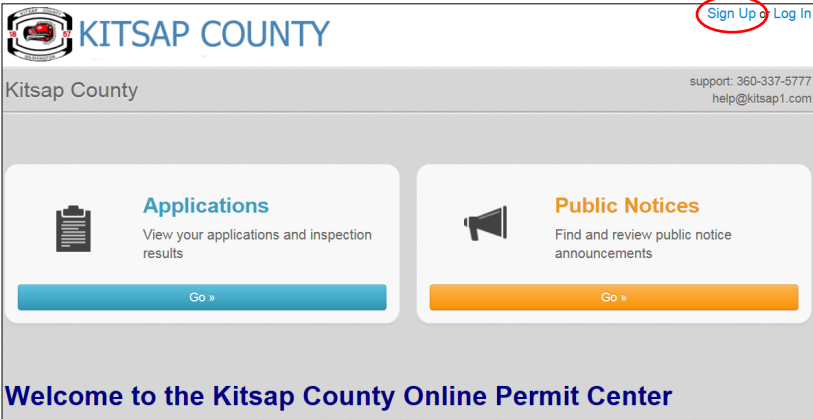




How to Create an Account in the Kitsap County Online Permit Center

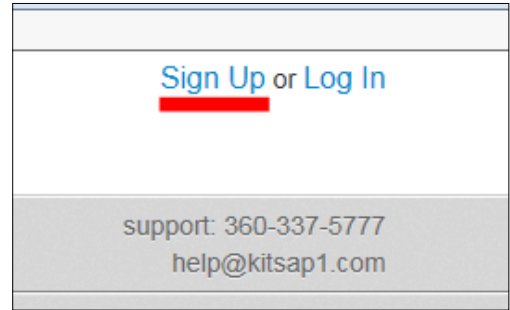
→ Step 1:

Go to <https://co-kitsap-wa.smartgovcommunity.com/>



→ Step 2:

On the upper right side of the screen, click on **Sign Up**



→ Step 3:

On the Account Sign Up page, fill in a valid email address and password.

If you already applied for a permit and have an **Access Code**, enter it in the box. If you do not have a code for your permit, or you are going to apply for a new permit, skip this step.

Click on the blue button that says **Next** when ready.

→ Step 4:

On the Contact Page, fill out your contact information. This is associated to your permit and how we contact you if there is an issue. Click the blue Next button when you are finished.

→ Step 5:

On the Review Page, look over your Account Information and Contact information. If you need to correct anything click on Edit to make changes.

→ Step 6:

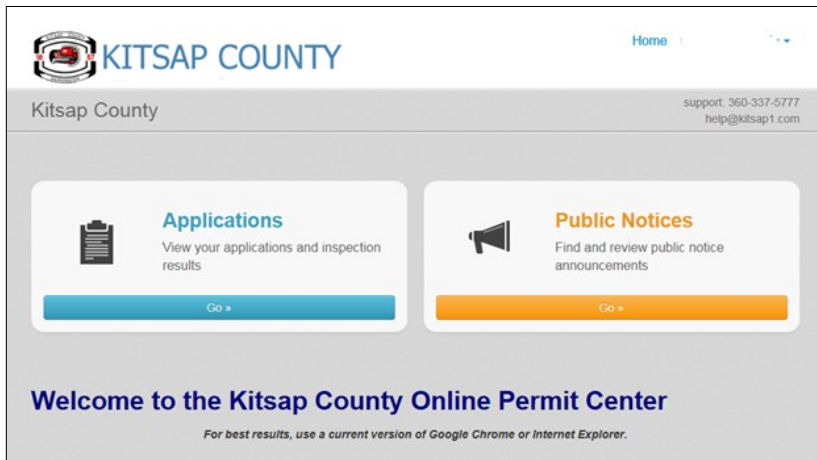
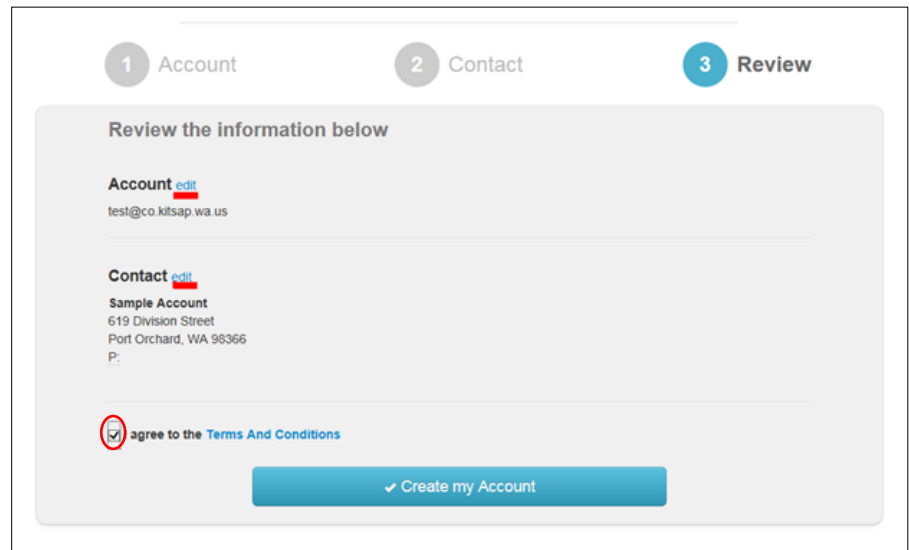
Click on the blue Terms and Conditions wording to read them in a new window.

→ **Step 7:**

If you agree to the terms, go back to the main window and click in the white box to make a checkmark

→ **Step 8:**

Click on the blue button that says create my account

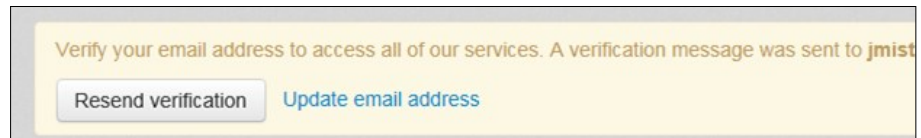


→ **Step 9:**

You will now see the main page of the Online Permit Center.

→ **Step 10:**

At the top of your screen, you should see a notice that you need to verify your email address:



→ **Step 11:**

Check your email account. You will see an email from noreply@smartgovcommunity.com, which has a blue button with the word Verify on it. Click on the button to verify your account.

→ **Step 12:**

On the Home page, click on the blue Go button for Applications. Your screen should look like this:

Any Issues?

Please call us on our main line at: 360.337.5777 or email us help@kitsap1.com

