



CITY OF PORT ORCHARD
Permit Center

MASTER PERMIT APPLICATION FORM

For Title 20 permit types. Check the boxes on page 3 for all permits applied for at this time.

An Incomplete Application Will Not Be Accepted

1. PROJECT INFORMATION:	
Project Name: <i>NOTE: The name must be specific and descriptive. Use the same name on all applications associated with this project.</i>	
Site Address/ Location:	
Tax Parcel Number(s):	
Existing Use of Property:	Parcel Size:
Project Description / Scope of Work:	
List permits or decisions previously obtained for this project from the City or any other government entity:	
List permits or decisions currently pending for this project before the City or any other government entity:	
Is your project served by public water and/or public sanitary sewer systems? <input type="checkbox"/> Yes: Water Provider: _____ Sewer Provider: _____ <input type="checkbox"/> No: If no, Kitsap Public Health District approval documentation must be submitted for well and/or septic use.	
Is the project within the floodplain? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Is the project within 200' of the shoreline? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Does the project include new construction within 200' of a geologically hazardous area? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Zoning Designation:	Overlay District Designation:
These surface waterbodies are on or adjacent to the property: <i>(check all that apply)</i> <input type="checkbox"/> Saltwater <input type="checkbox"/> Creek <input type="checkbox"/> Pond <input type="checkbox"/> Wetland <input type="checkbox"/> None	
Was there a Pre-Application meeting with Staff for this project? <input type="checkbox"/> No <input type="checkbox"/> Yes: Meeting Date: _____	
2. WATER, SEWER, AND TRANSPORTATION CONCURRENCY.	
Concurrency review determines if the water and sewer utilities and the transportation network are adequate to accommodate growth. Unless exempt, all new development and construction needs to apply for concurrency. <i>Check the box below that applies:</i>	
<input type="checkbox"/> Concurrency is not required.	
<input type="checkbox"/> An application for a Capacity Reservation Certificate (CRC) was previously submitted for:	
<input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Transportation	

2. WATER, SEWER, AND TRANSPORTATION CONCURRENCY *continued.*

Check the box below that applies:

- An application for a Capacity Reservation Certificate (CRC) is included with this submission for:
 - Water
 - Sewer
 - Transportation
- The project already has an unexpired City-issued CRC for Water, Sewer, and Transportation.
 - Must include a copy of the CRC with this application.
- A combination of documents is included with this submission, which in total verifies and/or is an application for water, sewer, and transportation capacity. *Check all document types you are submitting with this application:*
 - City document(s) (*verification or application*)
 - Documentation from other Utility District(s)
 - Documentation from Kitsap Public Health District
- Demolition of an existing building or termination of previous use was within the last five years. There is no net impact increase by the proposed new structure or land use on city's water, sewer, or road facilities.
 - Must include a copy of the Demolition permit or prior use records with this application.

3. SEPA Environmental Review. *Required unless exempt pursuant to POMC 20.160.080 – 090.*
Check one of the next three statements that matches the documents submitted with this application:

- A completed SEPA Checklist Application is included.
- A copy of a previously issued SEPA Determination for this project is included.
- This project is exempt from SEPA review.
Check the box for the categorical exemption from [WAC 197-11-800](#) that applies to your project:
 - The total cut and fill will not exceed 100 cubic yards throughout the lifetime of this project.
 - The project is for four or fewer residential units.
 - The project is for non-residential construction which is not more than 4,000 square feet gross floor area, and which does not exceed parking facilities for 20 automobiles.
 - The project is for a parking lot for twenty or fewer automobiles not associated with a structure.
 - Other: (**must cite the WAC reference**) _____

4. Stormwater Drainage Review.

A permit may be required for your project per POMC 20.150 Stormwater Drainage.

Does the project the project result in 5,000 sq. ft. or greater of new + replaced hard surface on the property?

- No Yes

Does the project have land disturbing activities greater than 7,000 sq. ft. but less than one acre?

- No Yes

Does the site have 35% or less existing impervious lot coverage?

- No Yes

A Stormwater Drainage Permit may not be required if it meets the exemption criteria under POMC 20.140.070(2). Check the statement below if it is applicable to your project as proposed:

- Excavation is for a basement, retaining wall, or other structure.
- Excavation is below finished grade.
- Excavation is not beyond the limits of the basement or footings.
- The completed structure will not have an unsupported height greater than five feet.
- A valid building permit has been or will be obtained for construction associated with the excavation.

5. PERMIT TYPES. <i>Check all types that you are applying for at this time.</i>		
Land Use / Planning:		
<input type="checkbox"/> Accessory Dwelling Unit	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Shoreline (<i>check all that apply</i>):
<input type="checkbox"/> Administrative Interpretation	<input type="checkbox"/> Final Plat, Alteration	<input type="checkbox"/> Substantial Development, Hearing
<input type="checkbox"/> Binding Site Plan, Preliminary	<input type="checkbox"/> Final Plat, Vacation	<input type="checkbox"/> Substantial Development, Admin.
<input type="checkbox"/> Binding Site Plan, Alteration of Prelim.	<input type="checkbox"/> Non-conforming Use	<input type="checkbox"/> Conditional Use Permit, Hearing
<input type="checkbox"/> Binding Site Plan, Final	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Conditional Use Permit, Admin.
<input type="checkbox"/> Binding Site Plan, Alteration of Final	<input type="checkbox"/> Preliminary Plat, Minor Modifications	<input type="checkbox"/> Variance, Hearing
<input type="checkbox"/> Binding Site Plan, Vacation of Final	<input type="checkbox"/> Preliminary Plat, Major Modifications	<input type="checkbox"/> Short Plat, Preliminary
<input type="checkbox"/> Boundary Line Adjustment	<input type="checkbox"/> Pre-submittal Design Review	<input type="checkbox"/> Short Plat, Alteration to Preliminary
<input type="checkbox"/> Comprehensive Plan Map Amend.	<input type="checkbox"/> Rezone	<input type="checkbox"/> Short Plat, Final
<input type="checkbox"/> Comprehensive Plan Text Amend.	<input type="checkbox"/> SEPA	<input type="checkbox"/> Short Plat, Alteration of Final
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Shoreline Exemption	<input type="checkbox"/> Short Plat, Vacation of Final
<input type="checkbox"/> Critical Areas Review	<input type="checkbox"/> Sign (<i>Land Use regulations</i>)	<input type="checkbox"/> Temporary Use Permit
<input type="checkbox"/> Design Review Board Project Review	<input type="checkbox"/> Sign, Master Sign Plan	<input type="checkbox"/> Temporary Use Permit Extension
<input type="checkbox"/> Development Agreement	<input type="checkbox"/> Sign Variance	<input type="checkbox"/> Variance, Administrative
	<input type="checkbox"/> Statement of Restrictions	<input type="checkbox"/> Variance, Hearing
Public Works:		
<input type="checkbox"/> Capacity Reservation Certificate	<input type="checkbox"/> Right-of-Way Permit	<input type="checkbox"/> Tree Cutting Permit (Minor LDAP)
<input type="checkbox"/> Land Disturbing Activity Permit, Major	<input type="checkbox"/> Stormwater Drainage Permit	<input type="checkbox"/> Variation from Engineering Standards
<input type="checkbox"/> Land Disturbing Activity Permit, Minor	<input type="checkbox"/> Street Use Permit	<input type="checkbox"/> Water and/or Sewer Connection
Building:		
<input type="checkbox"/> Commercial, New building / Addition	<input type="checkbox"/> Demolition	<input type="checkbox"/> Residential Plumbing
<input type="checkbox"/> Commercial, Alteration / Repairs	<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Residential Mechanical
<input type="checkbox"/> Commercial Tenant Improvement	<input type="checkbox"/> Multi-family (<i>3 units or more</i>)	<input type="checkbox"/> Re-roof
<input type="checkbox"/> Commercial Plumbing	<input type="checkbox"/> Residential, New	<input type="checkbox"/> Sign (<i>Construction of</i>)
<input type="checkbox"/> Commercial Mechanical	<input type="checkbox"/> Residential, Addition / Alteration	<input type="checkbox"/> Siding, Windows and/or Doors
Fire Code:		
<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Fireworks Display	<input type="checkbox"/> Standpipe System
<input type="checkbox"/> Fire Alarm	<input type="checkbox"/> Fireworks Sales	<input type="checkbox"/> Temporary Tent / Membrane Structure
<input type="checkbox"/> Fire Suppression System	<input type="checkbox"/> High Pile Storage	<input type="checkbox"/> Tank Install / Decommission
Other:		
<input type="checkbox"/> Address Request	<input type="checkbox"/> Floodplain Development Permit	<input type="checkbox"/> Site Plan Checklist
<input type="checkbox"/> Design Standards Departure Request	<input type="checkbox"/> Road Name Request	
<input type="checkbox"/> Other: (<i>list</i>)		

6. CONTACT INFORMATION. Use additional sheets if needed to list more contacts.

Applicant Name (Name of person to contact): _____

Applicant Company Name: _____

Mailing Address (street, city, state, zip): _____

Phone: _____ **E-mail:** _____

Property Owner (if different than Applicant): _____

Mailing Address (street, city, state, zip): _____

Phone: _____ **E-mail:** _____

Engineer (Company and contact name): _____

Mailing Address (street, city, state, zip): _____

Phone: _____ **E-mail:** _____

Note: Both the Surveyor and the Engineer must be listed for plats.

Surveyor (Company and contact name): _____

Mailing Address (street, city, state, zip): _____

Phone: _____ **E-mail:** _____

Contractor: _____ **Contact Name:** _____

Phone: _____ **E-mail:** _____

Contractor's Mailing Address: _____

Contractor's License/Registration #: _____ **Expiration Date:** _____

City Business License: Yes No (Apply online at: bls.dor.wa.gov) **Revenue Tax# (UBI):** _____

I certify that the contractor(s) (general or specialty) who will perform any of the services for which this permit is issued, is registered with the State of Washington, Department of Labor & Industries, in compliance with chapter 18.27 RCW (law of 1963) under certificate number. _____
Applicant initial here

Authorized Agent Signature: The Authorized Agent ("Agent"), either the Property Owner or the Applicant listed above, is the primary contact for all project-related questions and correspondence. The Permit Center will email or call the Agent with requests and/or information about the application. The Agent is responsible for communicating information to all parties involved with the application. The Agent must ensure their contact information is accurate and that their email account accepts Permit Center email.

I affirm that all answers, statements, and information submitted with this application are correct to the best of my knowledge.

AUTHORIZED AGENT: _____ **DATE:** _____

PRINT NAME: _____

Property Owner Signature (select one):

- The legal owner of the property is submitting this application, acting as the Agent/Contact for this Project. Sign and date below.
- The legal owner of the property authorizes the Applicant to act on his/her behalf as the Agent/Contact for this Project. Sign and date below, or submit a signed and dated authorization letter with this application. The text below must be included.

By signing this application and applying for approvals under Port Orchard Municipal Code Title 20, the property owner hereby permits free access to the land subject to the application to all agencies with jurisdiction considering the proposal for the period of time extending from the date of application to the time of final action.

The information on this form is considered a public record and is subject to public disclosure laws in Chapter 42.56 RCW.

OWNER: _____ **DATE:** _____

PRINT NAME: _____