Information and Guidelines Regarding Building Permits


Building permit applications are obtained at the Department of Community Development, (360) 874-5533. Or visit our website to download forms: http://cityofportorchard.us/planning-building-forms.

Incomplete applications cannot be processed. Plan Review fees are typically paid prior to formal plan review.

If water and/or sewer connection is part of your project, you will need to determine water/sewer availability. Use Public Works Form 093 to request the information prior to your application, then include Public Works Form 086 Connection Permit with your construction application submittal. Water and sewer utility fees need to be paid at the Treasurer’s Office prior to picking up the building permit. Water and/or sewer connection fees are paid for separately, and are not included in your building permit fee. If water and/or sewer service is provided by another district, you must include the water and/or sewer availability letter from that district.

Once an application is submitted, a City Planner will review it for zoning and land use compliance. The Building Inspector will review it for code compliance. South Kitsap Fire & Rescue will provide fire protection review and will approve on behalf of the City. The time of the review depends on the complexity of the project. Upon completion of the review, the applicant will be contacted and asked to come to City Hall to pay for the permit. Construction can commence as soon as the permit fee is paid.

CONTRACTOR INFORMATION: You must provide the Contractor’s State Business License Number, UBI Number, and the Contractor must have applied for or have a City Business License.

The telephone number for the Inspector is (360) 874-5533. The office hours are 8:00 AM to 4:30 PM, Monday through Friday. Building Permits will only be issued between the hours of 8:00 to 4:00 PM only; no money will be accepted after 4:00.

NOTE: All applications must be completely filled out; missing information will delay the processing time. Print legibly. If information is not readable, this will also delay the processing time.