Does Your Project Need a Permit??
- Ellen Ferguson, DCD Administrative Assistant

The Department of Community Development (DCD) often receives inquiries as to whether or not a project requires a building permit. The most common inquiries we receive for residential projects that are exempt from permit requirements are:

- One-story detached sheds not exceeding 200 square feet.
- Fences not over 6 feet high.
- Retaining walls not over 4 feet high measured from the bottom of the footing, unless supporting pressure behind the wall.
- Sidewalks and driveways.
- Painting, papering, tiling, carpeting, countertops, and similar finish work.
- Decks (uncovered) not exceeding 200 square feet, not more than 30 inches above grade at any point, not attached to a dwelling, and not serving an exit door.
- Re-roofing under 2,100 square feet, provided no structural work is required.

This is not a complete list. It is always best to give us a call so we can assist you with information for your specific project. For instance, although a building permit is not required for a small shed, a site plan showing the location is required to review for setback regulations in the zoning code.

If a project requires a permit, the steps to obtaining one vary depending on the type, but in general, after you submit your application the plans are reviewed. Once they are approved, you are notified to pick up your permit and pay the fees. The process is not finished, however, when the building permit is issued.

Upcoming Meetings & Events
-Clerk’s Office

- McCormick Woods Park Town Hall Meeting, September 16, 2013, Christ the Rock Church, 6:30 p.m.
- Council Work Study, September 17, 2013, City Hall, 7:00 p.m.
- Council Meeting, September 24, 2013, City Hall, 7:00 p.m.
- Etta Projects—H2O Concert in the Park, September 21, 2013, Etta Turner Park, 2-7 p.m.
- Port Orchard Farmers Market, Saturdays, Port Orchard Waterfront 9 a.m. to 3 p.m.
- SAVE THE DATE: 1st Annual Chocolate Festival, November 8-10, 2013, Port Orchard Pavilion Event Center
Here are a few things that you can do to complete the process and ensure project success:

- **Post the Building Inspection Card.** (Bright orange card). The building inspection card must be posted on site until your project is finalized.

- **Post your address.** Make sure your address is clearly posted.

- **Have the permit and plans on site.** The permit and the approved set of “DEVELOPER COPY” construction documents must be on site for inspections.

- **Build according to the approved plans.** Ensure that the project is constructed in full accordance with the approved plans. If changes are necessary during the course of the project, the building permit and plans must be revised prior to proceeding. Contact the Department of Community Development on requirements for submission.

- **Be ready for inspection.** Be ready for inspection when you schedule it. If a project is not ready for inspection, the inspector will not approve your inspection, and a re-inspection fee may be charged.

- **Schedule required inspections.** The minimum required inspections have been listed on the building permit that you signed. When you are ready for an inspection, call DCD at (360) 874-5533 to schedule.

- **Schedule a final inspection.** The final inspection shall be made after all work required by the building permit is completed. All building permits require a final inspection prior to being used or occupied.

- **Don’t let your permit expire.** Building permits expire after 180 days of no activity unless a written extension request is submitted to DCD.

**Builder’s Responsibilities**

It is the responsibility of the builder or the person responsible for the project to comply with the adopted codes. This includes pursuing construction, monitoring timeframes, requesting inspections, and completing the project in accordance with the approved plans, permit conditions, and applicable codes.

**Need Help?**

If you have questions regarding your project, or want help understanding certain code requirements, please call us at the Department of Community Development: (360) 874-5533.

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**Records Management**

-Brandy Rinearson, City Clerk

As the City moves into the era of electronic records, we need to understand what paper records we have on hand. In order to understand what paper records we have, we have to inventory each file. The Clerk's office has created a system of inventorying older paper files and maintaining records as they are created on a daily basis.

The success of an electronic records system is based on knowing what records you have. This system helps the Clerk’s office respond more quickly to public records requests, research historical records for other departments, and comply with the State’s retention schedule.

The Clerk’s office creates approximately 300 paper files per year. The types of files stored are ordinances, resolutions, meeting minutes, contracts, deeds, easements, claims, license and event applications, vehicle and property records, and all written correspondence to and from the Clerk’s Office and Mayor’s Office.

When this process was started two years ago, 1,692 files were first inventoried. We are currently maintaining the database, and continuing the process of inventorying the remaining older records. To date there are 3,972 paper files in inventory and 19 boxes still need to be inventoried. Our goal is to have these remaining records inventoried by the end of 2013.