



Permit Center

permitcenter@portorchardwa.gov
(360) 874-5533

Submitting Permit Applications Electronically to the Permit Center

Before applying, please review our *Electronic Submittal Requirements* to ensure that your documents will be accepted.

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@portorchardwa.gov.

Use the Cloud:

For large submittals (many records or large file size), please contact the Permit Center. We will email a link for you to submit to our cloud location.

- **Call us:** (360) 874-5533
- **Email us:** permitcenter@portorchardwa.gov

Originals:

Electronic documents may serve as placeholders for two (2) business days while awaiting required originals. Original signatures are required for:

- Any document that requires a notarized signature.
- Any document to be recorded.
- Sureties (bonds, cash set asides, assignment of funds and covenants).
- Bill of sale.

Options for submitting originals:

- **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
- **Department of Community Development Office** (during regular business hours):
The DCD office is located at 720 Prospect Street.
- **City Hall drop box** (for after-hours):
A drop box is located outside of the City Hall's main entrance at 216 Prospect Street.
Documents must be in an envelope marked, "Attention: DCD".

Payments:

After an electronic application is submitted, the Permit Center will calculate the fees and email a summary to the applicant. We must receive payment for the required fees within four (4) business days of receiving the submittal.