



City of DuPont

Permit and License Processes during “Stay Home, Stay Healthy”

A. Building/Fire Department Permit application process for Plan Check or Permit:

- Applicant will need to submit the appropriate permit application via email, link to FTP site, or link to “Box” or similar large file transfer site to Sherri Ingles at singles@dupontwa.gov.
 - Permit Fees: After review of permit applications, applicants will be provided an invoice and fees may be paid electronically.
 - Staff will process applications as usual and create the applicable forms.
 - Approved Permits or corrections will be emailed to the applicant.
 - Inspections will occur as normal
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B. Planning: Land Use, Pre-Application Permit, Sign Permit (Temporary & Permanent) or Home Occupation Permits application process:

- Applications may only be submitted via **Email**. Email, link to FTP site, or link to “Box” or similar large file transfer site to Janet Howald at jhowald@dupontwa.gov.
 - Permit Fees: After review of permit applications, applicants will be provided for an invoice and fees may be paid electronically.
 - **All applications submitted will receive an email confirming receipt of the application and a copy of the receipt for any fees paid.**
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C. Other Licenses & Permits (e.g.: Dog License, Temporary Parking permits, etc.)

- Applicant will need to submit the appropriate permit or license application via email, link to FTP site, or link to “Box” or similar large file transfer site to Sherri Ingles.
- Staff will process applications as usual and create the applicable forms.
- All items will be returned emailed.
- Temporary Parking Permits and dog license tags will not be processed until the City Hall resumes normal operations.