

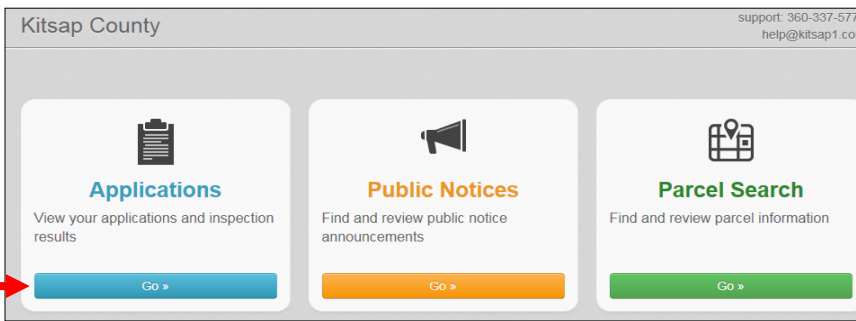


# Kitsap County Online Permit Center

## How to Issue your Permit Online

### → Step 1:

Go to <https://co-kitsap-wa.smartgovcommunity.com/ApplicationPublic/ApplicationHome>  
Log-in to your account  
Select "Go" under Applications tab



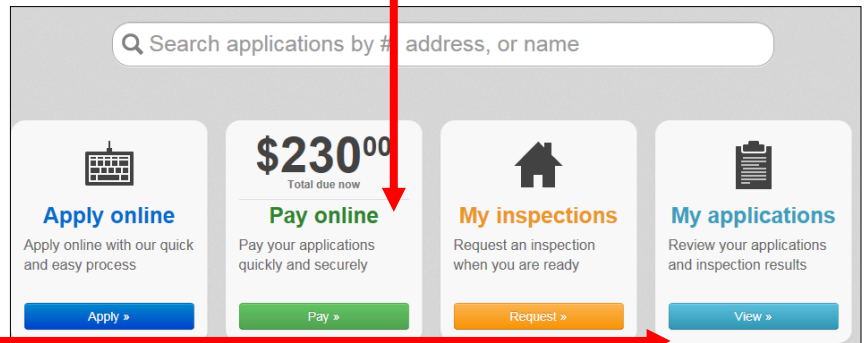
### → Step 2:

If your account shows funds due. You will need to pay online prior to issuing your Permit.  
Select "Pay"  
Select   
Select   
Follow the prompts to pay fees.

**Note:** If you have not paid any fees towards your permit and you have \$0.00 balance, your account will be invoiced. Move forward with issuing your permit.

### → Step 3:

After you have paid your fees you may now Issue your Permit.  
From the Home Screen:  
Select "View" under My Applications.



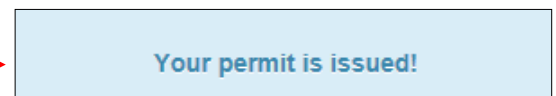
### → Step 4:

Select the application from the list you would like to issue.  
Select Issue



### → Step 5:

Once your permit is Issued you will see this box appear at the top of your screen.  
You may now print your permit for your records.  
Select "Generate Permit PDF"



Your Permit has now been Issued, work may begin. When the work is complete, please schedule your final inspection online. If you have any questions, please contact the ROW Office at 360-337-5777.