



216 Prospect Street
Port Orchard, WA 98366
(360) 876-4991 Fax (360) 876-4980

Information and Guidelines Regarding Building Permits

The City enforces the 2003 edition of the International Building Codes, 2003 Uniform Plumbing Codes and 2003 Energy Codes. The Building Inspector does the plan reviews and the compliance inspections. The City Engineer is the Building Official who supervises the Inspector.

Building permit applications are obtained at the Public Works Department, (360) 876-4991. Incomplete applications cannot be processed. Plan Review fees are typically paid prior to formal Plan Review. Kitsap Fire District 7 will provide fire protection review and will approve on behalf of the City.

Once the applicant has completed the application, the City Planner will review it for zoning and land use compliance. The Building Inspector will review it for code compliance. The item of the review depends on the complexity of the project. Upon completion of the review, the applicant will be called and asked to come to City Hall to pay for the permit. Construction can commence as soon as the permit is paid.

Water and sewer utility fees need to be paid at the Treasurer's Office prior to picking up the building permit. You will need to bring two separate checks one for water/sewer and one for the building permit.

CONTRACTOR: Must provide Contractor's License Number; UBI Number; and must have applied for or have a City Business License .

The telephone number for the inspector is (360) 876-4991 and 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.