-up with each other prior to submittal.
3. Read and sign this form.
4. Have your certified on-site sewage designer submit your BSA or BC and this signed form to the Health District. The Health District will complete this form and stamp it “ACCEPTED”, and return a copy to your designer.
5. Enclose this form and a copy of your site plan as submitted with your BSA or BC with your BP when you submit it to DCD.

For Property Owner’s Signature: *I hereby acknowledge the conditions contained above, accept responsibility for ensuring that the site conditions portrayed on my Building Site Application and Building Permit Application are accurate and match-up with each other, and request that my project receive Concurrent Review.*

Property Owner Signature

Tax Parcel Number

Date

Print Property Owner Name

For Health District Use Only

BSA or BC Submittal Date: _____

BSA or BC Memo Number: _____

Health District Staff: _____ (initials)