



CITY OF PORT ORCHARD
 Department of Community Development
 216 Prospect Street, Port Orchard, WA 98366
 (360) 874-5533 Fax (360) 876-4980

BUILDING PERMIT FEE WAIVER REQUEST

Per Port Orchard Municipal Code 15.04.108.7, The Building Official is authorized to waive the Permit Fee and Plan Review specified in the International Building Code and in the Uniform Plumbing Code upon satisfaction of the following conditions:

- (1) The permit is for a residential unit of an owner/occupier who is 60 years or older with a maximum annual income, together with all persons in the household, below the poverty line as established by the Office of Management & Budget in Washington D.C.
- (2) The work is for essential repairs and improvements, such as insulation, weatherization, roof repairs, structural repairs or essential plumbing repairs.
- (3) The owner/occupant of the home completes a form supplied by the Building Official requesting exception from the Building Permit Fees.

PLEASE PRINT OR TYPE (USE BLUE OR BLACK INK). INFORMATION MUST BE LEDGIBLE.

Permit No.: _____

Assessor's Tax Account Number: _____

Location of Project (address): _____

Requestor: _____

Mailing Address (street, city, state, zip): _____

Phone: _____ E-mail: _____

I, the undersigned, hereby request that the fees for the building permit referenced above be waived. I certify that I am over 60 years of age, that I am the owner/occupant of the home to receive the repairs and that my gross household income for the year 20_____ was \$_____ or less. (Use the table below to determine income level).

Signature

Date

2013 HHS Poverty Guidelines	
Persons in Family	48 Contiguous States and D.C.
1	\$11,490
2	\$15,510
3	\$19,530
4	\$23,550
5	\$27,570
6	\$31,590
7	\$35,610
8	\$39,630
For each additional person, add	\$4,020

SOURCE: *Federal Register*, Vol. 76, No. 13, January 24, 2013, pp. 5182 - 5183

STAFF USE ONLY

Verification of age and income was noted by: _____
City Staff

Application is APPROVED DENIED

Remarks: _____

City Building Official

Date