Building Permits

-Tom Bonsell,
Acting Director of Community Development

The City enjoys a stellar record and reputation for getting out all manner of building permits and land use permits in a timely way. If you are submitting a building permit, it is important to provide the City with accurate documentation of the site to prevent slowing of the permit process.

The Building Department requires, not only construction drawings, but a well-developed site plan. The site plan must show the dimensions of the lot, where the footprint of the house will be and dimensions of the setbacks. The site plan should also show any environmental features, such as wetlands and streams, easements, septic drain fields, well-heads, and the like.

Likewise, for land use permits it is important to read and become familiar with your pre-application conference letter that was generated as part of the pre-application. This will ensure there will not be any surprises during the construction phase of a project.

If these simple considerations are part of the application process, delays in permit processing will be minimized.

City Website

-Clerk’s Office

If you haven’t visited the City’s website in a while, please give it a gander. The Clerk’s Office has finished revamping the website to make it more user friendly to the public to find information with the least amount of clicking. Please take a look and gives us your feedback. How the City communicates with the public is always an evolving process, so we would love to hear your thoughts.

Upcoming Events

-Clerk’s Office

- Council Meeting, March 12, 2013, City Hall, 7:00 p.m.
- Town Hall Meeting, March 14, 2013, City Hall, 6:30 p.m.
- Fathoms O’ Fun Easter Egg Hunt, March 30, 2013, South Kitsap Regional Park, 12:00 p.m.
- Port Orchard Farmers Market opens April 6, 2013, 9:00 a.m.

Court Caseload

-Debbie Hunt, Court Administrator

Port Orchard Municipal Court’s criminal caseload has doubled since 2008 from 590 to over 1,150 criminal cases, resulting in an additional 200 hearings a month. The number of court staff has remained the same. The increases are primarily due to the annexations of McCormick Woods, Fred Meyer, and the Bethel Corridor.

The court office hours of operation are 8:00 am to 12:00 pm and 1:00 pm to 4:30 pm, Monday through Friday, each week except for holidays scheduled by Order of the State of Washington Supreme Court and closures ordered by the Presiding Judge when necessitated by inclement weather or other emergency.

Water Street Boat Ramp Ribbon Cutting, February 27, 2013