



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

RESIDENTIAL BUILDING PERMIT CHECKLIST

Applicant Name			
Site Address			
Tax Parcel No.		Date:	

Include with your submittal, as applicable:			
<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"/>	Structural Calculations	<input type="checkbox"/>	Health Department Approval, if on septic and/or well
<input type="checkbox"/>	Project Description (Scope of Work)	<input type="checkbox"/>	Residential Energy Code Worksheet
<input type="checkbox"/>	Utility Connection permit application		
All plans to be fully dimensioned or drawn to scale. Include as applicable:			
<input type="checkbox"/>	Cover Sheet	<input type="checkbox"/>	Vicinity Map
<input type="checkbox"/>	Site Plan	<input type="checkbox"/>	Elevations
<input type="checkbox"/>	Floor Plan	<input type="checkbox"/>	Framing Plan (cross-section)
<input type="checkbox"/>	Foundation Plan	<input type="checkbox"/>	Parking Plan (2 off-street)
<input type="checkbox"/>	Wall bracing	<input type="checkbox"/>	Energy Code Information
<input type="checkbox"/>	Mechanical Plan	<input type="checkbox"/>	Erosion Control Plan
<input type="checkbox"/>	Plumbing Plan	<input type="checkbox"/>	Stormwater Drainage Plan
Comments:			