



Kitsap County Online Permit Center

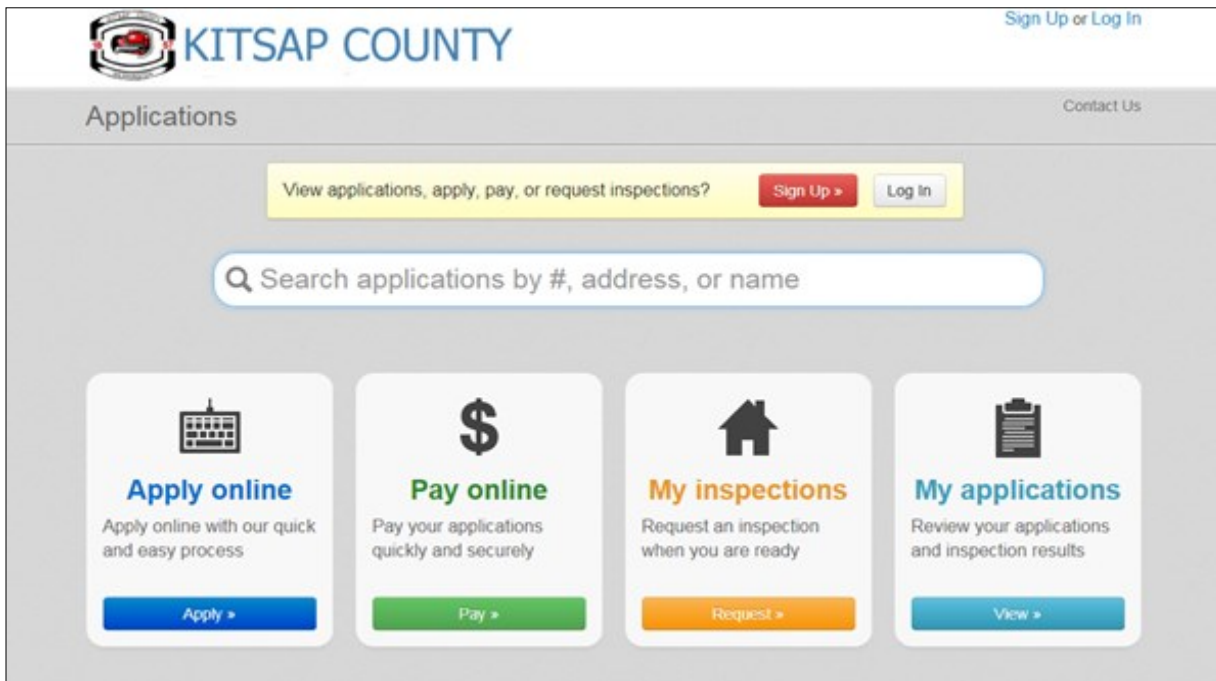
How to Log In and Apply for a Right of Way Permit

→ **Step 1:**

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

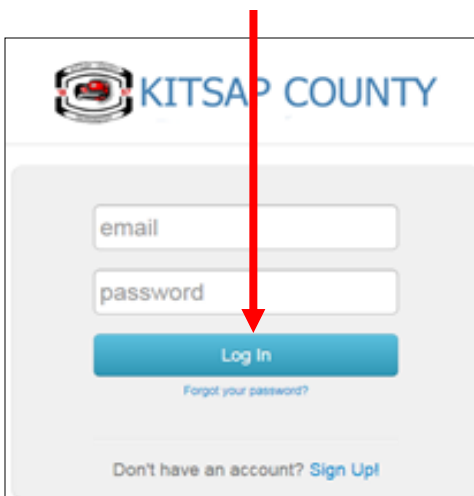
For new users select "Sign Up", see procedure [here](#).

For returning users log-in to account



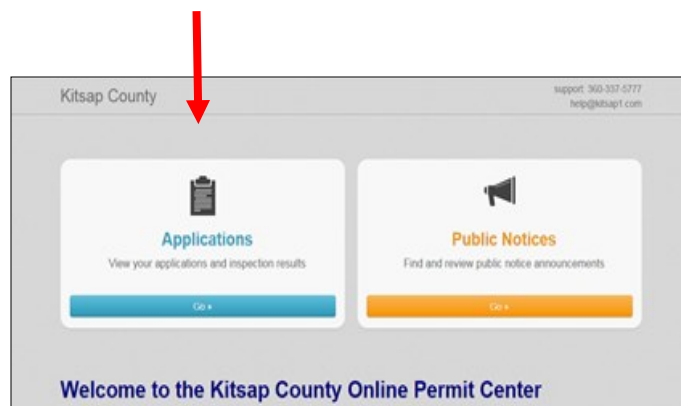
→ **Step 2:**

Enter email and password
then select Log In



→ **Step 3:**

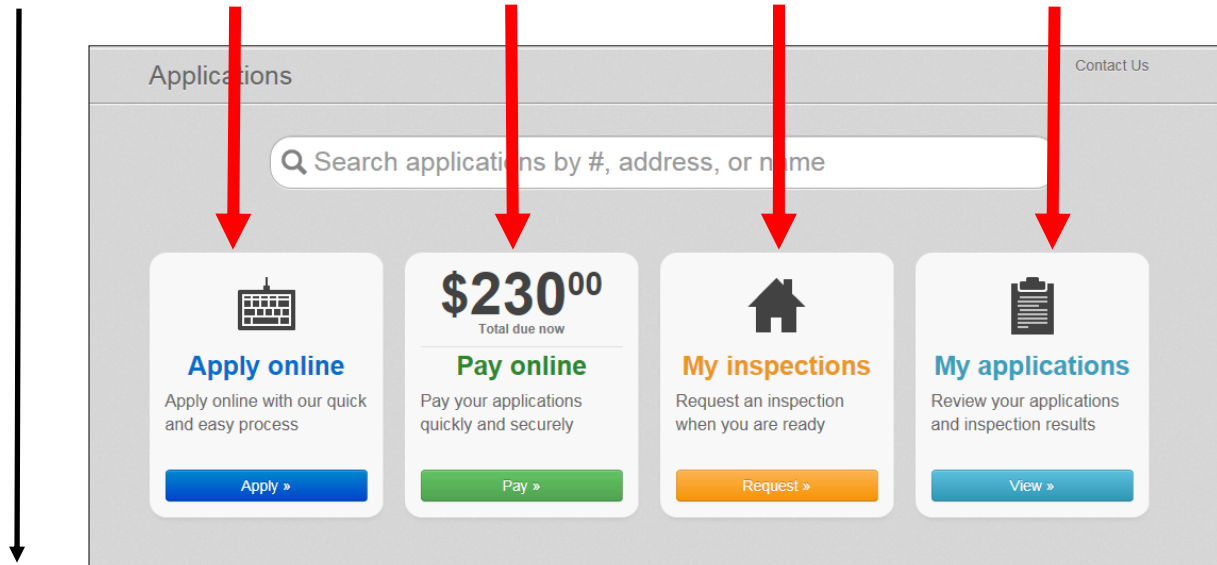
Select Applications to apply for a new permit



→ Step 4:

You can search for general applications from this screen or -

You can Apply Online - View Current Amount Due - Request Inspections - Look at Current Permits



Select Apply Online to submit a new permit

→ Step 5:

Under Category - select Public Works

Under Application - select
Right of Way Permit

Select Next

This screenshot shows the first two steps of the application process. Step 1 is titled 'Step 1 - select a category to view application choices' and features a 'Category:' dropdown menu with 'Select an Option' selected. Step 2 is titled 'Step 2 - select an application' and features an 'Application:' dropdown menu with 'Select an Option' selected. A blue 'Next >' button is located at the bottom of the form. Red arrows from the text on the left point to the 'Category' dropdown, the 'Application' dropdown, and the 'Next >' button.

→ Step 6:

Read Terms & Conditions

Permit Type: This should auto-populate to
Right of Way Permit

Describe work: Provide details of the type of
work you plan to do

This screenshot shows Step 6 of the application process, titled 'Start your application by selecting a permit type'. It includes a welcome message and 'Terms and Conditions for Permit Application Submittal'. Below the terms, there is a 'Permit Type:*' dropdown menu with 'Right of Way Permit' selected. There is also a 'Describe work:' text input field. A blue 'Next >' button is at the bottom. Red arrows from the text on the left point to the 'Permit Type' dropdown and the 'Describe work' input field.

→ **Step 7:**

If you have specific address enter it here

If work is not taking place at specific location, enter street name in address field.

→ **Step 8:**

City and State are required, please enter in appropriate field.

Click Next.

→ **Step 9:**

Enter Contractor name.

A dropdown box will appear
For contractors already entered in our system. If there is more than one contact, select the one with the proper license number listed.

Click Next.

NOTE: If the Contractor is not listed in the dropdown, email contractor information to rowpermits@co.kitsap.wa.us. We will update our system by adding your Contractor and will ensure they are added to the permit. Go to Step 11 to continue your submittal.

→ **Step 10:**

You should see this screen - verify the information is correct.

If a change needs to be made select Edit Information.

If the data looks correct, Click Next.

Step 11:

→ Enter in required "Cross Street"
If you have a "Job Number" enter here.

Work Start Date, Estimated Project Completion Date and Engineers Estimate are required fields. Please enter to the best of your knowledge.

Check the appropriate boxes for the work planned.

Click Next

Permit details

Enter details about your permit.

Nearest Cross Street:*

Contractor Job Number:

Work start date:*

Estimated Project Completion Date:*

Engineers Estimate:*

Underground Utility Install:

Underground Utility Repair:

Underground Utility Work:

Utility Pole Installation:

Utility Pole Replacement:

Culvert Installation:

Property Improvements:

Emergency Work:

[← Previous](#) [Next →](#)

Step 12:

You should see this screen - verify the information is correct.

If a change needs to be made select "Edit" for the appropriate section.

If the data looks correct,

Click Submit my Application

Review your permit application

Review the permit application information below.

Fees must be paid before the permit can be issued.

To Pay Application Fee:

- Click **Submit my Application** at the bottom of this window
- Your permit application will be generated
- Click the green **pay** link
- Follow instructions

To Upload Submittal Documents:

- Click **Submit my Application** at the bottom of this window
- Your permit application will be generated
- Go to the **Submittals** section of the permit application
- Click the (#) Files link at the far right of the submittal item (please upload only .pdf formatted files)

General Information [edit](#)

Permit Type: **Right of Way Permit**

Project Description: **Culvert Install**

Site Address: **Alaska Ave
Port Orchard, WA**

Primary Contractor [edit](#)

Contractor: **NATHAN CLEAVER SEPTIC
DESIGN INC**

License#: **NATHACS94002 (General Contractor)**

Permit Details [edit](#)

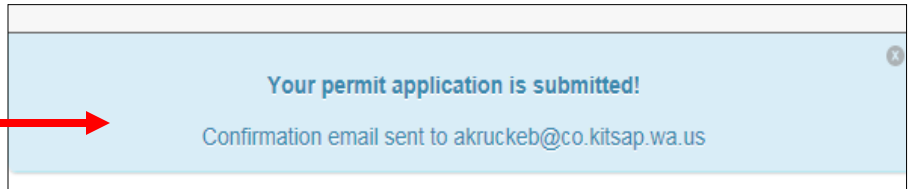
Nearest Cross Street: **Juneau Ct**

Contractor Job Number: **1234**

Culvert Installation: **Y**

[✔ Submit my Application](#)

You should see this box appear at the top of your screen.



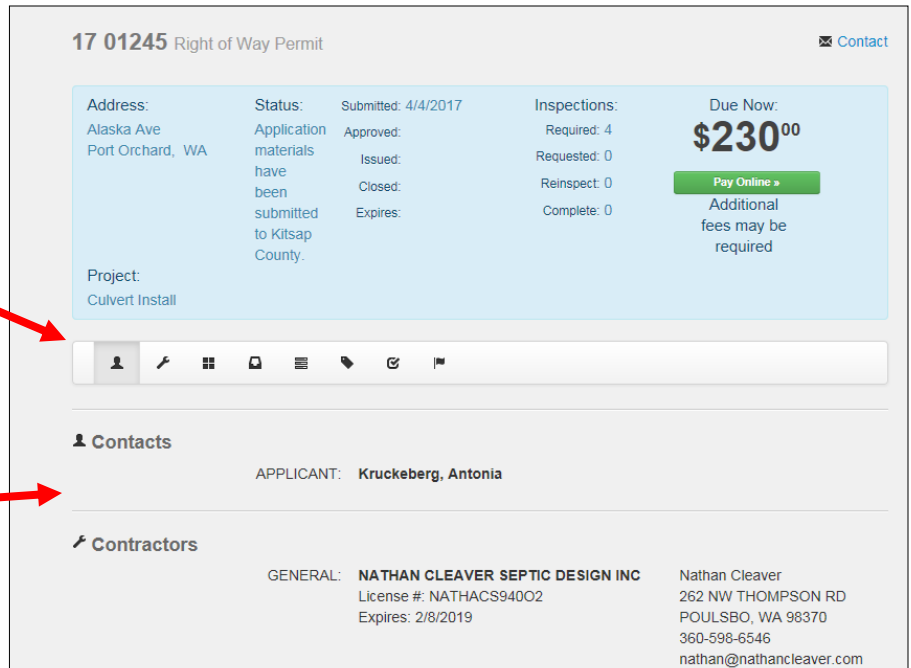
→ **Step 13:**

This page will display after clicking submit. All permit data will be listed.

You can view each section by scrolling down or by selecting from these icons.

The icons will remain at the top of your screen while you scroll, for easy access to each section.

Your "Contacts" section will prefill based on your account information.

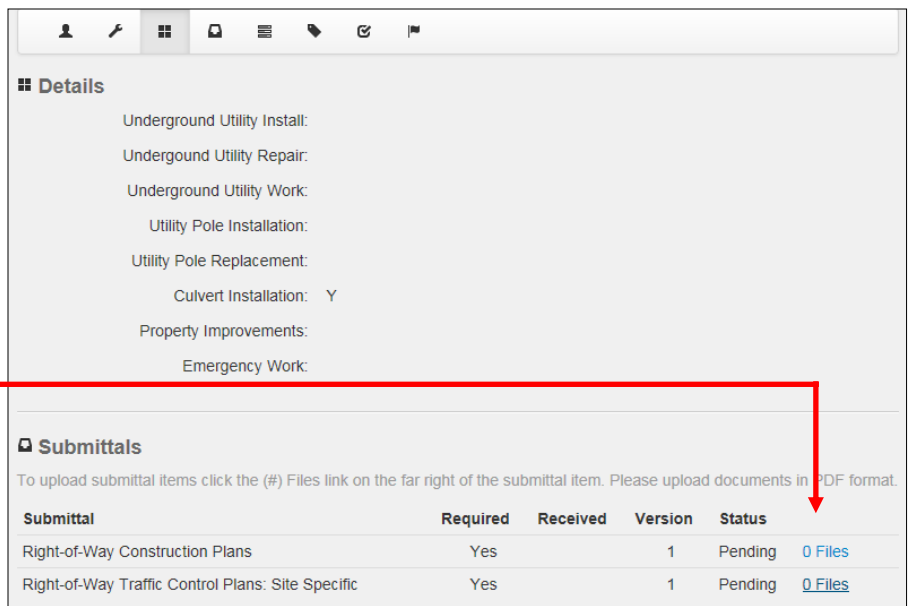


→ **Step 14:**

Submittals:

For an application to be processed by our ROW staff, it needs to be complete. You will need to immediately upload the Construction Plan and Traffic Control Plan

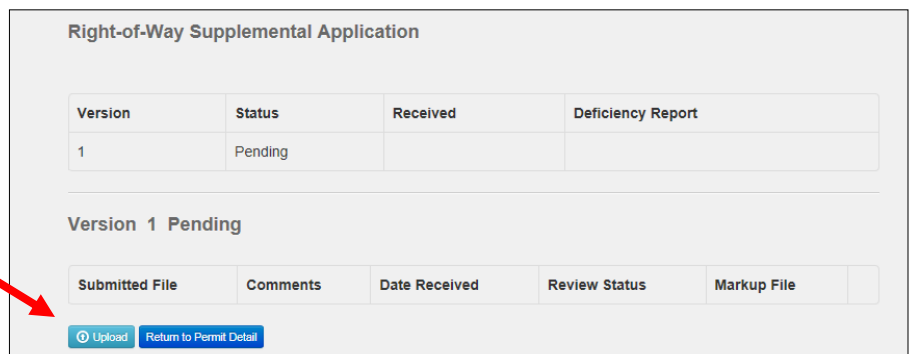
Select "0 Files" on the line item you wish to upload.



→ **Step 15:**

You will see this screen next.

Click the Upload button



→ **Step 16:**

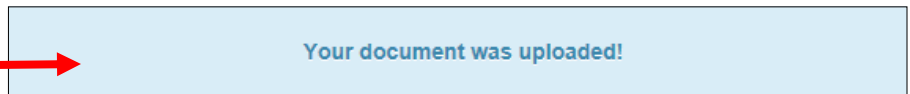
You will see this screen next.

Select Browse to find your file to upload. Double click on your file to attach.

Click the Upload button

File: Browse...
Comments:
Upload Close

You should see this box appear at the top of your screen.



→ **Step 17:**

You will see this screen after each uploaded document.

Select "Return to Permit Detail" button

You will complete steps 13-16 until all required items for submittal have been uploaded.

17 01245 Right of Way Permit Contact

Right-of-Way Construction Plans

Version	Status	Received	Deficiency Report
1	Pending	4/5/2017	

Version 1 Pending

Submitted File	Comments	Date Received	Review Status	Markup File	
Plan1.xps		4/5/2017 9:26 AM	Pending		Delete

Upload Return to Permit Detail

For a complete application your Submittals should now show "1 Files" for each line item.

If you need to delete or upload more documents select "1 Files" on the desired line item. This will bring you back to the upload screen to make any changes.

Submittals

To upload submittal items click the (#) Files link on the far right of the submittal item. Please upload documents in PDF format.

Submittal	Required	Received	Version	Status	1 Files
Right-of-Way Construction Plans	Yes	4/7/2017	1	Pending	1 Files
Right-of-Way Traffic Control Plans: Site Specific	Yes	4/7/2017	1	Pending	1 Files

Your Permit has now been Submitted and is Under Review!

Someone from our office will contact you if further information is needed. At this time the conditions listed are standard, and subject to change. Fees will be determined by the reviewer depending on the scope of your project. The final conditions and fees will be available once your permit is ready to be issued.

You can track the progress of your permit under the "Approval Steps" on the main page.

Approval Steps

Step	Status	Date
PW - ROW Review	Processing for review	4/4/2017
PW - ROW Issuance	Processing for review	4/4/2017