Step 1: Visit the Community Development website: 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.

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

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 on 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: 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.

Step 12: Congratulations! You have submitted your online permit.