

Public Notice – April 1, 2020
The Department of Community Development
and Permit Center office
located at 720 Prospect Street
is closed to the public until further notice.

We are working with limited staff behind closed doors and some staff are working remotely. As a result, you will likely experience longer response times to your inquiries. We appreciate your patience and understanding.

We encourage you to conduct business by using the following options:

By phone:

(360) 874-5533

By email:

For planning, zoning, or code enforcement: planning@cityofportorchard.us

For permit applications or scheduling inspections: permitcenter@cityofportorchard.us

By mail (includes USPS, FedEx and UPS):

City of Port Orchard
Department of Community Development
216 Prospect Street
Port Orchard, WA 98366

We are accepting applications and other types of document submittals electronically and by mail. To submit applications and other documents electronically please follow the following steps:

1. First contact the Permit Center. We will set up a cloud location, and email a link for you to submit documents.
2. If original signatures are required, we must receive the signature sheet(s) **within two days** of receiving the submittal.
3. We must receive payment of the required fees **within two days** of receiving the submittal. The application cannot be processed until the fees due are paid.
4. Applications that are not complete within two days of electronic receipt, including payment of fees, will not be processed.

We are accepting payments in the following ways. Payments must be received within 2 business days of the mailed or electronic application submittal for the application to be deemed “counter complete”.

All payments must include either the fee sheet or the application file number.

1. Credit card payment.
Call the City Finance department at (360) 876-5139.
There is a 3% transaction fee.
2. Check by mail. This includes USPS, FedEx, and UPS.
Mail payments to the mailing address listed above.
DO NOT SEND CASH PAYMENTS THROUGH THE MAIL.

3. Check in the City Hall drop box.

The box is located outside of the main entrance at 216 Prospect Street.
The payment must be in an envelope marked, 'Attention: DCD'.

DO NOT MAKE CASH PAYMENTS USING THE DROP BOX.

In accordance with the Governor's Stay Home Stay Safe Order 20-25 and Construction Guidance Memo, the City is limiting inspection services consistent with that order.

<https://www.governor.wa.gov/news-media/inslee-provides-construction-guidance-and-signs-proclamations-ui-rules-healthcare> If your project requires an inspection for something that qualifies under an exception to the order, you may request an inspection:

By phone:

(360) 874-5533

By email:

permitcenter@cityofportorchard.us

PLEASE NOTE: To minimize the risk to the public and our staff, we are requesting inspectors be allowed to conduct inspections alone. If you choose to be onsite, please maintain the social distance of at least six (6) feet. Our inspectors will be making judgement calls on a site-by-site basis as to whether they will enter a property. They have the discretion to not enter any situation that could place the inspector in an at-risk position.

We are not scheduling any person-to-person meetings or appointments at our office.

If you have business you believe cannot be conducted electronically, by phone, by mail, or using the drop box, please call our office and we will do our best to create a solution to address your needs.

**This notice will be updated as circumstances change.
Please check our website for the most current information.**