



**Community
Development**

Change of Ownership for Residential Building Permits

Please sign this document with a certified digital signature or print and [wet sign](#). Email the completed document to help@kitsap1.com.

Ownership Information

The following questions will assist you in determining if other documents will be required with your application.

Are you the current owner of the property?

Yes

No

Note: You will need to submit a [Letter of Authorization](#) to Kitsap County DCD if you are handling this process on behalf of a property owner

New Owner Information

Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

New Owner Acknowledgement

I, the "New Owner" am accepting responsibility for the completion of the permit including all outstanding fees, conditions, and inspections.

New Owner Signature: _____ Date: _____

Building Permit Information

Building Permit Number Being Transferred: _____

Parcel Number for the Property/Project: _____

Will you be continuing with the existing Contractor of Record listed for the permit?

Yes

No

Please provide the name of the Contractor you will be listing as the new Contractor of Record:

Please provide the above listed Contractor's [Business License Number](#): _____

Revised Date: 4/1/2025

<http://kcowa.us/dcd>

Online Portal Access

Kitsap County Community Development permits are 100% online and will require portal access to complete the permit process.

Before proceeding with this form, please visit the Kitsap County [Online Permit Center](#) and follow the prompts to sign up and verify your account.

List the email address associated with the verified Online Permit Center Account:

Do you have other contacts that you would like to be added as a permit portal contact to complete tasks in the portal such as uploading documents, checking status, requesting inspections, etc.?

Yes

No

Please provide additional email addresses of contacts you would like to give portal access:

Seller Statement & Acknowledgement

I, the "Seller" am releasing permit plans to a "New Owner" and acknowledge that the permit and all fees paid are transferred to the "New Owner".

Seller Name (First and Last): _____

Seller Signature: _____ Date: _____