



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

APPLICATION TO ESTABLISH A BASIC PLAN

**Incomplete application will not be accepted.
 Application will not be accepted without the signature of the owner or legal representative.**

APPLICANT INFORMATION:

Authorized Agent Name: _____ Title: _____

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

Phone: _____ E-mail: _____

COMPANY INFORMATION:

Company Name: _____

Owner / Legal Representative Name: _____

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

Phone: _____ E-mail: _____

BUILDING INFORMATION:

Project Description: _____

Plan Name/Number: _____

SELECT ONE: Single Family Residence Duplex Number of Elevations: _____

Number of floors: _____ Number of bedrooms: _____ Number of bathrooms: _____

Occupancy Type: _____ Const. Type: _____ Occupancy Load: _____

Code Editions: Building: _____ Mechanical: _____ Plumbing: _____ WSEC: _____ Fire: _____

ENTER THE SQUARE FOOTAGE FOR ALL THAT APPLY:

STRUCTURE	SQ. FT.
Main Floor	
Second Floor	
Third Floor	
Basement, unfinished	
Basement, finished or habitable space	
Garage	
Garage: Second floor, unfinished storage	
Garage: Second floor, finished or habitable space	
Carport (2 walls or less)	
Deck (uncovered)	
Porch (covered)	
SQUARE FOOTAGE TOTALS:	
HABITABLE SPACE	
ALL	

INDICATE THE QUANTITY OF FIXTURE TYPES:

MECHANICAL FIXTURE TYPE	QTY
Fan	
Clothes Dryer	
Cook Stove	
Elec. Furnace/AC	
Fireplace – Gas	
Fireplace – Wood	
Gas Water Heater	
Gas Pipe System	
Nat. Gas Furnace	
Propane Furnace	
Propane Tank	

PLUMBING FIXTURE TYPE	QTY
Clothes Washer	
Dish Washer	
Floor Drain	
Hose Bibb	
Hot Tub	
Lawn Sprinkler w/ Backflow Preventer	
Sinks	
Tub/Shower	
Water Closet	
Water Heater	

SUBMITTAL REQUIREMENTS:

Plans must be in electronic format:

- All digital document files shall be MS-Windows compatible.
- All digital documents shall be in Portable Document Format (PDF) and compatible with Adobe Acrobat version 9.0 or earlier. AutoCAD drawings are acceptable (DWG) provided they can be converted to PDF.
- Security settings shall allow reviewers to mark up digital documents, create notes, and to insert/remove sheets.
- All digital documents are subject to public disclosure laws.
- Scanned documents: PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents which are only available in a paper format shall be scanned at a high resolution which ensures the pages are legible on both a computer screen and when printed.

Drawing Requirements:

- Plans shall include a cover sheet labeled with identifying information. At a minimum, the cover sheet shall include: the Plan name/number, number of elevations in the plan set, applicable code editions, climate and geographic design criteria, name and contact information for designer and engineer, and drawing list.
- All sheets shall be oriented so that the top of the page is always at the top of the computer monitor, and set to landscape.
- Pages shall be indexed/bookmarked on every submission. Each sheet shall be named in a way so the reviewer can quickly move from sheet to sheet using the bookmarks menu.
- Building plan sets shall be fully dimensioned. This shall include, but not limited to, framing plans.
- All text shall be easily readable when set to print. Clarity must be equivalent to or better than Arial with a minimum font size of 10pt.

Submit the following. Check each item below that you have included with this submittal:

✓	Submittal Item
	Completed Application to Establish a Basic Plan (this form).
	Completed Energy Code Worksheet.
	Construction plans meeting the criteria listed above, with date prepared and/or revised and with design professional's stamp and signature if prepared by a licensed professional.
	Engineering plans and calculations, with date prepared and/or revised and with engineer's stamp and signature.
	Letter from company owner representative which authorizes the agent to submit the application on their behalf.
	Letters from engineer and/or design professional authorizing repeated use of plans and specifications.
	Fees due prior to plan review.

The authorized agent is the primary contact for all project-related questions and correspondence. DCD will e-mail or call with requests and/or information about the application to the authorized agent. The authorized agent is responsible for communicating information to all parties involved with the application. It is the responsibility of the authorized agent to ensure their contact information is accurate and that their email account accepts email from DCD.

X _____ **DATE:** _____
 Owner/Legal Agent Signature

 Print Name

STAFF USE ONLY - DO NOT WRITE BELOW THIS LINE

FEES SUBJECT TO CHANGE WITHOUT NOTICE

CONSTRUCTION VALUE \$ _____
 TECHNOLOGY FEE \$10.00 _____
 PLAN REVIEW FEE \$ _____
TOTAL FEES DUE \$ _____

PLAN REVIEW # _____ RECEIPT # _____ DATE PAID: _____