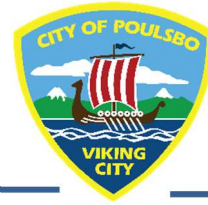


City of Poulsbo

Building Department

(360) 394-9882 Fax: (360) 697-8269



DO I NEED A BUILDING PERMIT?

The City of Poulsbo requires building and/or fire code permits for many residential and commercial projects to ensure safety for community residents and the environment; however, some projects do not require a permit.

A City of Poulsbo building permit is not required for the projects listed below; however, you may need to obtain separate electrical permits from Labor & Industries, unless the items are otherwise exempted. Although your project may be exempt from requiring a building permit, it still needs to conform to building code requirements, zoning setbacks, critical areas, shoreline management, or other City of Poulsbo regulations. If you are not sure if your project will conform, please feel free to reach out to the Building Department staff at **360.394.9882**.

PERMITS ARE NOT REQUIRED FOR THE FOLLOWING:

• Storage Sheds:

- Residential, single-story, detached, accessory structures that will be used as tool/storage sheds, playhouses, or similar uses, provided the floor area does not exceed 200 square feet
- Commercial, single-story, detached, accessory structures used as tool/storage sheds, and similar uses, provided the floor area does not exceed 120 square feet

• Carports: Unattached and does not exceed 200 square feet

• Retaining Walls: Non-shoreline, upland retaining walls that are not over 4 feet high measured from the bottom of the footing to the top of the wall, unless supporting a surcharge (such as a road, building, or tank) or any type of combustible or flammable liquid

• Water tanks: Supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1

• Fences: 7 feet and under. **See Poulsbo Municipal Code 18.70.070** (for additional information/exceptions)

• Decks: Not attached to buildings, are less than 30 inches above grade at any point, less than 200 square feet, do not serve as main entry door and are not more than 18 inches high for shoreline properties.

Exception: when near critical area, or critical area buffer, check with the Planning Department

• Non-covered platforms, sidewalks, driveways: Not more than 18 inches above grade on waterfront properties or 30 inches above grade on non-waterfront properties and not over any basement or story below.

• Painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work

• Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches deep, are not greater than 5,000 gallons and are installed entirely above ground

• Swings and other playground equipment (accessory to detached one- and two- family dwellings).

• Window awnings supported by an exterior wall that does not project more than 54 inches from the exterior wall and does not require additional support

• Temporary motion picture, television, and theater stage sets and scenery

• Moveable cases, counters, and partitions not over 5 feet 9 inches in height

• Garage door replacement

• Gutter installation or work

EXAMPLES OF PROJECTS THAT DO REQUIRE A BUILDING PERMIT:

- All residential or commercial additions (adding square footage to existing buildings)
- A structure or new impervious surface of **any** size located within the shoreline buffer or in a critical area or their buffers and setbacks. This includes decks and patios under 18 inches in height
- Residential storage buildings with floor area greater than 200 square feet
- Residential storage building that will have any mechanical equipment. Examples: heat pump, pump house, generator
- Commercial storage buildings with floor area greater than 120 square feet
- **Carports:** Attached and carports that are greater than 200 square feet
- **Fences:** Over 7 feet high - see **Poulsbo Municipal Code 18.70.070** (for additional information/exceptions)
- Retaining walls over 4 feet or supporting structures/ surcharges
- Above-ground swimming pools over 24" deep
- In-ground swimming pools
- Shoreline bulkheads
- Boathouses
- Building demolitions
- Doors and windows (new or replacement)
- Covered porches (including manufactured homes)
- Siding
- Moving a building
- Temporary buildings
- Structural remodeling - interior & exterior
- Decks - see exceptions on page 1
- Residential re-roofing
- Commercial re-roofing
- Commercial remodeling (Tenant Improvement)
- Commercial occupancy of an existing building (Tenant Change)
- Commercial storage rack systems over 5 feet 9 inches tall
- Temporary commercial business – Tent/structure
- Plumbing work (except for stoppage of leaks)
- Mechanical work (except repairs of appliances)
- Irrigation Systems
- Solar Installations
- Fire Alarm, Fire Sprinkler and Fire Suppression Systems (new or modifications)

NEED A PERMIT?

You can go to <https://cityofpoulsbo.com/building-department> for Building Permit Applications and/or to begin your online permit process or contact the building department via the information below.

STILL HAVE QUESTIONS?

Please reach out to the Building Department: building@cityofpoulsbo.com or call 360.394.9882. Or visit our webpage at <https://cityofpoulsbo.com/building-department/>

Disclaimer: This handout should not be used as a substitute for codes and regulations, please see the City of Poulsbo Municipal Code for complete text requirements.