



# 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

### COMMERCIAL or MULTI-FAMILY BUILDING PERMIT APPLICATION

*Do Not Use This Form When Applying for a Commercial Tenant Improvement (TI) Permit*

INCOMPLETE APPLICATION WILL NOT BE ACCEPTED

<b>1. APPLICATION TYPE:</b> <i>(check all that apply)</i>				
<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> ADDITION	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> NEW ACCESSORY DWELLING UNIT	
<input type="checkbox"/> NEW MULTI-FAMILY	<input type="checkbox"/> OTHER: <i>(describe)</i>			
<b>2. BUILDING TYPE:</b> POMC 20.32.010				
<input type="checkbox"/> FOUR-PLEX	<input type="checkbox"/> TOWNHOUSE	<input type="checkbox"/> APARTMENTS	<input type="checkbox"/> ACCESSORY BUILDING	<input type="checkbox"/> LIVE-WORK
<input type="checkbox"/> SHOPFRONT HOUSE	<input type="checkbox"/> SINGLE-STORY SHOPFRONT	<input type="checkbox"/> MIXED USE SHOPFRONT	<input type="checkbox"/> GENERAL	
For structures with dwelling units, list how many of each type: Studio: _____ 1 Bedroom: _____ 2 Bedrooms: _____ 3+ Bedrooms: _____				
<b>3. PROJECT INFORMATION:</b>				
Areas in Sq. Ft.:	New	Alteration	Complete all information below:	
1 <sup>st</sup> Floor			Fence:	Lin. Ft.
2 <sup>nd</sup> Floor			Building Height:	Ft.
3 <sup>rd</sup> Floor			Lot Coverage: <i>(impervious surfaces)</i>	%
Garage			Total Hard Surfaces on the Site: <i>(structures, driveways, walkways, parking areas, etc. Existing and new.)</i>	Sq. Ft.
Deck			Excavation:	Cu. Yd.
Covered Porch			Number of Stories:	
Basement, unfinished			Number of Dwelling Units:	
Basement, finished			Number of Parking Spaces:	
Storage <i>(list type):</i>			Type of Construction:	
Other <i>(list):</i>			Occupancy Class.: <i>(list all)</i>	
Total all areas (sq. ft.)			Construction Costs: \$ _____	
<b>4. LENDER INFORMATION:</b> <i>Required for construction projects with a loan exceeding \$5,000. RCW 19.27.095</i>				
<input type="checkbox"/> Not Applicable. Unless this box is checked, complete the Lender information below.				
Lender Name:				
Lender Address:				
Office Phone Number:				
<b>5. LAND DISTURBING ACTIVITY PERMIT (LDAP) APPLICATION:</b>				
Is there a Land Disturbing Activity Permit application associated with this permit? <input type="checkbox"/> Yes: LDAP Permit Number _____ <input type="checkbox"/> No				
If you answered yes, has the associated LDAP been approved? <input type="checkbox"/> Yes <input type="checkbox"/> No: A Permit Review Timeline Waiver form is required with this application <i>(City form)</i> .				
<b>NOTE:</b> If the applicant chooses to move forward with the building plan review prior to LDAP approval, then the applicant will be responsible for additional plan review fees if the LDAP causes any changes to the building plans.				

**6. SUBMITTAL REQUIREMENTS.**

**NOTE:** *Electronic submittals are required. Contact the Permit Center for formatting and resolution requirements. Check the box for each item included with this application:*

<input type="checkbox"/> <b>Master Permit Application</b> form, completed.
<input type="checkbox"/> <b>Commercial Building Permit Application</b> ( <i>this form</i> ), completed.
<input type="checkbox"/> <b>Building Plans:</b> <input type="checkbox"/> Must be drawn to scale and show dimensions. <input type="checkbox"/> For additions or remodels, existing and proposed work must be clearly designated.
<input type="checkbox"/> <b>Elevation Drawings.</b>
<input type="checkbox"/> <b>Site Plan</b> , unless waived by the Department. <i>See City's Site Plan Checklist for requirements. Minimum must show:</i> <input type="checkbox"/> Property lines and dimensions. <input type="checkbox"/> North arrow and site plan scale. <input type="checkbox"/> Contour lines: every 2' unless slopes exceed 15%; then show every 5'. <input type="checkbox"/> Arrows showing the direction of natural drainage. <input type="checkbox"/> Distance from all existing and proposed structures in relation to property lines, other structures and any critical areas on site. <input type="checkbox"/> Temporary erosion control measures to be used during construction. <input type="checkbox"/> Design Standards requirements, if applicable. <input type="checkbox"/> Any grading included in the proposed project not otherwise covered by a separate valid Land Disturbing Activity Permit (LDAP).
<input type="checkbox"/> <b>A Landscape Plan</b> , unless submitted/approved with a <i>Land Disturbing Activity Permit</i> application. Include: <input type="checkbox"/> Plant list. Include landscaper's price list. <input type="checkbox"/> Planting details. <input type="checkbox"/> Irrigation plan.
<input type="checkbox"/> <b>Site Plan Checklist</b> ( <i>City's form</i> ), unless the site plan is waived by the Department.
<input type="checkbox"/> <b>Structural Engineering.</b>
<input type="checkbox"/> <b>Energy Code NREC Calculations and Lighting.</b>
<input type="checkbox"/> <b>Plumbing / Mechanical Fixtures Checklist.</b> ( <i>City form</i> )
<input type="checkbox"/> <b>Address and Road Name Request form.</b> <i>Unless road names and street addresses are already assigned, this form is required when your project creates new streets(s) and/or when you add a type of use or structure that needs an address. Must include:</i> <input type="checkbox"/> <b>Plot Plan</b> free from excess information such as contours, drainage, utility lines and setbacks. <input type="checkbox"/> Include North arrow and scale. <input type="checkbox"/> Show tracts, lots, tax parcel numbers, driveways and building outlines. <input type="checkbox"/> Identify any tracts/lots requiring addresses for utility devices, special structures or uses. <input type="checkbox"/> Show streets adjacent to property, labeled by name. <input type="checkbox"/> Show access to site from adjacent street.

**6. SUBMITTAL REQUIREMENTS, continued.**

- ☐ **Design Standards Submittal Checklist**, unless an exception applies. *(The Checklist is attached).*
- ☐ **Design Standards Departures Checklist** if departures are requested *(City form)*. Must include:
  - ☐ A supporting statement for the request(s) *(POMC 20.127.060)*.
- ☐ **Plan Review Timeline Waiver form.** *Required when your project is associated with a Land Disturbing Activity Permit which has not yet been approved. (City form)*
- ☐ **Stormwater Drainage Permit (SDP) Application.** *May be required for new construction if your project increases or changes the hard surface on the site. Consult with the Public Works staff regarding requirements prior to applying.*
- ☐ **SEPA Environmental Review.** *May be required for new construction pursuant to POMC 20.160. Consult with the DCD Planning staff regarding requirements prior to applying.*
- ☐ **Kitsap Public Health District Approvals.** *Required if there is septic or a well on the property.*
- ☐ **For all permit applications and/or reviews checked on the Master Permit Application Form:** submit the specific application form. Include the required documentation as listed on the form for each permit/review type.

*Other documentation may be required other than what is listed above.*



**CITY OF PORT ORCHARD**  
Permit Center

**Design Standards Submittal Checklist**

**Project Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**1. DESIGN STANDARDS. (POMC 20.127)**

*Determine if Design Standards apply. Check the box below that corresponds with this project:*

☐ **Design Standards apply to this project.** *You will need to show design standards on the project plans.*

☐ **An exception listed below applies to this project. Design Standards do not apply.**

*Check the box next to the exception that applies to your project:*

☐ This application is for a detached house, backyard cottage, cottage court cottages, duplex, attached house, or townhome.

☐ This application is for open-air structure(s) such as pavilions, stages and gazebos for ornamental, performance or recreational use.

☐ This project is located in the Old Clifton Industrial Park.

☐ This project is in an Industrial zone, and the Director has waived Design Standards.  
*(Provide a copy of the Waiver)*

☐ This project is a Tenant Improvement or other interior work within an existing building that **does not**:

- include site improvement.
- change the building footprint.
- change the exterior of the building.
- increase the gross floor area of the structure.

**2. DESIGN STANDARDS PROJECT INFORMATION:**

Specify the Improvement Level for your project (POMC 20.127.020(3)):

☐ Level 1

☐ Level 2

☐ Level 3

☐ New Construction

☐ Project is located within Community Framework Map area number \_\_\_\_\_. (POMC 20.127.130(1-16))

☐ Project is located outside of the Community Framework Map areas.

Block Frontage Type designation of the project site (POMC Table 20.127.120(2)) Check all that apply:

☐ Storefront

☐ Landscape

☐ Varied

☐ Marine

☐ Gateway

☐ Other

Is your project fronting a trail that is not adjacent to a street? ☐ No ☐ Yes: *If yes, POMC 20.127.210 applies.*

Are you proposing a Community Design Framework Master Plan: ☐ No ☐ Yes: *If yes, a Comprehensive Plan Amendment is required.*

Are you requesting an optional review by the Design Review Board? (POMC 20.127.030) ☐ No ☐ Yes

Are you requesting Departures from the Design Standards? ☐ No ☐ Yes

*If departures are requested, see submittal requirements below.*

**3. SUBMITTAL REQUIREMENTS. Check the box for each item included with this application.**

☐ This completed checklist.

☐ If Departures are requested, also submit:

☐ Departures Supplemental Checklist.

☐ A narrative statement to support how such proposed departures meet the applicable approval criteria.

The design standards required for your project must be included on all drawings submitted with your application. This includes showing departures if any are requested.

*Check all elements included with your submittal:*

**Block Frontage Standards.** (POMC 20.127; Article II, 100 – 260)

*Identify the block frontage type(s) applicable to the development.*

- ☐ A site plan and/or other plans illustrating proposed improvements and how the block frontage standards are being met, including (where applicable):
  - ☐ Building envelope location and setbacks/dimensions.
  - ☐ Site elevation/topography at minimum two-foot intervals.
  - ☐ Parking location and vehicular access design.
  - ☐ Percentage of street frontage that is occupied by parking areas and garage entries.
  - ☐ Weather protection elements and dimensions/percentages.
  - ☐ Façade transparency elements and dimensions/percentages.
  - ☐ Storefront interior dimensions, including floor to ceiling height and storefront depth.
  - ☐ Landscaping elements (common or scientific name and size) and design (layout and location).
  - ☐ Right-of-way improvements and dimensions (including planting strip and sidewalk).
  - ☐ Undeveloped areas, including critical areas and associated buffers).

**Site Planning Standards.** (POMC 20.127, Article III, 300 – 360)

- ☐ A site plan and/or other plans illustrating proposed improvements and how the site planning standards are being met, including (where applicable):
  - ☐ Building envelope location and setbacks/dimensions.
  - ☐ Site elevation/topography at minimum two-foot intervals.
  - ☐ Building elevations of all façades, including the location of doors, windows, and balconies.
  - ☐ The location and height of adjacent structures within 25 feet of the property proposed for development.
  - ☐ Non-motorized circulation elements, including materials, dimensions, and necessary details.
  - ☐ Parking location and vehicular access design, including materials, curb edge, lane configurations, dimensions, and other relevant details to support compliance.
  - ☐ Existing and proposed pedestrian-oriented space, usable residential open space, and other recreational features, including design elements, materials, and necessary details.
  - ☐ Location, design, and configuration of service areas and mechanical equipment.
  - ☐ Landscaping elements (common or scientific name and size) and design (layout and location).
  - ☐ Right-of-way improvements and dimensions (including planting strip and sidewalk).

**Building Design Standards.** (POMC 20.127, Article III, 400 – 460)

- ☐ Graphics illustrating proposed improvements and how the building design standards are being met, including (where applicable):
  - ☐ Building elevations showing:
    - ☐ Exterior materials.
    - ☐ Doors and windows and associated design details.
    - ☐ Roofline design and dimensions.
    - ☐ Details on proposed exterior materials and finish.
    - ☐ Blank wall treatment details.
  - ☐ Building plan view drawings showing:
    - ☐ Façade articulation and dimensions.
    - ☐ Entry locations and design.
- ☐ Three-dimensional graphics emphasizing:
  - ☐ Building massing and articulation.
  - ☐ How the development (proposed improvements) fit within the surrounding context. The graphic must illustrate the general massing of buildings within 50 feet of the site.

**Departures.** (POMC 20.127.060)

Use the Design Standards Departures Request form if any departures are requested.