

Public Notice – April 5, 2020
The Department of Community Development
Is Now Accepting In-Person Appointments

The Department of Community Development will now schedule in-person appointments at the office, located at 720 Prospect Street. Appointments can be made by calling (360) 874-5533.

➤ **Contact Information.**

We continue to work with limited staff in the office and others working remotely. Please contact us 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

➤ **Submitting Permit Applications and Other Documents.**

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 associated application.
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.

➤ **Making Payments.**

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

Payments may be made using the following options. 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.

➤ **Scheduling Inspections.**

We are scheduling inspections for building and site development permits, and other types of inspections. To request an inspection:

By phone: (360) 874-5533

By email: permitcenter@cityofportorchard.us

In accordance with the Governor's Order No. 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>

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 situation.

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