



# 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@cityofportorchard.us

### ***NON-RESIDENTIAL BUILDING PERMIT CHECKLIST***

<b>Applicant Name</b>			
<b>Site Address</b>			
<b>Tax Parcel No.</b>		<b>Date:</b>	

<b>Include with your submittal, as applicable:</b>			
<input type="checkbox"/>	Completed Application, including Master Application Form	<input type="checkbox"/>	Water, sewer and traffic capacity documentation and/or Capacity Reservation Certificate application
<input type="checkbox"/>	Fixture Count Form, plumbing and mechanical	<input type="checkbox"/>	West Sound Utility Dist. water/sewer availability letter
<input type="checkbox"/>	Fire Code Permit applications:	<input type="checkbox"/>	Health Department Approval, if on septic and/or well
	Alarm System	<input type="checkbox"/>	Structural Calculations
	Sprinkler System	<input type="checkbox"/>	SEPA Checklist
	Fire Suppression System	<input type="checkbox"/>	Demolition permit application
<b>All plans to be fully dimensioned and drawn to scale. Include as applicable:</b>			
<input type="checkbox"/>	Cover Sheet	<input type="checkbox"/>	Stormwater Drainage Plan
	<input type="checkbox"/> Occupancy classification	<input type="checkbox"/>	Landscape / Irrigation Plan
	<input type="checkbox"/> Type of construction	<input type="checkbox"/>	Parking Plan
	<input type="checkbox"/> Occupancy load(s)	<input type="checkbox"/>	Floor Plan
	<input type="checkbox"/> Scope of Work	<input type="checkbox"/>	Barrier Free Compliance
	<input type="checkbox"/> Floor Area Use: Space type / gross area	<input type="checkbox"/>	Framing Plan (cross-section)
	<input type="checkbox"/> Index of drawings	<input type="checkbox"/>	Elevations
<input type="checkbox"/>	NREC Compliance	<input type="checkbox"/>	Roof Plan
	<input type="checkbox"/> Lighting	<input type="checkbox"/>	Foundation Plan
	<input type="checkbox"/> Mechanical	<input type="checkbox"/>	Mechanical Plan
	<input type="checkbox"/> Envelope	<input type="checkbox"/>	Plumbing Plan
<input type="checkbox"/>	Vicinity Map	<input type="checkbox"/>	Riser Diagram
<input type="checkbox"/>	Site Plan	<input type="checkbox"/>	Backflow prevention
<input type="checkbox"/>	Erosion Control Plan	<input type="checkbox"/>	Grease trap / interceptor

<b>Comments:</b>	