



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.

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

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 delivery services such as 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 delivery services such as USPS, FedEx, UPS):**
DO NOT SEND CASH PAYMENTS.
Include a copy of the fee sheet you received.
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:**
DO NOT MAKE CASH PAYMENTS USING THE DROP BOX.
A payment box is located outside of City Hall main entrance at 216 Prospect Street.
The payment must be in an envelope marked, "Attention: DCD".
Include a copy of the fee sheet you received.