



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
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 Port Orchard, WA 98366
 (360) 874-5533 · permitcenter@cityofportorchard.us

RESIDENTIAL BUILDING PERMIT APPLICATION

AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED

| | |
|---|--|
| APPLICATION TYPE: <i>(check all that apply)</i> | |
| <input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> REMODEL <input type="checkbox"/> REPAIR <input type="checkbox"/> OTHER: <i>(describe)</i> | |
| <input type="checkbox"/> NEW ACCESSORY DWELLING UNIT (ADU): <i>Submit the completed ADU permit application.</i> | |
| <input type="checkbox"/> NEW USING A BASIC PLAN: Plan #: _____ Elevation #: _____ | |
| BUILDING TYPE: POMC 20.32.010 | |
| <input type="checkbox"/> DETACHED HOUSE <input type="checkbox"/> ATTACHED HOUSE <input type="checkbox"/> BACKYARD COTTAGE <input type="checkbox"/> COTTAGE COURT | |
| <input type="checkbox"/> MANUFACTURED HOME <i>(Use Form #053 to apply)</i> <input type="checkbox"/> ACCESSORY BUILDING <input type="checkbox"/> DUPLEX: BACK TO BACK <input type="checkbox"/> DUPLEX: SIDE BY SIDE | |
| LENDER INFORMATION: <i>Required for construction projects with a loan exceeding \$5,000. RCW 19.27.095</i> | |
| Lender Name: _____ | |
| Lender Address: _____ | |
| Office Phone Number: _____ | |
| DESIGN GUIDELINES: POMC 20.139 | |
| The design guidelines apply to new construction, additions to existing structures, and projects whose valuation exceeds 50% of the current taxable value of the existing structure. | |
| What is the current taxable value of the structure? <i>(Information is available from County Assessor)</i> \$ _____ | |
| What is the transparency percentage of the front façade? POMC 20.139.025(3)(a) _____ % | |

| COMPLETE ALL INFORMATION BELOW | | | |
|--|-----------------|---------|---|
| Area | Square Footage: | | |
| | New | Remodel | |
| Main Floor | | | Fence or retaining wall: _____ Lin. ft. |
| 2 nd Floor | | | Lot size: _____ Sq. ft. |
| 3 rd Floor | | | Total hard surfaces on site: _____ Sq. ft. <i>(structures, driveways, walkways, parking areas, etc., existing & new)</i> |
| Garage | | | Lot coverage (%): _____ % |
| Deck | | | Fence / Retaining Wall Height: _____ Ft., in. |
| Basement, unfinished | | | # of Bedrooms: _____ |
| Basement, finished | | | # of Bathrooms: _____ |
| Covered Porch | | | # of Dwelling Units: _____ |
| Unfinished storage space: Garage 2 nd floor or Attic | | | Excavation: (other than for basement, footings, and/or utilities) _____ Cu. yd. |
| Other: | | | Construction Value*: \$ _____ |
| Total all areas sq. ft.: | | | <i>*Use the contract amount; or multiply the materials cost x 2.</i> |

SUBMITTAL REQUIREMENTS: (check the box for each item included with this application)

- THE MASTER PERMIT APPLICATION FORM** with original signature(s).
One Master covers all applications that are included with this submittal. No additional copies are required.
- THREE TOTAL:** The original completed Residential Building Permit Application (*this form*), plus two copies.
- THREE COPIES:** Building plans (*Sized so all information is legible; 11" x 17" minimum*):
 - Must be drawn to scale and show dimensions.
 - For additions or remodels, existing and proposed work must be clearly designated.
- THREE COPIES:** Elevation drawings (*Sized so all information is legible; 11" x 17" minimum*):
Required for new construction or when there are any exterior modifications to an existing building.
 - Must be drawn to scale and show dimensions.
 - Must show grade plane. (*See POMC 20.12 for definition of 'grade plane'.*)
 - Must provide the percent of transparency of the front façade.
- TWO COPIES:** Structural engineering (plans and calculations) as applicable to your project.
- FOUR COPIES:** Site plan, unless waived by the Department. (*Sized so all information is legible; 11" x 17" minimum*).
Use the *Site Plan Checklist* for a list of all requirements. **At a minimum, you must show:**
 - Property lines and dimensions.
 - North arrow and site plan scale.
 - Contour lines: every 2' unless slopes exceed 15%; then show every 5'.
 - Arrows showing the direction of natural drainage.
 - Location, width and length of driveway.
 - Distance from all existing and proposed structures in relation to property lines, other structures and any critical areas on site.
 - Temporary erosion control measures to be used during construction.
 - Any grading included in the proposed project not otherwise covered by a separate valid Land Disturbing Activity Permit (LDAP).
- FOUR COPIES:** *Site Plan Checklist Form #085*, unless a site plan is not required.
- ONE COPY:** *Energy Code Worksheet*, for new construction or addition greater than 500 sq. ft. of heated floor area.
- A Storm Drainage Permit** may be required unless your project is an interior remodel/repair with no changes to the hard surfaces on the site. (*See the Storm Drainage Permit application form for submittal requirements, or contact Public Works for more information.*)
- For all permits and/or reviews checked on the Master Permit Application Form:** submit the specific application form. Include the required documentation and number of copies as listed on the form for each permit/review type.
- ONE ELECTRONIC COPY** of all submitted materials provided in PDF format.
NOTE: *electronic copies of building, elevation, and site plans must be scalable when printed 11" x 17".*
Other documentation may be required other than what is listed above.

STAFF USE ONLY BELOW THIS LINE

VERIFIED CONTRACTOR INFO: Contractor's License: _____ UBI: _____ Business License: _____
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PERMIT # _____ FEES: _____ RECEIPT # _____ DATE ISSUED: _____