



## Permit Center

permitcenter@portorchardwa.gov  
(360) 874-5533

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### PERMIT-RELATED FEE PAYMENTS

The Permit Center will provide a summary sheet of charges for your permit application. You will need this sheet when making a payment so the fees may be processed to the correct account.

- **By Mail or in the Payments Drop Box:** include a copy of the fee sheet in the envelope.
- **At the Treasurer's Counter at City Hall:** bring the fee summary sheet with you.
- **Credit Card Payment Online or by Phone:** have the fee sheet available to refer to the Permit Number and to identify the fee being paid.

#### **Payment Options:**

- **Credit Card** (there is a 3% transaction fee):
  - Pay online on the City's Website at [Make a Payment](#).
  - Call the City Finance Department at (360) 876-5139.
- **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
- **At the Treasurer's Office** (during regular business hours):
  - The payment counter is located at City Hall, 216 Prospect Street.
- **City Hall drop box** (for after-hours):  
**DO NOT MAKE CASH PAYMENTS USING THE DROP BOX.**
  - A drop box is located outside of the City Hall's main entrance at 216 Prospect Street.
  - The payment must be in an envelope marked, "Attention: DCD".
  - Include a copy of the fee summary sheet you received from the Permit Center.