



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

Information and Guidelines Regarding Building Permits

The City enforces the 2015 edition of the International Building Codes as amended by the State of Washington, the 2015 Uniform Plumbing Code and 2015 Washington State Energy Code. The Building Inspector performs the plan reviews and the compliance inspections. The City Development Director is the Building Official who supervises the Inspector.

Building permit applications are obtained at the Department of Community Development, (360) 874-5533. Or visit our website to download forms:
<https://www.cityofportorchard.us/planning-forms-applications/>.

If water and/or sewer connection is part of your project, you will need to determine water/sewer availability. Submit a *Capacity Reservation Certificate Application* to the Permit Center prior to or with your building permit application. Then include the *Utility Connection Permit Application* with your construction application submittal. The Connection Permit will not be processed until the Capacity review is complete. Water and/or sewer connection fees are not included in your building permit fee, and are paid for separately at the Treasurer's Office prior to picking up the building permit. If water and/or sewer service is provided by another district, you must include the water and/or sewer availability letter(s) from that district with your building permit application.

Once an application is submitted, a City Planner will review it for zoning and land use compliance. The Building Inspector will review it for code compliance. South Kitsap Fire & Rescue will provide fire protection review on behalf of the City. Public Works will review for storm drainage and utility connections. The amount of time it takes to review depends on the complexity of the project. Plan review fees are typically paid when the application is submitted. Upon completion of the review, the applicant will be informed that the permit is ready to be issued. Remaining fees due will need to be paid at that time.

Construction can commence as soon as the permits fee are paid and the permit is issued. The permit lists the inspections that are required for the project. Inspections must be scheduled 1 – 2 days in advance depending on the type. Call (360) 874-5533 to request inspections.

CONTRACTOR INFORMATION: You must provide the Contractor's State Business License Number and UBI Number. The Contractor must have applied for or have a City Business License prior to the start of construction.

The office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Building Permits will only be issued between the hours of 8:00 a.m. and 4:00 p.m.; no money will be accepted after 4:00.

NOTE: All application forms must be completely filled out and all required documents must be included with the application. Missing information will delay the processing time. Print legibly. If information is not readable, this will also delay the processing time.