



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

ACCESSORY DWELLING UNIT (ADU) PERMIT APPLICATION (POMC 20.68)

For Staff Use Only

File #:

Receipt #:

An Incomplete Application Will Not Be Accepted

1. PROJECT INFORMATION.

Site Address:

Unit Type: Accessory Apartment (*Attached dwelling*) Backyard Cottage Dwelling

Is the ADU within a Commercial Structure? No Yes

Lot Size: _____ sq. ft.

ADU Footprint Area: _____ sq. ft.

Main Residence Footprint Area (*if applicable*): _____ sq. ft.

Home Occupations: Will the Main Residence or the ADU contain a home occupation?

No Yes: *If yes, select:* Main Residence ADU Both

2. SUBMITTAL REQUIREMENTS.

NOTE: *Electronic submittals are required. Contact the Permit Center for formatting and resolution requirements.*

Check the box for each item included with this application:

The Master Permit Application Form, completed.

ADU Permit Application (*this form*), completed.

Construction Permit Application. (*See application form for submittal requirements.*)

Property Legal Description.

NOTE: A Word version of the legal description is required in addition to PDF.

ADU Floor Plan (*Sized so all information is legible when printed 11" x 17"*). Show:

- Designated areas for cooking, living, sanitation and sleeping.
- The entrance location.

ADU Site Plan. (*Sized so all information is legible when printed 11" x 17"*). Must include:

- Drawn to scale.
- The location of existing and proposed structures.
- The location of on-site parking for ADU, unless conditions listed in POMC 20.68.100(E) are satisfied.
- For a detached ADU:
 - Setback distances from property lines.
 - Distances from other structures on the property.
- For ADUs with a separate exterior entrance, show pedestrian walkway.
- For an attached ADU with an outside entrance, show proposed screening of ADU entrance.

Other documentation may be required other than what is listed above.

3. PROPERTY OWNER SIGNATURE.

I, _____, owner of the property located at _____
Port Orchard, Washington, affirm that the owner shall occupy either the main residence or the ADU (unless the ADU is within
a commercial or industrial development). I agree to all requirements provided in POMC 20.68.100-110, General and Bulk
Requirements, and further agree to conditions as necessary to apply the restrictions and limitations contained in these sections.

Signature: _____

Date: _____