



Permit Process for a Bulkhead Removal Project

Step	Action	Details	Contact Agency
1	Restoration Site Consultation	Having reviewed any provided project background information, County (WDFW and ACOE invited) will visit the site for up to one hour; “staff consult” to provide the homeowner with a clear path forward on feasibility, permits required, and extent of designs/plans required.	Apply for this through Kitsap County’s Online Permit Center
2	Apply for Shoreline Exemption Permit	<ul style="list-style-type: none"> <input type="checkbox"/> Complete Submittal Checklist <input type="checkbox"/> Complete Project Application <input type="checkbox"/> Complete Supplemental Application (JARPA) <input type="checkbox"/> Complete SEPA Checklist <input type="checkbox"/> Submit Project Plans and Drawings <input type="checkbox"/> If applicable, submit FEMA Floodplain Habitat Assessment <input type="checkbox"/> If applicable, submit Geologic or Geotechnical report 	Submit permit documents in person to Kitsap County, Department of Community Development 614 Division Street, MS-36
3	Apply for other Local Permits (If applicable)	<ul style="list-style-type: none"> <input type="checkbox"/> Apply for a Site Development Activity Permit Abbreviated Drainage Review – Engineered <ul style="list-style-type: none"> <input type="checkbox"/> Complete Project Application <input type="checkbox"/> Complete Supplemental Application <input type="checkbox"/> Submit Construction Plans 	Port Orchard, WA 98366
		<ul style="list-style-type: none"> <input type="checkbox"/> Apply for a Residential Bulkhead Building Permit (applicable for construction of wing walls to protect adjacent bulkheads/structures) <ul style="list-style-type: none"> <input type="checkbox"/> Complete Residential Bulkhead Permit Application <input type="checkbox"/> Complete Supplemental Application for residential bulkheads <input type="checkbox"/> Sewage Disposal and Water Supply Documentation <input type="checkbox"/> Submit Construction Plans <input type="checkbox"/> Simplified Drainage Review – Engineered 	

NOTE 1: COMPLETE STEPS 2-4 CONCURRENTLY.

NOTE 2: A NON-REFUNDABLE BASE APPLICATION FEE OF \$90 AND A TECHNOLOGY FEE OF \$6.50 WILL BE COLLECTED FOR EACH KITSAP COUNTY PERMIT APPLICATION; UNLESS OTHERWISE NOTED.

* PROCESS AND FEES ARE SUBJECT TO CHANGE.

UPDATED: OCTOBER 11, 2017



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4	Use JARPA and project plans or drawings to apply for State and Federal Permits	<ul style="list-style-type: none"> <input type="checkbox"/> Submit JARPA to Washington Department of Fish and Wildlife for Hydraulic Project Approval (HPA) <input type="checkbox"/> If project is on state shore lands, submit JARPA and Attachment E: Aquatic Use Authorization to Washington Department of Natural Resources (DNR) <input type="checkbox"/> If applicable, submit JARPA to Washington Department of Ecology for Section 401 Water Quality Certification <input type="checkbox"/> If applicable, submit JARPA to US Army Corps of Engineers for Section 10 and Section 404 permits <ul style="list-style-type: none"> <input type="checkbox"/> Submit Abbreviated Biological Evaluation for Informal ESA Consultation to US Army Corps of Engineers 	Send the JARPA form to appropriate State and Federal agencies listed under JARPA contacts
5	Cultural Resources	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate with Tribal Historic Preservation Officers for cultural and archaeological resources matters. 	Suquamish Port Gamble S'Klallam

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