



#1 COMMUNITY DEVELOPMENT AT A GLANCE

Overview

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

The following is a list of services we provide:

Residential, Commercial and Land Use Permit Services

Permit applications are submitted in the DCD Permit Center Monday – Thursday, 10am – 5pm. Most 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

To follow the status of your permit go to www.kitsapgov.com/dcd and click the [Permit Search](#) link on the right. You can search by Permit Number, Site address, Parcel/Tax Number, or Applicant Name. The site is updated daily. If you still have questions call (360)337-5777 and ask for a permit status update.

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, click the binoculars icon and enter the property address. Click the **Go** link under the Assessor's Data heading to view the Property Report. The parcel tax information including the tax account number (parcel I.D.) and zoning code are shown in the search results.
- **Research allowable uses based on your zoning.** To find this go to the county code - Title 17. The code is located online at www.kitsapgov.com; click the [County Code](#) link on the right.



General Information Assistance

If you have a general question for a DCD Land Use, Engineering, Survey, or Environmental reviewer, email us at help@kitsap1.com or call (360)337-5777. Reviewers are available on Wednesdays from

12pm-3pm at (360)337-5777 or in person. If the reviewer is assisting another client, the customer service representative will gather your contact information and the details of your question. They will submit this information to a technical expert that will research and respond to you directly.

Feasibility of Future Projects

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

- **Reviewer on Call:** These consultations are limited to 15 minutes and are intended to answer basic questions. Contact a DCD Land Use, Engineering, Survey, or Environmental reviewer on call by calling or coming into the office Monday or Wednesday 12pm-3pm. Reviewers can also be reached by email at help@kitsap1.com. If additional time is needed we recommend you schedule a Staff Consultation.
- **Staff Consultation:** These meetings are scheduled for 30 minutes and will include a cross-functional team of technical experts to help you identify potential requirements for a specific project. The fee for this service is \$350, which will be credited to your permit application once submitted. To make the most of this time, bring basic project information and a list of specific questions.
- **Pre-Application Meeting:** These meetings are scheduled for approximately one hour and will include a cross-functional team to provide a detailed analysis of your proposed project. The department will prepare a report that will be sent to you after the meeting. The fee for this service is \$2,125. To make the most of this time, bring basic project information and a list of specific questions.
- **Seek Outside Assistance:** You can also seek assistance from a private surveyor, engineer or land use consultant regarding your project.

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, usually within 3-4 working days*. The copies will be placed in "Will Call" at the Permit Center front counter for pick-up.

*Files that are stored off-site may take additional time for retrieval. In this case you will be contacted by DCD once the file is retrieved from our archive facility. Materials from archive are delivered twice monthly.

Other Helpful Sites

Health District

For on-site septic system permits, as-builts or questions regarding a well, contact the Kitsap County Health District. They can be reached at (360)337-5285 or visit their website at www.kitsapcountyhealth.com. If you have a Health District question, while here, or have an application ready to submit, DCD has a Health District representative available to assist you.

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.