



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
Mailing address: 216 Prospect Street
Port Orchard, WA 98366
(360) 874-5533 • permitcenter@portorchardwa.gov

BUILDING PERMIT REINSTATEMENT REQUEST

*Incomplete requests will not be accepted. Your signature is required.
Email the completed form to permitcenter@portorchardwa.gov*

For All Permit Reactivations: Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. Before work can resume, permit reactivation shall first be obtained at a fee equal to one-half the existing permit fee amount, provided no changes will be made in the original construction documents and provided that such expiration, suspension or abandonment has not exceeded 365 days. Permits cannot be reactivated across cycle code changes.

Permit #(s): _____

Site Address: _____

Tax Parcel #(s): _____

Permit Type: _____

**Show Justifiable Cause
for Extension:** _____

*Use a separate sheet if you need
more space to write.*

**Work expected
to commence:** _____

date

**Work expected to be
completed:** _____

date

**Permit Holder's
Signature*:** _____

Date: _____

Print Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

**The electronic signature is equivalent to a handwritten signature and is binding for all purposes.*