



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

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

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.

THE MASTER PERMIT APPLICATION FORM with original signatures.
One Master covers all applications that are included with this submittal. Not additional copies are required.

THREE TOTAL: The original completed ADU Permit Application (*this form*), plus two copies.

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

THREE COPIES: Property Legal Description.

THREE COPIES: ADU Floor Plan (*Sized so all information is legible; 11" x 17" minimum*):
 Show designated areas for cooking, living, sanitation and sleeping.
 Show the entrance location.

FOUR COPIES: ADU Site plan. (*Sized so all information is legible; 11" x 17" minimum*).
 Drawn to scale.
 Show the location of existing and proposed structures.
 Show location of on-site parking for ADU, unless conditions listed in POMC 20.68.100(E) are satisfied.
 For a detached ADU:
 Show setback distances from property lines.
 Show 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.

ONE ELECTRONIC COPY of all submitted materials provided in PDF format. The Legal Description must also be provided as a Word version.

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: _____