



SUPPORTING DOCUMENT

AGRICULTURAL SIGNAGE

ONLINE SUBMITTAL

How to Apply for a Permit Online

Log in

- Begin the basic process online at <http://permits.kitsapgov.com/>
- Log in or Register for an account
- Once logged in, select *Permitting* and then *Apply for a Permit*.

Search permits by #, address, name, or contractor

Apply for permit
Apply online with our quick and easy process
Apply >

Pay online
Pay your permits quickly and securely
Pay >

My inspections
Request an inspection when you are ready
Request >

You have 3 permits
1 pending
1 issued
1 closed
My permits
Review your permits and inspection results
View >

Select the Permit Type

- From the drop down menu, select *Agricultural Signage Registration Form* and click *Next*

Select an Option

Agricultural Signage Registration Form

Commercial Mechanical & Plumbing

Emergency_Residential

Add the Address

- Select *No* to the *Do you know the parcel #?* Question.
- Enter the location of the signs (use farm address for on-premise signs, state general location for off-premise signs) in the Site Location Screen
- Click *Use this Address* and click *Next*

1 Type 2 Location 3 Contractor 4

Site location

Address: 2450 Test Street

City: Port Orchard

State: WA

Zip Code: 98366

I want to enter a parcel # instead.

Previous Next

Contractor Information

- You don't need to enter any information in the Primary Contractor Screen.
- Click *Next*

Permit Details

- Fill out sign information.
- For multiple signs fill in information in for each (up to 4 signs allowed)
(Note: you will have the option to upload a map later in this process)

1 Type 2 Location 3 Contractor 4 Details 5 Review

Permit details

Enter details about your permit.

LOCATION OF PROPOSED SIGN

SIGN TYPE:*

SIGN DIMENSIONS:*

SIGN DIMENSIONS - SIGN 2:

SIGN DIMENSIONS - SIGN 3:

SIGN DIMENSIONS - SIGN 4:

TOTAL NUMBER OF SIGNS:*

Review

- Review the information entered
- To edit any of the information, click the *Edit* Button
- Once everything is entered correctly, click the *Submit my Application* button
(Note: your registration number will be displayed under “Pending permits”)

Pending permits

#	Type	Address	Submitted	Expires	Status
13 02144	Agricultural Signage Pilot Program Registration Form	2450 Test	6/27/2013		App Submitted - Application materials have been submitted to Kitsap County.

Submittal Documents

- The Registration now appears under the Pending Permits section of My Permits.
- To upload a map document, open the application by clicking on the # in Pending *Permits*

Submittals

Submittal	Required	Received	Accepted
Map	Yes		<input type="button" value="Upload"/>

- Click the icon next to the “Map” description
- Follow the prompts to upload the document
- Submittals now show a black note icon next to the item that was uploaded and will have the date noted in the *Received* column.

Registration Form Review

Please allow at least one full business day for County review.

The initial status will be “**App Submitted - Application materials have been submitted to Kitsap County.**”

Issue the Registration Form

Once the registration request has been accepted the status will change to “**Ready to Issue - Select the Issue button at the top of the Permit**”.

13 02144 Agricultural Signage Pilot Program Registration Form

Issue Contact

Address:	Status:	Submitted: 6/27/2013	Inspections:	Total Due:
2450 Test ddd, WA 98366	Ready to Issue - Select the Issue button at the top of the Permit	Approved: 6/27/2013 Issued: Closed: Expires:	Required: 0 Requested: 0 Reinspect: 0 Complete: 0	\$0 ⁰⁰

Print Registration Form

Once the registration form is issued a Print button will appear next to the Issue button.

- Click the *Print* button