



Title: Building Clearance Exemptions	Page 1 of 2
Number: [Administrative] Policy OS-06	Effective Date: March 17, 2025
Applies To: Building Clearance Exemptions	Supersedes: N/A
Approved: Eric Evans, Assistant Environmental Health Director	Next Review: As Needed

A. Purpose

The purpose of this policy is to identify criteria by which Health District approval for building permit proposals can be granted over the counter and without a site visit for properties that utilize an onsite sewage system (OSS).

B. Policy Statement

Pursuant to Section 11 of Kitsap Public Health Board Ordinance 2025-01, certain types of building permit proposals may be exempted from the Building Clearance Application requirements, when enough information is presented by an applicant to clearly demonstrate that the subject site meets the applicable requirements for onsite sewage system use and drinking water supply.

The following policy and procedures shall be followed when reviewing Building Clearance applications submitted over the counter.

1. Proposals may be considered only when all the following criteria are met, addressed, and presented to the Health Officer by the applicant:
 - a. There is a Health District permit record of approval for the onsite sewage system;
 - b. There is a Health District record of a designated reserve drainfield area;
 - c. If the proposal includes the addition of an outbuilding, it may not include interior plumbing;
 - d. Any proposed expansion of the footprint of existing structures will not add bedrooms;
 - e. Proposed structure/expanded footprint to existing structure(s) meets setbacks to all public/private water supplies (Ordinance 2018-01, Table 2);
 - f. Proposed structure/expanded footprint to existing structure(s) is at least 10 feet from a sewage tank or vessel, and 30 feet from the OSS dispersal component;
 - g. In accordance with Kitsap Public Health Board Ordinance 2025-01, Section 13.C.16, septic systems must meet requirements for monitoring and maintenance with no unresolved deficiencies (an inspection and/or pump report within 3 years

- for standard gravity systems; an inspection report within 1 year for alternative systems);
- h. The applicant has prepared a site plan that meets the site plan requirements (Policy #2) and correlates with the existing Health District permit record of approval for onsite sewage system and the existing property improvements.
2. If the requirements in #1 above cannot be met, a full Building Clearance application will be required.
 3. Other situations and proposals may be considered pursuant to Kitsap Public Health Board Ordinance 2025-01 including commercial tenant change (exchanging like-for-like uses).
 4. Building Permit Proposals which may be approved without Health District review at the discretion of the Building Official (for existing and permitted structures):
 - a. Re-roofing
 - b. Replacement of windows
 - c. Siding
 - d. Interior-only remodels that do not increase the number of bedrooms, change the use of the structure, or result in an increase of sewage volume or waste strength.

Commented [DM1]: Table 6 of the regs may need to be revised. It lists the two proposals from the original policy that qualify for exemptions. (outbuildings w/no plumbing and commercial tenant improvements)