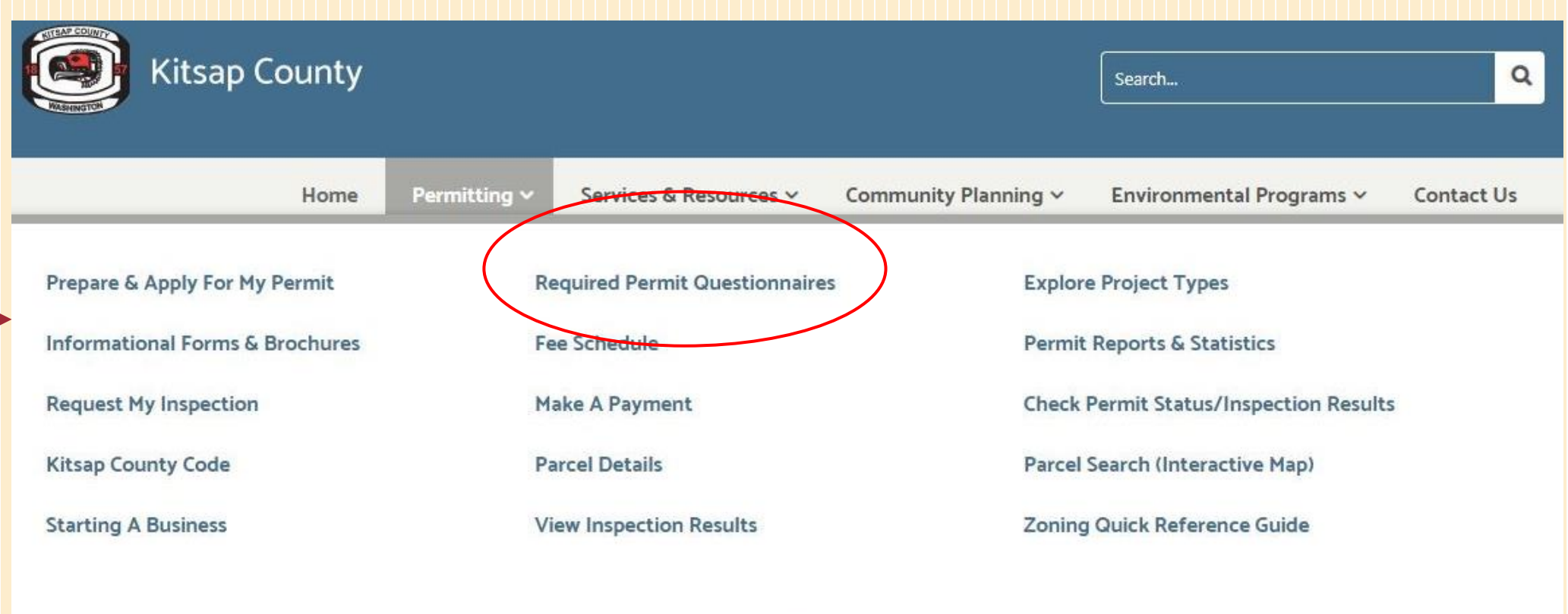


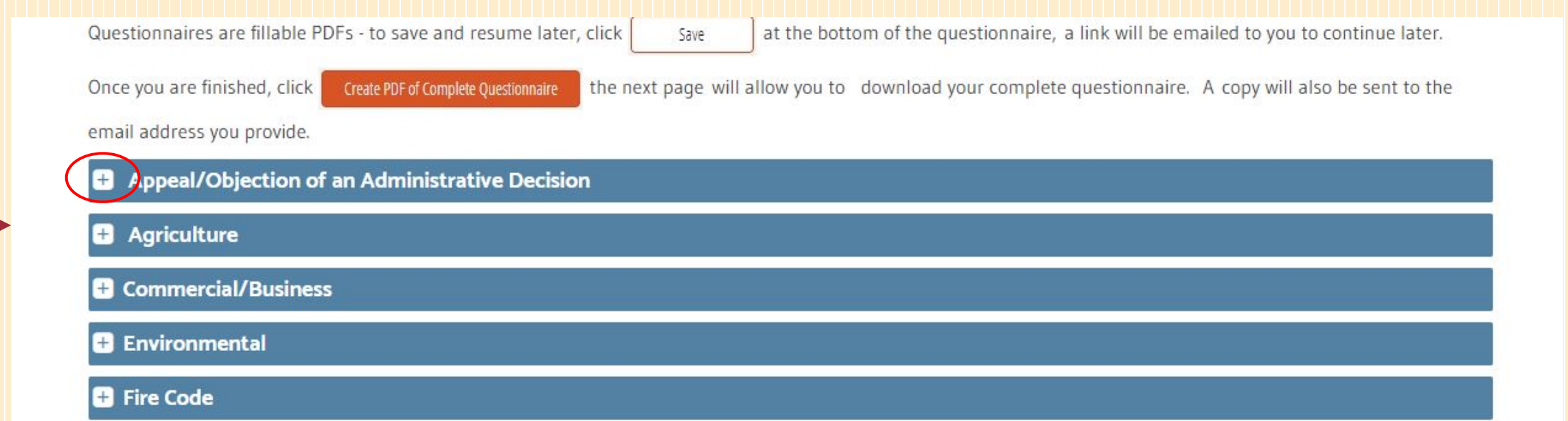
# A Step by Step Guide to Online Permitting – Submit With Success!



**Step 1:** Visit the Community Development website: [www.kitsapgov.com/dcd](http://www.kitsapgov.com/dcd) then click on the Permitting Tab on the top toolbar and select "Required Permit Questionnaires".

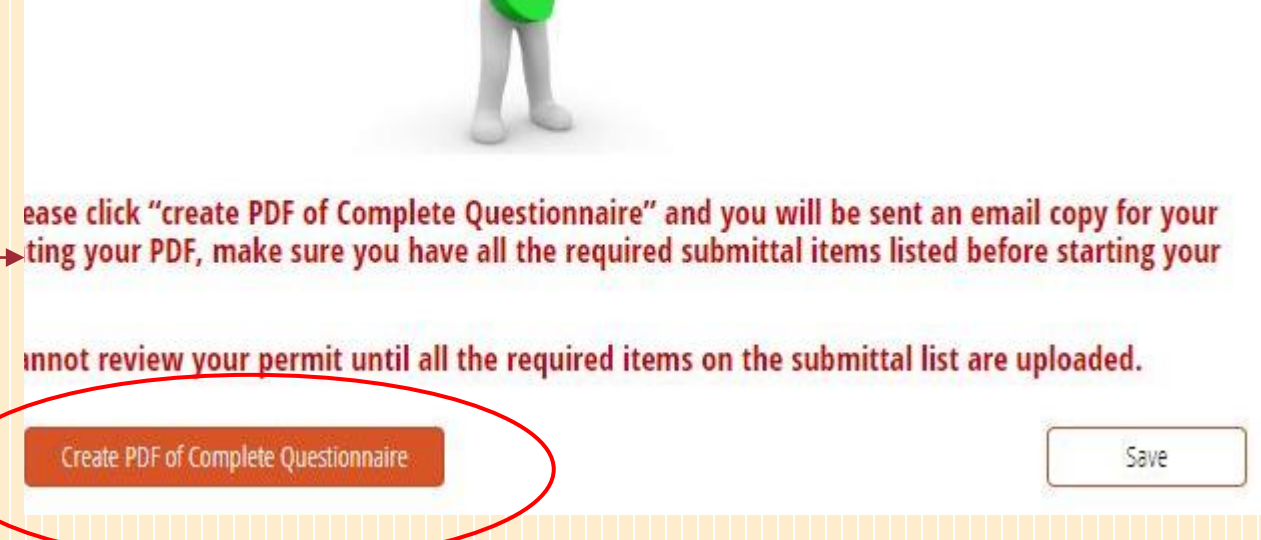
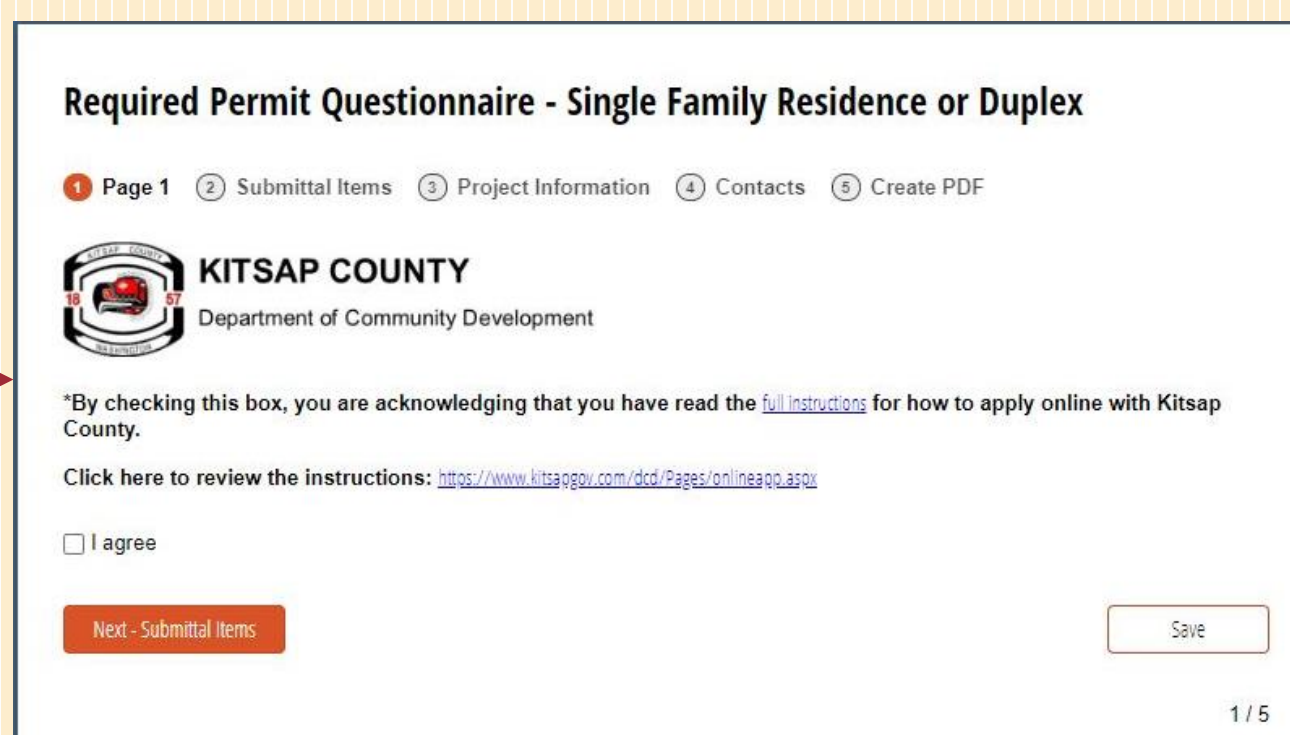


**Step 2:** Once on the Required Permit Questionnaires page, select category of the permit, click the plus sign on the left hand side to open the category, then click on the link below for the correct application.

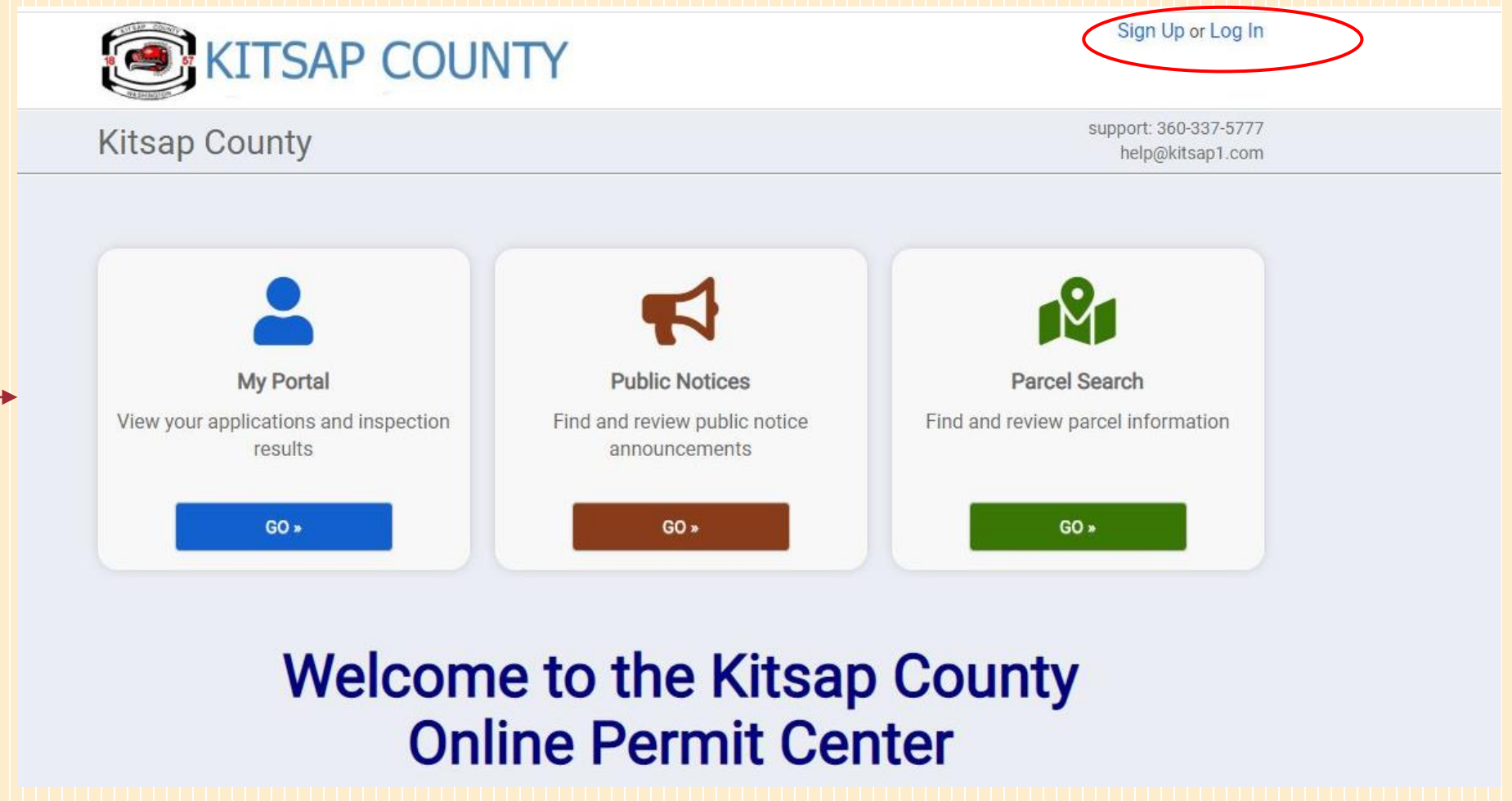


**Step 3:** Once you have located the correct form follow these steps:

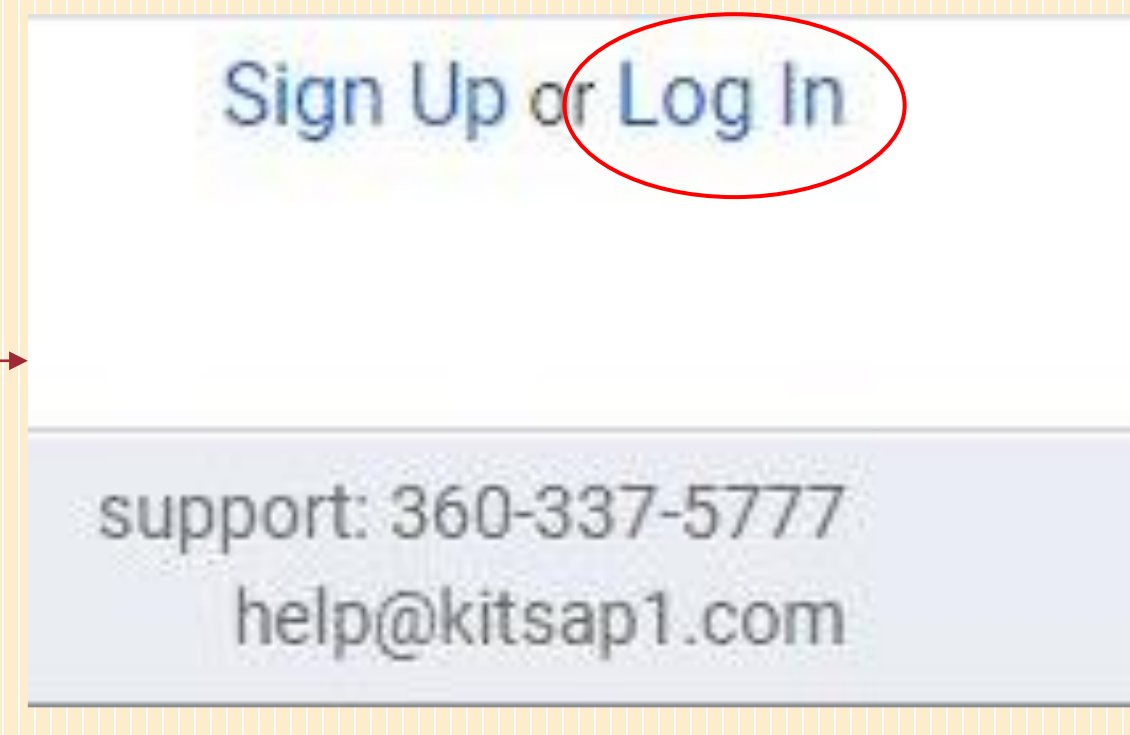
- Review Required Submittal Items.
- Complete the questionnaire, your selections may change the required submittal items.
- Click the "Create PDF of Complete Questionnaire" button at the bottom, this does not create your permit!
- Your questionnaire will be sent to the email you provided.
- Gather all Required Submittal Items prior to beginning your online application on the Online Permit Center.



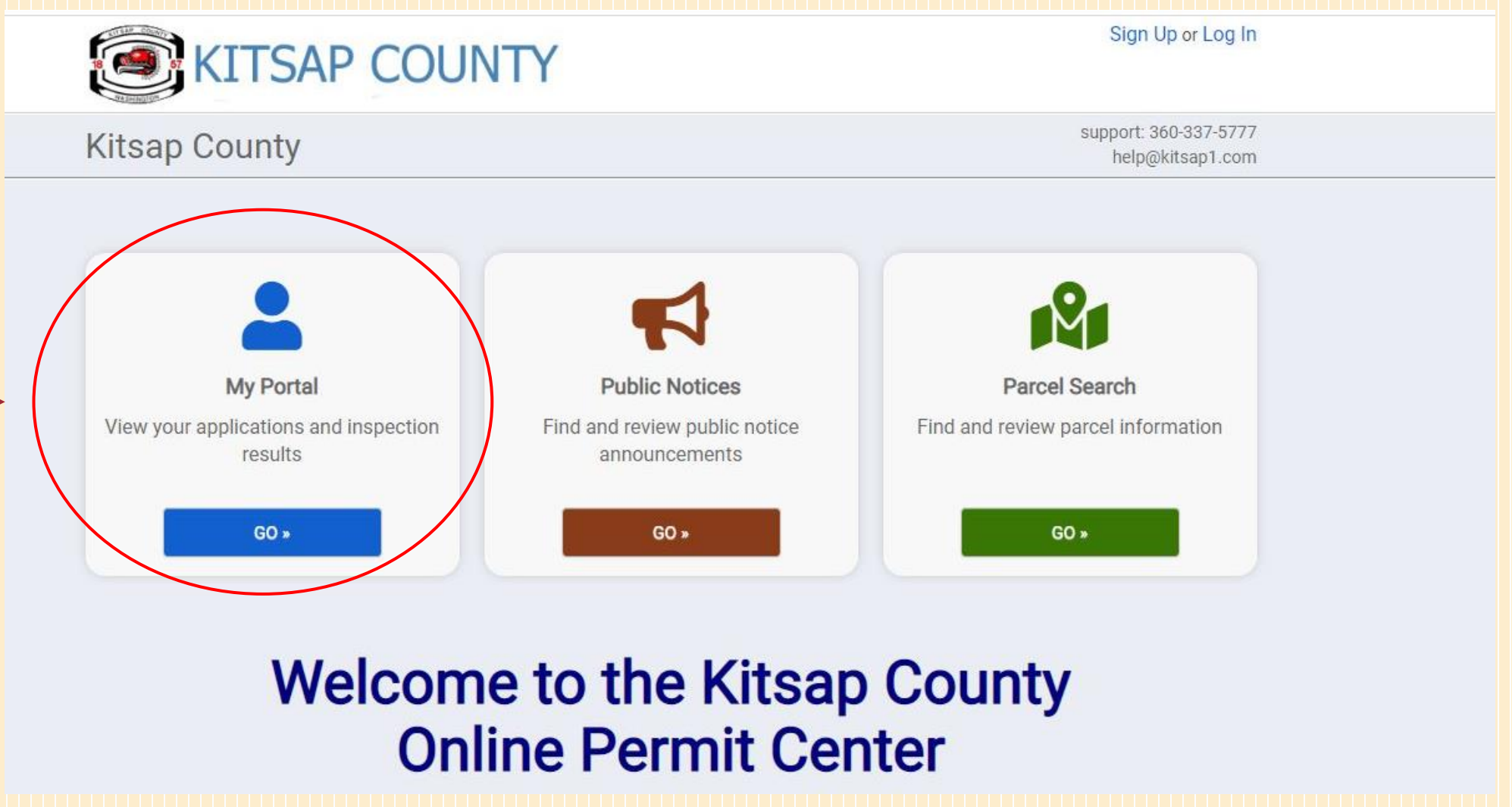
**Step 4:** Go to <https://co-kitsap-wa.smartgovcommunity.com/>



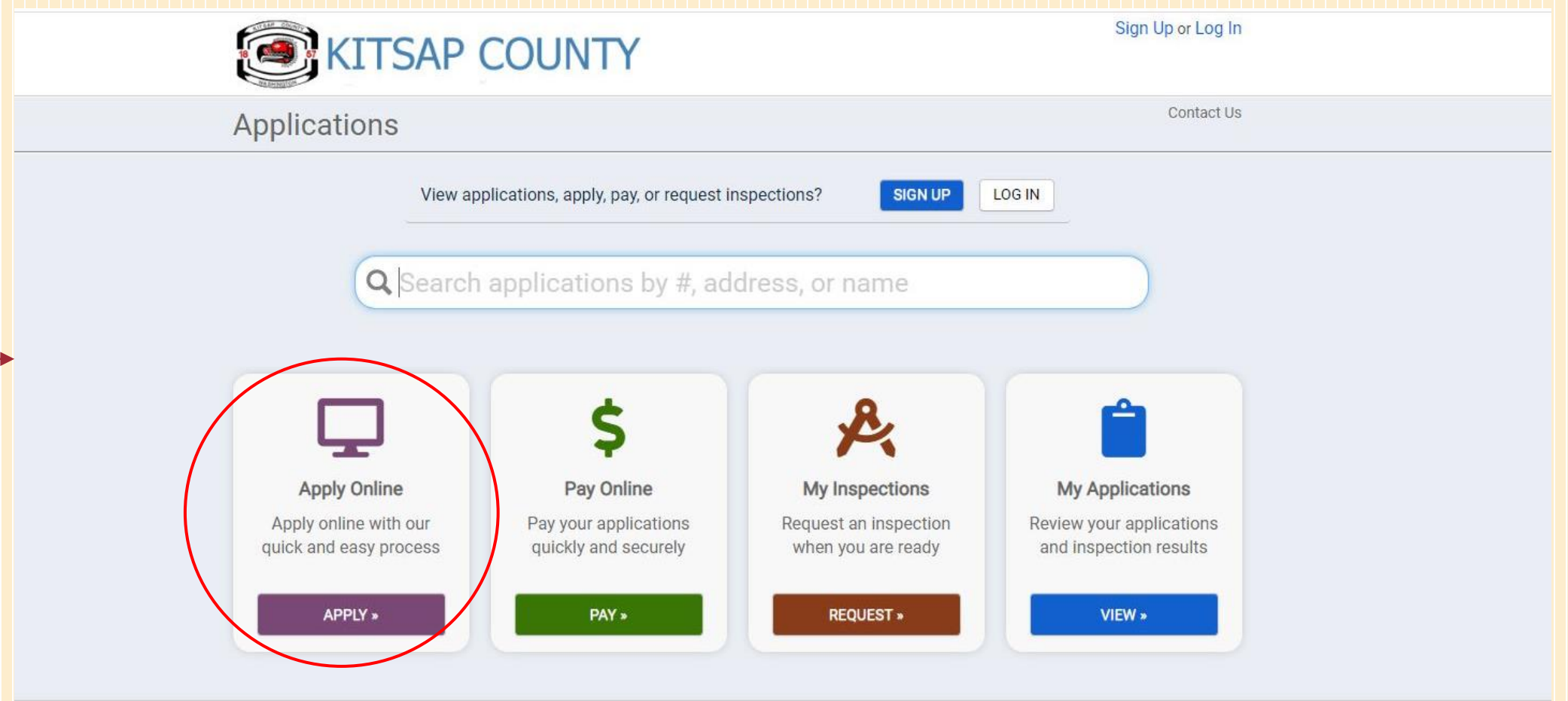
**Step 5:** On the upper right side of the screen, click on Log In—You will need to setup an account prior to submitting



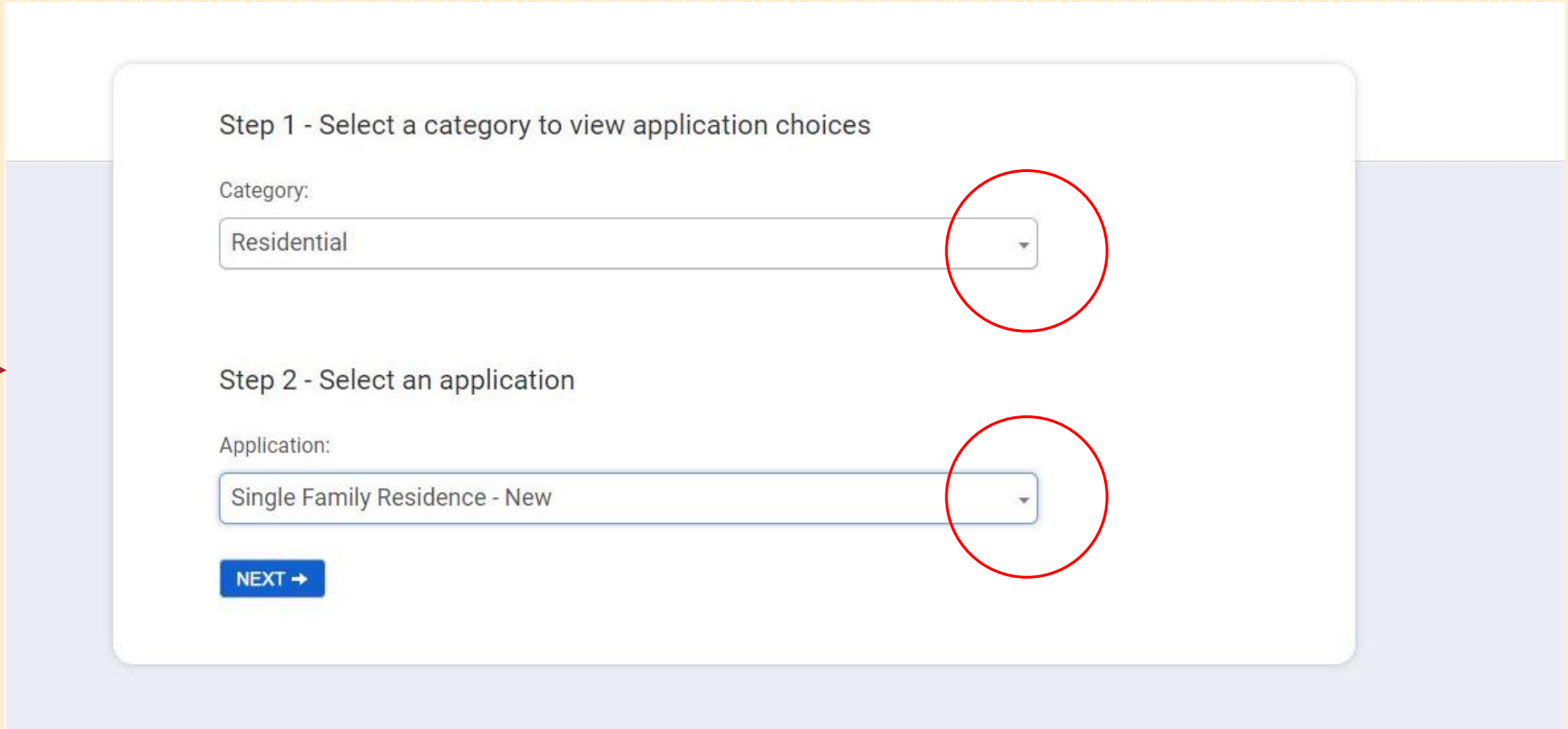
**Step 6:** Click on My Portal



**Step 7:** Click on Apply Online



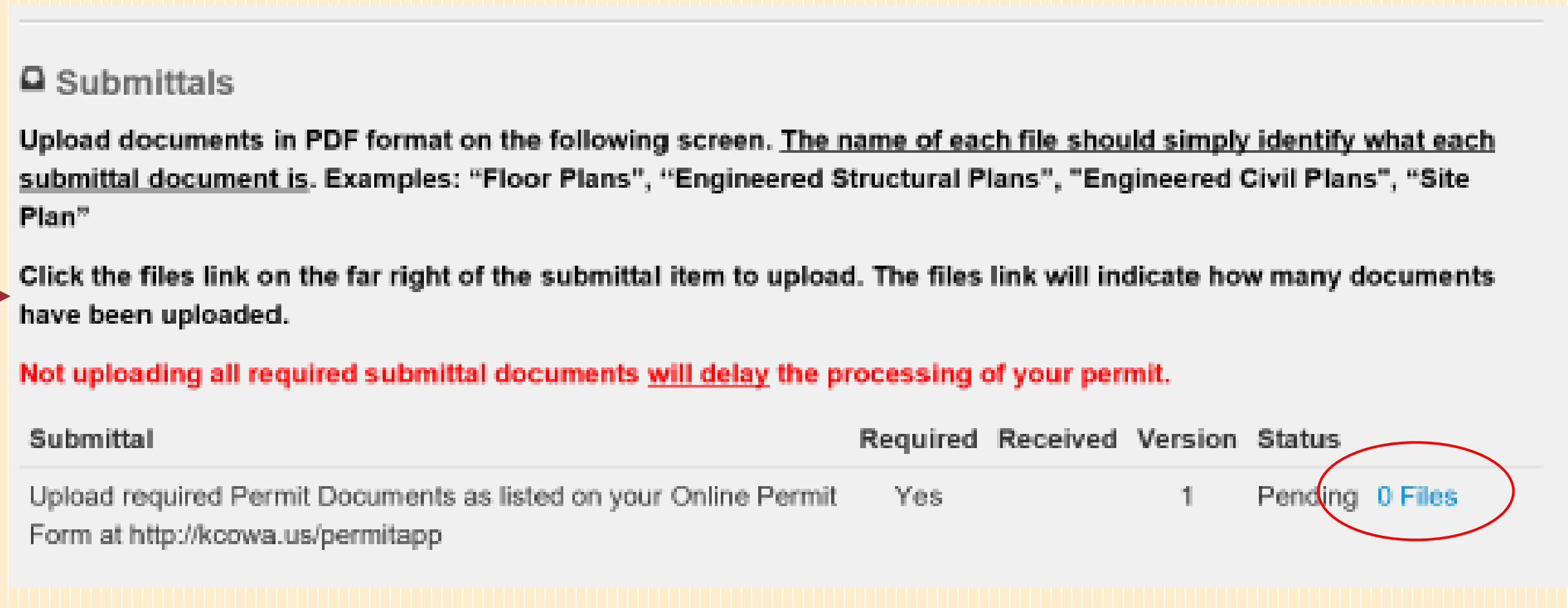
**Step 8:** Select the applicable Category and Application Type from the two drop down menus.



**Step 9:** Follow Steps 1 through 5: Then click Submit My Application



**Step 10:** Scroll down to the Submittal Section and upload the required documents by clicking on the blue link (0 Files) to the right of each submittal document, then clicking the blue upload button.



**Step 11:** Click on the blue upload button



**Step 12:** Your permit will be reviewed by a Permit Technician for completeness. You may receive an email requesting additional submittal items. If your permit is complete you will receive an email with instructions to pay fees.



**Congratulations!** You have submitted your online permit.