

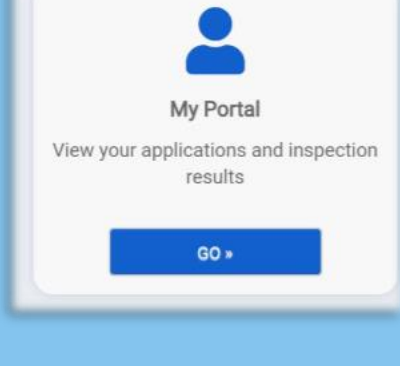


Submitting an Address Sign Request

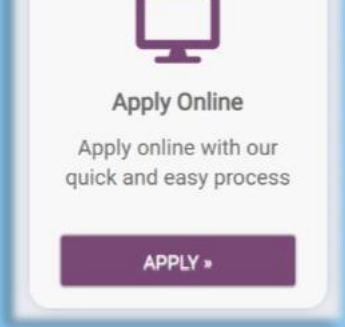
Step One
Create an account on the Online Permit Center.



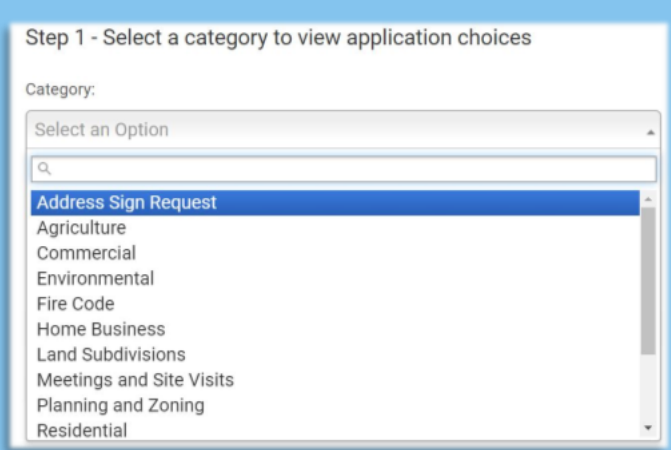
Step Two
In the Online Permit Center, select My Portal.



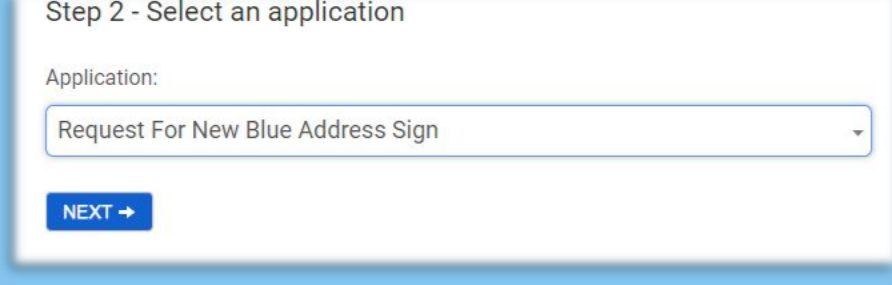
Step Three
Select Apply Online



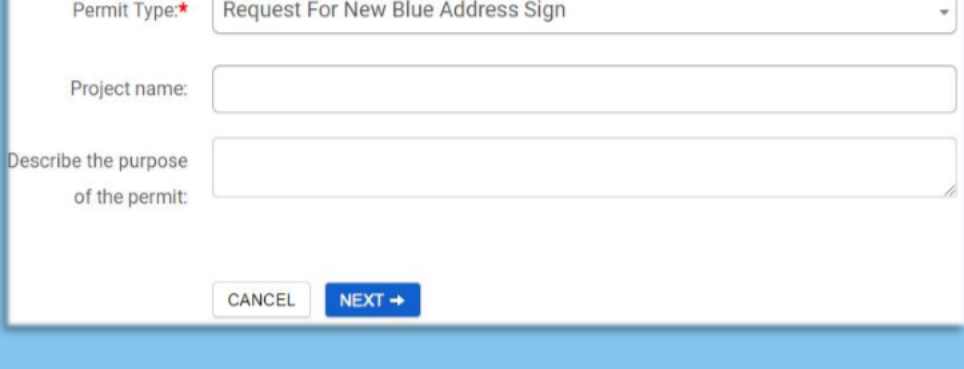
Step Four
Select "Address Sign Request" in the drop down category menu.



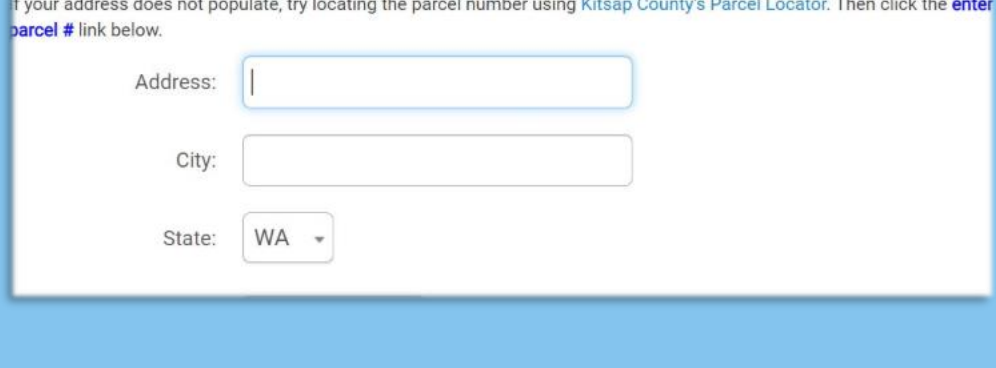
Step Five
Select "Request for new blue address sign" in the application drop down.



Step Six
Make sure permit type is set to "Request for new blue address sign". Project name and purpose are not required.



Step Seven
Enter the address you are requesting the sign for. You may also search by parcel number, but clicking the enter a parcel # link.



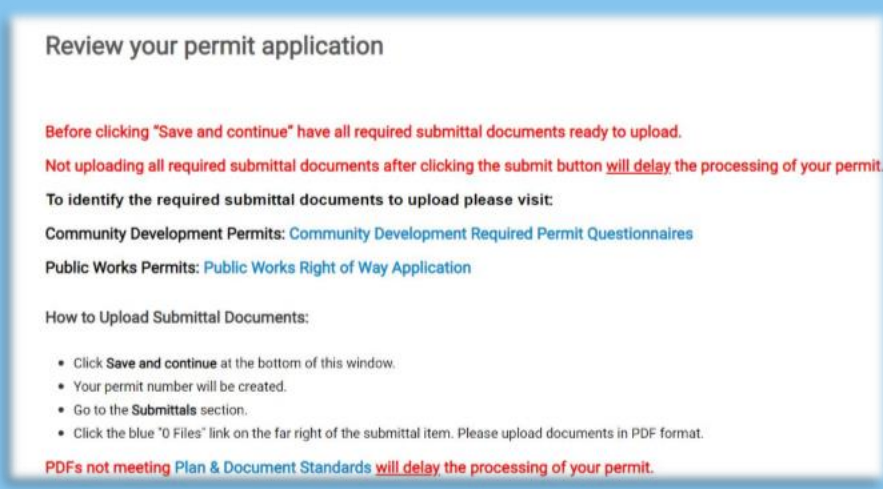
Step Eight
If you have any additional contacts you would like to add, enter their name and select AUTHORIZED AGENT as their role.



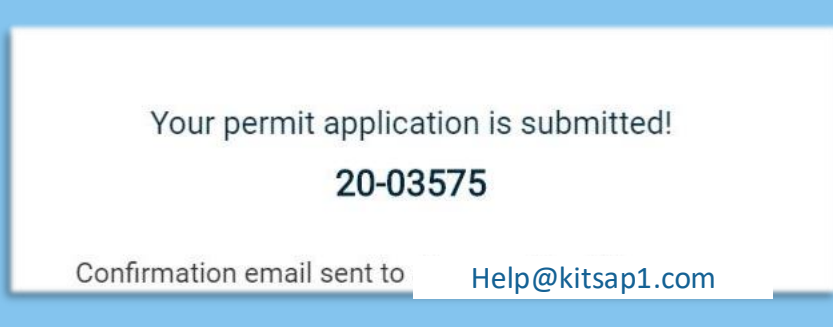
Step Nine
Enter the information regarding your address sign request.



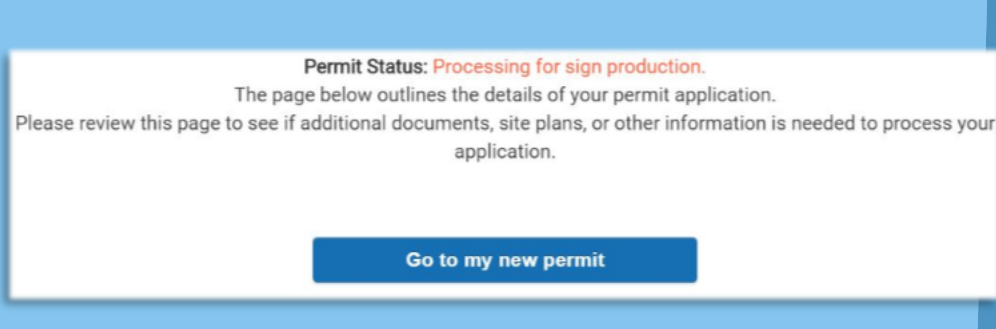
Step Ten
Review the information provided and click Save and Continue.



Step Eleven
You will receive a confirmation email with your address sign number.



Step Twelve
In the email, click "Go to my new permit" to pay for your sign.



Step Thirteen
Select the pay online button to pay your fees. You will be directed to our third-party vendor to complete the payment.



*Please note
Processing Fees are as follows:

- Electronic Check - \$1.00
- Debit/Credit Card – 2.5-3%

What to Expect Next?

We send pending address sign requests to our Public Works department once a month. Your new sign will have enhanced reflective material equivalent to highway sign standards.

You will receive notification when your sign has been completed and mailed.

Wait Time: Please anticipate a 45-60 day wait period before receiving your sign.

Questions or Issues?

Please contact us at 360.337.5777 or help@kitsap1.com