



Permit Center

permitcenter@cityofportorchard.us
(360) 874-5533

Permit-related Fee Payments

The Permit Center will provide a summary sheet of charges for your permit application. When making a payment by mail or in the payments drop box, please include a copy of the fee sheet so the payment may be processed to the correct account. When making a payment by phone with a credit card, have the fee sheet available to provide staff with the permit number so the payment will be designated to the right account.

Payment Options:

- **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.