



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
 Mailing address: 216 Prospect Street
 Port Orchard, WA 98366
 (360) 874-5533 • permitcenter@portorchardwa.gov

NEW RESIDENCE BUILDING PERMIT APPLICATION

An Incomplete Application will not be Accepted

1. APPLICATION TYPE. <i>(select)</i>		
<input type="checkbox"/> Single Family Residence (SFR): Detached house.		
<input type="checkbox"/> Duplex: <i>(select type)</i>		
<input type="checkbox"/>	Side-by-side.	
<input type="checkbox"/>	Back-to-back.	
<input type="checkbox"/> Accessory Dwelling Unit (ADU): <i>(select type)</i>		
<input type="checkbox"/>	Backyard Cottage.	
<input type="checkbox"/>	New addition - attached to primary home.	
2. LENDER INFORMATION. <i>Required for construction projects with a loan exceeding \$5,000. RCW 19.27.095</i>		
Lender Name:		
Lender Address:		
Office Phone No.:		
3. PROJECT AREAS AND QUANTITIES. <i>Complete all information as it applies to this project.</i>		
Area	Square Footage	Lot size: Sq. ft.
Main Floor		Total hard surfaces on site: (structures, driveways, walkways, parking areas, etc., <u>existing & new</u>) Sq. ft.
2 nd Floor		Lot coverage (%): %
3 rd Floor		# of Bedrooms:
Garage		# of Bathrooms:
Deck or patio, uncovered		# of Dwelling Units:
Covered Porch, Deck, Patio		Excavation: (other than for basement, footings, and/or utilities) Cu. Yd.
Basement, finished		Transparency percentage of front façade: <i>(see POMC 20.139.025(3)(a))</i> %
Basement, unfinished		
Unfinished storage space: Garage 2 nd floor or Attic		
Other:		
Total all areas sq. ft.:		Staff Use Only: Construction Value: \$ _____

4. MECHANICAL AND PLUMBING FIXTURES.

Enter the quantity of each fixture type in the columns below.

Fees are based on quantity of fixtures. Mechanical and plumbing permit base fees also apply.

Mechanical Fixture Type	Quantity	Plumbing Fixture Type	Quantity
Mechanical Permit Base Fee	1	Plumbing Permit Base Fee	1
Air Conditioning, add on to furnace air duct system; not mini-split.		Clothes Washer	
Clothes Dryer		Dish Washer	
Cook Stove		Floor Drain	
Fan, Bath and/or Exhaust Fan		Hose Bib	
Fireplace (<i>check type</i>): <input type="checkbox"/> Gas <input type="checkbox"/> Wood		Lawn Sprinkler with backflow prevention device	
Furnace, Electric		Hot Tub	
Furnace, Natural Gas		Misc. (<i>list</i>):	
Furnace, Propane		Shower, stand-alone without tub	
Gas Pipe Stub-out		Sink	
Gas Pipe System		Toilet	
Gas Water Heater		Tub, with or without shower	
Generator		Water heater	
Heater, electric wall or baseboard			
Mini split system, for AC and/or Heat.			
Misc. (<i>list</i>):			
Propane Tank, installed			

5. SUBMITTAL REQUIREMENTS.

Electronic submittals are required. Contact the Permit Center for formatting and resolution requirements.

This application shall include the following unless specifically waived by the Building Official.

Check the box for each item included with this application:

- Master Permit Application form**, completed.
- New Residence Permit Application** (*this form*), completed.
- Utility Connection Permit Application** if you are connecting to City of Port Orchard water and/or sewer.
- Accessory Dwelling Unit Permit Application** if you are applying for an ADU.
- Building Plans:**
 - Drawn to scale and show dimensions.
 - Label floor levels.
 - Identify framing drawing locations.
 - Reference call-outs for cross sections and details.

5. SUBMITTAL REQUIREMENTS, continued.

- Elevation Drawings:** *Must show:*
 - Drawn to scale and show dimensions.
 - Grade plane. (See POMC 20.12 for definition of 'grade plane')
 - The transparency of front façade requirements using drawings and calculations. (see POMC 20.139.025(3))
 - Note design/detail feature of garage placement and design (see POMC 20.139.020(a)(i))
 - Information and drawings to satisfy the criteria in POMC 20.139 Residential Design Standards.
- Structural Engineering** plans and calculations:
 - Original stamp/signature.
- Site Plan Checklist**, completed.
- Energy Code Checklist**, completed.
- Site Plan.** *At a minimum, must show:*
 - Property lines and dimensions.
 - North arrow and map scale.
 - Contour lines: every 2' unless slopes exceed 15%; then show every 5'.
 - Arrows showing the direction of natural drainage.
 - Location, width, and length of driveway.
 - Distance from all existing and proposed structures in relation to property lines, other structures, and any critical areas on the site.
 - Temporary erosion control measures to be used during construction.
 - Any grading included in the proposed project not otherwise covered by a separate valid Land Disturbing Activity Permit (LDAP).
 - Add notes to Site Plan for:
 - Construction BMPs (Best Management Practices).
 - Storm cleanouts.
 - Sewer installation.
 - Soil amendments.
 - Water pressure.

Other documentation may be required in addition to what is listed above.