



## Island County Planning and Community Development

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### Address Application Submittal via IC Public Portal

IC Public Portal: <https://co-island-wa.smartgovcommunity.com/Public/Home>

- 1.) Start by selecting the Planning/Building Category:

What type of application do you need today?

Select a category to view your options

Select a category...

Select a category...

**Planning and Building**

Public Works

- 2.) Choose the 'type' of Application as: **Address Application**, and click 'NEXT' to proceed to next step

What type of application do you need today?

Select a category to view your options

Planning and Building

**Address Application**

- 3.) Where is your project located? For Address Application: Choose the '**I want to enter a parcel # instead**'

Where is your project located?

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

Address:

City:

Where is your project located?

I want to [enter an address](#) instead.

4.) Enter the full parcel # into the box:

Parcel Number:

At the bottom of the page, Choose the '**SAVE AND CONTINUE**' box to proceed to next step

**CANCEL**

**SAVE AND CONTINUE**

5.) The portal will Assign an Address Application Number as: **ADD-25-XXXX** and will be indicated at the top of the page:



### Address Application

Planning and Building

Record Number

ADD-25-0019

Submittal is incomplete

6.) Scroll down to the 'Submittals' drop down to begin uploading required documents/application.

**▼ Submittals**

At least 1 file must be uploaded for each submittal requirement

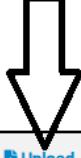
7.) Upload the Application, Site Plan (to indicate driveway), copy of Approved Access Permit, and copies of any applicable easements. Click on the blue wording indicated as 'Upload' to begin uploading the required documentation:

▲ Submittals      At least 1 file must be uploaded for each submittal requirement      ! Not Complete

Additional documentation is needed for your application. At least one document must be uploaded for each requirement for this section to be considered complete. Please check to ensure you have included all the information requested.

\* Required for Application  
① Required before application can be closed

Submittal Name	Received	Version	Status	
Application *	--	1	Pending	 Upload
Site Plan *	--	1	Pending	 Upload
Approved Access *	--	1	Pending	 Upload
Easement ①	--	1	Pending	 Upload

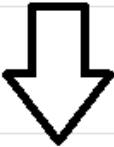


8.) 'ADD FILES' from your desktop or saved files of the Address Application, Site Plan, Approved Access & Easements, (as applicable) & 'BEGIN UPLOAD' for each document.

TRAINING

### Upload Submittal

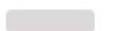




### Upload Submittal

Site Address Application\_2024Feb\_fillable.pdf



0.3 MB



9.) Once the **Address Application, Site Plan and Approved Access** are upload successfully, the application will be “Complete” and Ready to Submit for review by a Permit Technician.  
Click on the blue box at bottom of page:

**‘SUBMIT APPLICATION’**

Submittal Name	Received	Version	Status	
Application *	2/11/2025	1	Pending	1 File
Site Plan *	2/11/2025	1	Pending	1 File
Approved Access *	2/11/2025	1	Pending	1 File
Easement	--	1	Pending	Upload

[View Applications](#)

✓ Your application is complete. Please submit for review.

**SUBMIT APPLICATION**

10.)

**A Notification will appear to ‘Submit Application’ or ‘Go Back’ to correct or make any modifications.**

Submit Your Application

You are about to submit your application. Please ensure you have reviewed it for accuracy.  
 Modifications will be limited to Submittal changes once the application has been submitted.

**SUBMIT APPLICATION**

**GO BACK**

11.)

**When ready, choose the ‘Submit Application’ blue box and the status at the bottom of the page will indicate that ‘Your application is being reviewed’**

[View Applications](#)

Your application is being reviewed.

**SUBMIT APPLICATION**

***The assigned Permit Technician will receive the notification of the created and submitted Address Application and will be in contact, via email, to advise of next steps or if additional information is required to process the request. Once we have a complete submittal reviewed and accepted, the assigned permit technician will reach out with instruction to make payment via the online portal. The fee for an Address Application is: \$67.98\****

**\*Please note: An Additional 2.5% fee will be applied for debit/credit card use via the portal and in-office.**

**You will see the balance due on the portal on the ‘Home’ page and on the Application details page:**



**Please see next page for last steps**

12.)

Once the Address application submittal is deemed complete and we have received payment, we will assign the Application to our Island County Addressing Authority. Our Addressing Authority is Dale Purell and can be reached via email directly at: [d.purcell@islandcountywa.gov](mailto:d.purcell@islandcountywa.gov)

13.)

**Receiving your Assigned Address:** Our Addressing Authority will provide the Assigned Address **via email to the contact provided on the application** with an attachment of the Approved Application. Please retain for your records as 'Proof of Address'.

The approved address application will also be published to the 'Notes' section under the Address Application number ADD-XX-XXXX located on the 'My applications' when logged into the portal.

### My Applications

The screenshot shows a user interface for managing applications. On the left, there's a sidebar with 'Applications in Progress' (empty) and a main area for 'Active' applications. The 'Active' section shows 3 records. Under 'Permits', there's a table with one row: ADD-25-0019 (Address Application). On the right, a detailed view of this application is shown. It includes a 'Notes' section with a note about permit review, a 'Begin Date' of 2/13/2025, a 'Type' of 'Link to all documents', a 'Text' field containing 'Address Application', and an 'Attachments' section with a link to 'Approved Address Application.pdf'.

Permit / Reference #	Type
ADD-25-0019 Address Application	Link to all documents

**Notes**

Notes related to the permit review

**Begin Date:**  
2/13/2025

**Type:**  
Link to all documents

**Text:**  
Address Application

**Attachments:**  
[Approved Address Application.pdf](#)