



BROCHURE # 1

DCD PERMITTING AT A GLANCE

OVERVIEW

The Department of Community Development (DCD) provides services and information for customers seeking permits for land development, building construction, fire and for other associated permits within unincorporated Kitsap County.



DCD Mission

Enable the development of quality, affordable, structurally safe, and environmentally sound communities.

Residential, Commercial & Land Use Permits

Permit applications are submitted in the DCD Permit Center Monday – Thursday, 8am – 4:00pm Friday 9:00am – 1:00pm. Land Use and Site Development permits require an appointment for submittal. To schedule an appointment for submittal email us at help@kitsap1.com or call (360) 337-5777 and ask for a submittal appointment.

Permit Status

Sign up at the **Online Permit Center** to track your permit, request inspections, view the inspection schedule, view inspection results, and apply for a permit. The DCD Online Permit Center located at <http://www.kitsapgov.com/dcd>. If you still have questions call (360) 337-5777 and ask for a permit status update.



Online Permit Center

What can I do with my property?

Check it out online. You can get answers to most of your questions regarding what you can do with your property by simply visiting our website.

- **Find Assessor's parcel account number and zoning information.** To locate your parcel account number go to www.kitsapgov.com and

click the [Parcel Search](#) link on the right side of the screen. Once there, search for your parcel by Tax Account, Address, or Taxpayer. Click the Assessment button to access the tax account number (parcel I.D.) and click the Zoning link to

access the zoning code to see the description of your zone.

- **Find out about allowable uses based on your zoning.** To find this go to the Kitsap County Code - Title 17. This is located on the County website at www.kitsapgov.com and click the County Code link to the right.

General Information Assistance

If you have general questions regarding DCD Land Use, Engineering, Survey, or Environmental Review, you may request information:

- Make an Appointment (maximum 15 minute consultation) by:
 - Phone (360) 337-5777. A Customer Service Representative will gather your information and set appointment with appropriate DCD staff.
 - E-mail help@kitsap1.com
- Email (responses will be provided within three business days):
 - Submit a Request by sending an email to help@kitsap1.com
 - A Customer Service Representative will gather your information and send to DCD staff.



Feasibility of Future Projects

If you are trying to determine the feasibility of a potential project, the following options are available.

- **Planner of the Day:** This service is available for up to 15 minutes and is intended to answer basic questions. If your basic question cannot be answered within this time the Planner of the Day will assist you in requesting a meeting with other staff. Planner of the day is available daily from 9am - 12pm on a 'walk-in' basis. If additional time is needed we recommend that you make an appointment for a Staff Consultation.
- **Staff Consultation:** These pre-scheduled, 30-minute meetings include a cross-functional team of technical experts to help you identify potential requirements for a specific project. The fee for this service can be referenced on the published [DCD Fee Schedule](#). This fee is available to credit to your permit application, once submitted, for up to one year from the Staff Consultation meeting. To make the most of this time, bring basic project information and a list of specific questions to the meeting.
- **Pre-Application Meeting:** These meetings include experts to provide a detailed analysis of your proposed project or issue. The department prepares a meeting summary that is sent to you after the meeting. The fee for this service can be referenced on the published [DCD Fee Schedule](#). To make the most of this time, bring any project information and a list of specific questions.
- **Application Assistance:** This type of assistance helps applicants understand submittal requirements and how to prepare a complete submittal. The fee for this service can be referenced on the published [DCD Fee Schedule](#).
- **Hourly-rate Meeting:** You can meet with DCD staff on an hourly rate to review specific aspects of your project. The fee for this service can be referenced on the published [DCD Fee Schedule](#).
- **Seek Outside Assistance:** You can also seek assistance from a private surveyor, engineer or land use consultant regarding your project.

Apply for a Permit

There are two methods to apply for a permit:

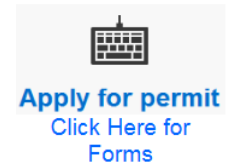
1. Online Submittal

Some permits are available to apply for online. These include Residential Mechanical Plumbing and Emergency Repair. To apply for a permit first select a project type from the [DCD website](#).

Once you have located the permit type there is a list of applications and supporting documents needed to submit the application. Click the Apply Online link to submit an application. Be sure to review any checklists or packets before submitting to ensure you have all the documents ready to upload.

2. In Office Submittal

To apply for a permit first select a project type from the [DCD website](#) and click the Apply for Permit icon. Once you have located the permit type there is a list of applications and supporting documents needed to submit the application. Be sure to follow the [Submittal Checklist](#) for each permit type. The submittal checklist is your guide to completing the application materials. All items on the submittal checklist must be present and filled out for you application to be accepted.



File Requests

To request information from a permit file, contact Kitsap 1 at (360) 337-5777 or by email at help@kitsap1.com and ask to view or pick up copies of information from a DCD permit file. You will receive a call from DCD when the requested file or copies are ready. You will receive a response within 5 days with either the information requested or an update on the request. The copies are placed in "Will Call" at the Permit Center front counter for pick-up.

Other Helpful Sites

Health District

For on-site septic system permits, as-builts or questions regarding a well, contact the Kitsap Public Health District. They can be reached at (360) 337-5285 or visit their website at www.kitsapcountyhealth.com.

Property Value

For assessed value of a property including taxing districts, tax payer information, etc. visit the Assessor's website at www.kitsapgov.com/assr or call (360) 337-7160.

Electrical Permits

Electrical permits are reviewed and issued Washington State Department of Labor & Industries. For more information visit their website at www.lni.wa.gov/TradesLicensing/Electrical/.