



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

The screenshot shows the Kitsap County Online Permit Center homepage. At the top, there is a navigation bar with the Kitsap County logo and the text 'KITSAP COUNTY'. Below the navigation bar, there is a section titled 'Applications' with a 'Contact Us' link. In the center, there is a yellow box with the text 'View applications, apply, pay, or request inspections?' and two buttons: 'Sign Up >' and 'Log In'. Below this, there is a search bar with the placeholder text 'Search applications by #, address, or name'. At the bottom, there are four main content areas: 'Apply online' (with a calendar icon), 'Pay online' (with a dollar sign icon), 'My inspections' (with a house icon), and 'My applications' (with a clipboard icon). Each area has a brief description and a button: 'Apply >', 'Pay >', 'Request >', and 'View >' respectively.

→ **Step 2:**

Enter email and password
then select Log In

The screenshot shows the login page of the Kitsap County Online Permit Center. It features the Kitsap County logo and the text 'KITSAP COUNTY'. Below the logo, there are two input fields: 'email' and 'password'. Below these fields is a blue 'Log In' button. Below the 'Log In' button, there is a link that says 'Forgot your password?'. At the bottom, there is a link that says 'Don't have an account? Sign Up!'.

→ **Step 3:**

Select Applications to apply for a new permit

The screenshot shows the dashboard of the Kitsap County Online Permit Center. At the top, there is a navigation bar with the text 'Kitsap County' and a contact information link: 'support: 360-337-5777 help@kitsap1.com'. Below the navigation bar, there are two main content areas: 'Applications' (with a clipboard icon) and 'Public Notices' (with a megaphone icon). Each area has a brief description and a button: 'Go >' and 'Go >' respectively. At the bottom, there is a welcome message: 'Welcome to the Kitsap County Online Permit Center'.

→ **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

The screenshot shows a dashboard titled 'Applications' with a 'Contact Us' link in the top right. Below the title is a search bar labeled 'Search applications by #, address, or name'. There are four main action buttons: 'Apply online' (with a building icon), 'Pay online' (with a '\$230⁰⁰' icon), 'My inspections' (with a house icon), and 'My applications' (with a clipboard icon). Each button has a brief description and a corresponding action button ('Apply >', 'Pay >', 'Request >', 'View >'). Red arrows point from the text above to each of these five elements. A long black arrow points downwards from the top left of the dashboard area.

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 'select a category to view application choices' with a 'Category:' dropdown menu showing 'Select an Option'. Step 2 is 'select an application' with an 'Application:' dropdown menu also showing 'Select an Option'. A 'Next >' button is at the bottom. 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: 'Start your application by selecting a permit type'. It includes a progress bar at the top with steps 1 (Type), 2 (Location), 3 (Contractor), 4 (Details), and 5 (Review). Below the progress bar is a heading 'Start your application by selecting a permit type' and a welcome message. A section titled 'Terms and Conditions for Permit Application Submittal' contains legal text. Below this is a 'Permit Type:*' dropdown menu showing 'Right of Way Permit'. There is a 'Describe work:' text input field and a 'Next >' button 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 a 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.

1 Type 2 Location 3 Contractor 4 Details 5 Review

Site location

A valid site address is required for all permit applications. Start typing the site address for your permit. Once the address populates please select it by clicking on it. If your address does not populate try locating the parcel number using [Kitsap County's Parcel Locator](#). Then click the [enter parcel #](#) link below.

Address:

City:

State:

Zip Code:

[I want to enter a parcel # instead.](#)

[Previous](#) [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.

 (optional). Below the field are two buttons: 'Previous' and 'Next'."/>

1 Type 2 Location 3 Contractor 4 Details 5 Review

Primary contractor

Start typing the contractor's name and click the selection from the drop down choices.

Name or license #: (optional)

[Previous](#) [Next](#)

NOTE: If the Contractor is not listed in the dropdown, email contractor information to rowpermits@kitsap.gov. 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.

1 Type 2 Location 3 Contractor 4 Details 5 Review

Primary contractor

Start typing the contractor's name and click the selection from the drop down choices.

Contractor: SNELSON CONSTRUCTION CO

License #: SNELSI*374N9 (General Contractor)

Expiration Date: 7/30/2017

Address: 601 W STATE ST
SEDRO WOOLLEY, WA 98284

[Edit Information](#)

[Previous](#) [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](#)

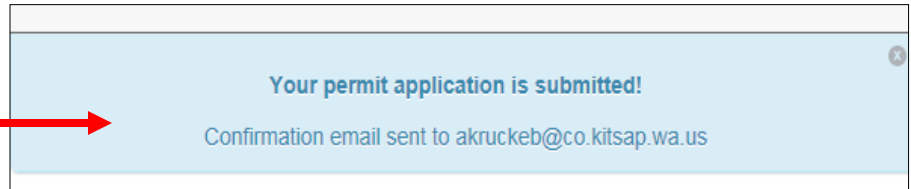
Nearest Cross Street: **Juneau Ct**

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.

A screenshot of the permit application summary page. At the top, it says "17 01245 Right of Way Permit" with a "Contact" link. Below this is a summary table with fields: Address (Alaska Ave Port Orchard, WA), Status (Application materials have been submitted to Kitsap County), Submitted (4/4/2017), Inspections (Required: 4, Requested: 0, Reinspect: 0, Complete: 0), and Due Now (\$230.00). A "Pay Online" button is next to the due amount. Below the summary is a "Project" section for "Culvert Install". A navigation bar with icons is below that. The "Contacts" section shows the applicant as "Kruckeberg, Antonia". The "Contractors" section lists "NATHAN CLEAVER SEPTIC DESIGN INC" with license # NATHACS94002, expires 2/8/2019, and contact info for Nathan Cleaver. A red arrow points from the text above to the navigation bar.

→ Step 14:

Submittals:

For an application to be processed by our right of way 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.

A screenshot of the "Details" and "Submittals" sections. The "Details" section lists various utility installation and repair items, with "Culvert Installation" marked as "Y". The "Submittals" section has a heading and a note: "To upload submittal items click the (#) Files link on the far right of the submittal item. Please upload documents in PDF format." Below this is a table with columns: Submittal, Required, Received, Version, Status, and a link to "0 Files". Two rows are shown: "Right-of-Way Construction Plans" and "Right-of-Way Traffic Control Plans: Site Specific". A red arrow points from the text above to the "0 Files" link in the second row.

→ Step 15:

You will see this screen next.

Click the Upload button

A screenshot of the "Right-of-Way Supplemental Application" screen. It features a table with columns: Version, Status, Received, and Deficiency Report. One row shows Version 1 with Status Pending. Below this is a section titled "Version 1 Pending" with a table for tracking uploads. The table has columns: Submitted File, Comments, Date Received, Review Status, and Markup File. At the bottom, there are "Upload" and "Return to Permit Detail" buttons. A red arrow points from the text above to 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.

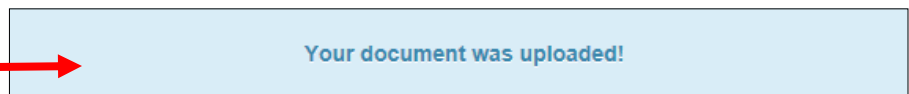
Click the Upload button

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	
Plan 1 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	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