



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
Mailing address: 216 Prospect Street
Port Orchard, WA 98366
(360) 874-5533 · permitcenter@portorchardwa.gov

Information and Guidelines Regarding Building Permits

The City enforces the currently adopted International Building Codes and Uniform Plumbing Code as amended by City of Port Orchard and the State of Washington. See Port Orchard Municipal Code (POMC) for a full listing of adopted codes in POMC 20.200: <https://www.codepublishing.com/WA/PortOrchard/>

Building permit applications are available online on the at the Department of Community Development, Permit Center webpage: <https://portorchardwa.gov/permit-center/>

Visit the Permit Center's Online Permitting to find out more about electronic application submittal and online payments: <https://portorchardwa.gov/online-permitting/>

Some applications have migrated to an online guided process. Check out Camino to learn about requirements before you submit your application, find information about zoning for your parcel, and complete your application and upload documents when you're ready to apply: <https://app.oncamino.com/portorchard-wa/login>

If a new water and/or sewer connection is part of your project, you will first need to determine water/sewer availability. Submit a *Capacity Reservation Certificate Application* to the Permit Center prior to or with your building permit application. Then include the *Utility Connection Permit Application* with your building permit application submittal. The Utility Connection Permit will not be processed until the Capacity review is complete. Water and/or sewer connection fees are not included in your building permit fees. The Finance Department Utilities will inform you of the cost, which will need to be paid prior to issuing the building permit. If water and/or sewer service is provided by another district, you must include the water and/or sewer availability letter(s) from the district with your building permit application.

When an application is submitted, it will be initially reviewed to determine if it includes the information, documents, and the fees due before the technical review will begin. Once it is determined to be 'counter complete', it will be distributed for review. Planning, Building, Fire, and Public Works will review it for zoning and code compliance. The amount of time it takes to review depends on the complexity of the project.

Plan review fees are typically paid when the application is submitted. Remaining fees due will need to be paid after the review is completed and approved, prior to issuing the permit.

Construction can commence as soon as all fees are paid and the permit is issued. The permit lists the inspections that are required for the project. Inspections must be requested at least one day in advance, and scheduling will depend on the type of inspection and Inspector availability. Email inspection requests to inspections@portorchardwa.gov, or by using the [Online Portal](#).

CONTRACTOR INFORMATION: You must provide the Contractor's State Business License Number and UBI Number. The Contractor must have applied for or have a City Business License prior to the start of construction.

NOTE: All application forms must be completely filled out and all required documents must be included with the application. Missing information or information which is not legible will delay the processing time.