



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
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 Port Orchard, WA 98366
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COMMERCIAL or MULTI-FAMILY BUILDING PERMIT APPLICATION

INCOMPLETE APPLICATION WILL NOT BE ACCEPTED

1. APPLICATION TYPE: *(check all that apply)*

- NEW BUILDING
 ADDITION
 ALTERATION
 NEW ACCESSORY DWELLING UNIT
 TENANT IMPROVEMENT
 NEW MULTI-FAMILY
 OTHER:

2. BUILDING TYPE: *POMC 20.32.010*

- FOUR-PLEX
 TOWNHOUSE
 APARTMENTS
 ACCESSORY BUILDING
 LIVE-WORK
 SHOPFRONT HOUSE
 SINGLE-STORY SHOPFRONT
 MIXED USE SHOPFRONT
 GENERAL

For structures with dwelling units, list how many of each type:

Studio: _____ 1 Bedroom: _____ 2 Bedrooms: _____ 3+ Bedrooms: _____

3. PROJECT INFORMATION:

Areas in Sq. Ft.:	New	Alteration	Complete all information below:
1 st Floor			Fence or Retaining Wall: _____ Lin. Ft.
2 nd Floor			Building / Fence / Height: _____ Ft.
3 rd Floor			Lot Coverage: <i>(impervious surfaces)</i> _____ %
Garage			Total Hard Surfaces on the Site: <i>(structures, driveways, walkways, parking areas, etc. Existing and new.)</i> _____ Sq. Ft.
Deck			Excavation: _____ Cu. Yd.
Covered Porch			Number of Stories: _____
Basement, unfinished			Number of Dwelling Units: _____
Basement, finished			Number of Parking Spaces: _____
Storage <i>(list type):</i>			Type of Construction: _____
Other <i>(list):</i>			Occupancy Classification: _____
Total all areas (sq. ft.)			Construction Value: \$ _____

4. TENANT INFORMATION:

Businesses engaging in food service preparation or sales must have a Health District approval letter before beginning a Tenant Improvement (buildout, remodel, or equipment change). Contact Kitsap Public Health District prior to submitting this application.

Name of Business: _____

Business Owner Name: _____

Business Mailing Address: _____

Phone: _____

Email: _____

Target Move-in Date: _____

Tenant space square footage: _____

City Business License? Yes No *(Apply online at: bls.dor.wa.gov)*

UBI #: _____

Are there plumbing fixtures within the occupied space? Yes No

Is the business a restaurant or bar with seating? No Yes **If yes, number of seats:** _____

Are signs proposed for this business? No Yes *(Separate applications and fees are required for signage.)*

Business Description *(be specific):* _____

5. LENDER INFORMATION: <i>Required for construction projects with a loan exceeding \$5,000. RCW 19.27.095</i>
<input type="checkbox"/> Not Applicable. <i>Unless this box is checked, complete the Lender information below.</i>
Lender Name:
Lender Address:
Office Phone Number:

SUBMITTAL REQUIREMENTS *(check the box for each one 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 Commercial Building Permit Application (*this form*), plus two copies.
- THREE SETS:** 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*):
- 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.
 - 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.
 - Design Standards requirements, if applicable.
 - Any grading included in the proposed project not otherwise covered by a separate valid Land Disturbing Activity Permit (LDAP).
- TWO COPIES:** A Landscape plan, unless submitted/approved with a *Land Disturbing Activity Permit* application.
Include:
 - Plant list.
 - Planting details.
 - Irrigation plan.
- TWO COPIES:** The *Design Standards Submittal Checklist*, unless an exception applies. (*Checklist is attached*).
- TWO COPIES:** The *Design Standards Departures Checklist* along with two copies of a supporting statement for the request(s), if departures are requested. (*POMC 20.127.060*)
- TWO COPIES:** Structural engineering.
- FOUR COPIES:** *Form #085, Site Plan Checklist.*
- ONE COPY:** Energy Code NREC Calculations and Lighting.
- A Stormwater Drainage Permit** may be required for new construction if your project increases or changes the hard surface on the site. *Consult with the Public Works Department staff regarding requirements prior to applying.*
- A SEPA Environmental Review** may be required for new construction pursuant to POMC 20.160. *Consult with the Department of Community Development staff regarding requirements prior to applying.*
- 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.
- If the property has septic or a well on the property, submit approvals from Kitsap Public Health District as applicable.
- An Electronic Version of all submitted documents, in high resolution PDF format.**
NOTE: *electronic copies of building, elevation, and site plans must be scalable when printed 24" x 36".*

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



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Design Standards Submittal Checklist

Project Name: _____

Location: _____

1. DESIGN STANDARDS. (POMC 20.127)

Determine if Design Standards apply. Check the box below that corresponds with this project:

- Design Standards apply to this project. You will need to show design standards on the project plans.
- An exception listed below applies to this project. Design Standards do not apply. Check the box next to the exception that applies to your project:
 - This application is for a detached house, backyard cottage, cottage court cottages, duplex, attached house, or townhome.
 - This application is for open-air structure(s) such as pavilions, stages and gazebos for ornamental, performance or recreational use.
 - This project is located in the Old Clifton Industrial Park.
 - This project is in an Industrial zone, and the Director has waived Design Standards. (Provide a copy of the Waiver)
 - This project is a Tenant Improvement or other interior work within an existing building that **does not**:
 - include site improvement.
 - change the building footprint.
 - change the exterior of the building.
 - increase the gross floor area of the structure.

2. DESIGN STANDARDS PROJECT INFORMATION:

Specify the Improvement Level for your project (POMC 20.127.020(3)):

- Level 1 Level 2 Level 3 New Construction

- Project is located within Community Framework Map area number _____ (POMC 20.127.130(1-16))
- Project is located outside of the Community Framework Map areas.

Block Frontage Type designation of the project site (POMC Table 20.127.120(2)) Check all that apply:

- Storefront Landscape Varied Marine Gateway Other

Is your project fronting a trail that is not adjacent to a street? No Yes: If yes, POMC 20.127.210 applies.

Are you proposing a Community Design Framework Master Plan: No Yes: If yes, a Comprehensive Plan Amendment is required.

Are you requesting an optional review by the Design Review Board? (POMC 20.127.030) No Yes

Are you requesting Departures from the Design Standards? No Yes
If departures are requested, see submittal requirements below.

3. SUBMITTAL REQUIREMENTS. Check the box for each item included with this application.

- TWO COPIES of this completed checklist.
- If Departures are requested, also submit:
 - TWO COPIES: Departures Supplemental Checklist.
 - TWO COPIES: A narrative statement to support how such proposed departures meet the applicable approval criteria.

The design standards required for your project must be included on all drawings submitted with your application. This includes showing departures if any are requested.

Check all elements included with your submittal:

Block Frontage Standards. (POMC 20.127; Article II, 100 – 260)

Identify the block frontage type(s) applicable to the development.

- A site plan and/or other plans illustrating proposed improvements and how the block frontage standards are being met, including (where applicable):
 - Building envelope location and setbacks/dimensions.
 - Site elevation/topography at minimum two-foot intervals.
 - Parking location and vehicular access design.
 - Percentage of street frontage that is occupied by parking areas and garage entries.
 - Weather protection elements and dimensions/percentages.
 - Façade transparency elements and dimensions/percentages.
 - Storefront interior dimensions, including floor to ceiling height and storefront depth.
 - Landscaping elements (common or scientific name and size) and design (layout and location).
 - Right-of-way improvements and dimensions (including planting strip and sidewalk).
 - Undeveloped areas, including critical areas and associated buffers).

Site Planning Standards. (POMC 20.127, Article III, 300 – 360)

- A site plan and/or other plans illustrating proposed improvements and how the site planning standards are being met, including (where applicable):
 - Building envelope location and setbacks/dimensions.
 - Site elevation/topography at minimum two-foot intervals.
 - Building elevations of all façades, including the location of doors, windows, and balconies.
 - The location and height of adjacent structures within 25 feet of the property proposed for development.
 - Non-motorized circulation elements, including materials, dimensions, and necessary details.
 - Parking location and vehicular access design, including materials, curb edge, lane configurations, dimensions, and other relevant details to support compliance.
 - Existing and proposed pedestrian-oriented space, usable residential open space, and other recreational features, including design elements, materials, and necessary details.
 - Location, design, and configuration of service areas and mechanical equipment.
 - Landscaping elements (common or scientific name and size) and design (layout and location).
 - Right-of-way improvements and dimensions (including planting strip and sidewalk).

Building Design Standards. (POMC 20.127, Article III, 400 – 460)

- Graphics illustrating proposed improvements and how the building design standards are being met, including (where applicable):
 - Building elevations showing:
 - Exterior materials.
 - Doors and windows and associated design details.
 - Roofline design and dimensions.
 - Details on proposed exterior materials and finish.
 - Blank wall treatment details.
 - Building plan view drawings showing:
 - Façade articulation and dimensions.
 - Entry locations and design.
- Three-dimensional graphics emphasizing:
 - Building massing and articulation.
 - How the development (proposed improvements) fit within the surrounding context. The graphic must illustrate the general massing of buildings within 50 feet of the site.

Departures. (POMC 20.127.060)

Use the Design Standards Departures Request form if any departures are requested.