



## Permit Center

permitcenter@cityofportorchard.us  
(360) 874-5533

### Electronic Submittals to the Permit Center

#### **Send by Email:**

If your application is small (25 MB or less), you can send it to the Permit Center via email. Attach your application form(s), and any required documentation and email to [permitcenter@cityofportorchard.us](mailto:permitcenter@cityofportorchard.us).

#### **Use the Cloud:**

For large submittals (many records or large file size), please contact the Permit Center, and we will email a link for you to submit to our cloud location.

- **Call us:** (360) 874-5533
- **Email us:** [permitcenter@cityofportorchard.us](mailto:permitcenter@cityofportorchard.us)

#### **Notarized Signatures:**

For applications which require a notarized signature, we must receive the original signed and notarized page within two (2) days of receiving the submittal.

- **Mail (this includes USPS, FedEx, UPS):**  
City of Port Orchard  
Department of Community Development  
216 Prospect Street  
Port Orchard, WA 98366
- **City Hall drop box:**  
A drop box is located outside of the main entrance at 216 Prospect Street.  
Notarized pages must be in an envelope marked, "Attention: DCD".

#### **Payments:**

We must receive payment for the required fees within two (2) days of receiving the submittal. Fees can be paid by:

- **Credit card:** Call the City Finance Department at (360) 876-5139.  
There is a 3% transaction fee.
- **Mail (this includes USPS, FedEx, UPS):**  
**DO NOT SEND CASH PAYMENTS.**  
Mail check or money order to:  
City of Port Orchard  
Department of Community Development  
216 Prospect Street  
Port Orchard, WA 98366
- **City Hall drop box:**  
A payment 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.**