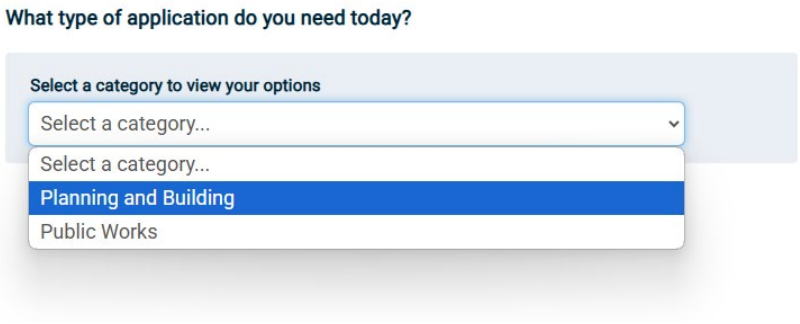
Island County Planning and Community Development
Jonathan Lange, AICP, CFM
Director

Physical Address: 1 NE 6th St, Coupeville, WA 98239 Mailing Address: 1 NE 7th St, Coupeville, WA 98239
Ph: Whidbey 360-679-7339 | Camano 360-387-3443 | Fax: 360-679-7306
Email: PlanningDept@islandcountywa.gov | https://www.islandcountywa.gov/207/Planning-Community-Development

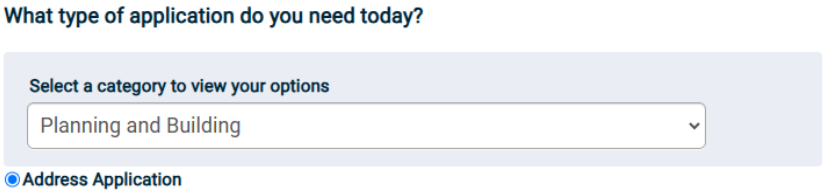
Address Application Submittal via IC Public Portal

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

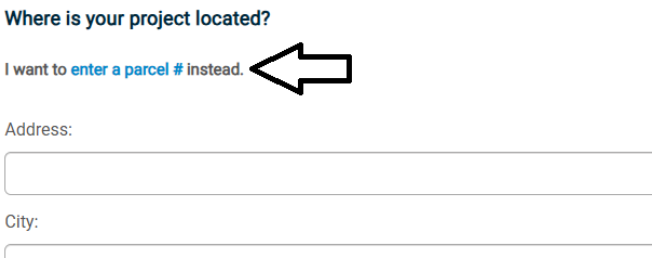
1.) Start by selecting the Planning/Building Category:



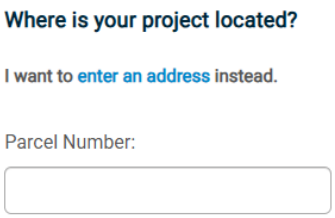
2.) Choose the 'type' of Application as: **Address Application,** and click 'NEXT' to proceed to next step



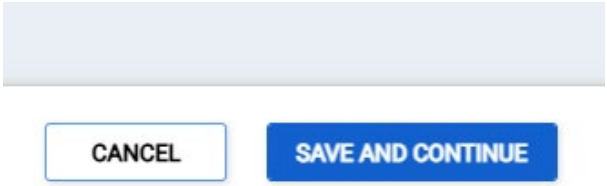
3.) Where is your project located? For Address Application: Choose the **'I want to enter a parcel # instead"**



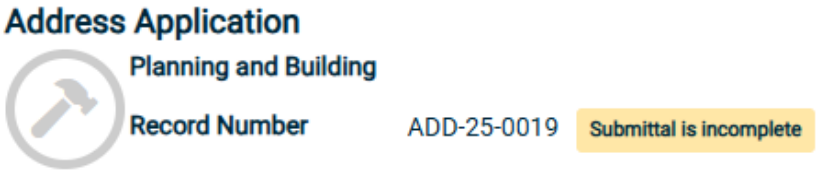
4.) Enter the full parcel # into the box:



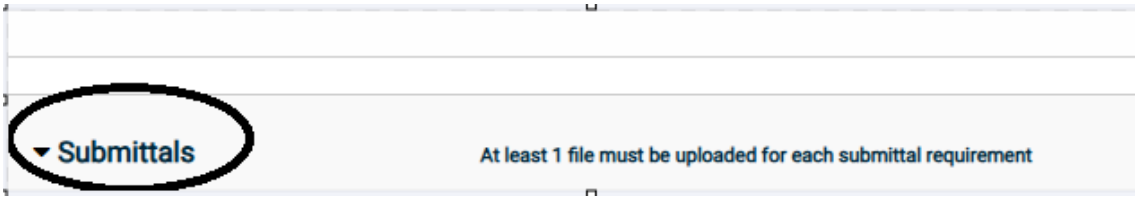
At the bottom of the page, Choose the '**SAVE AND CONTINUE**' box to proceed to next step



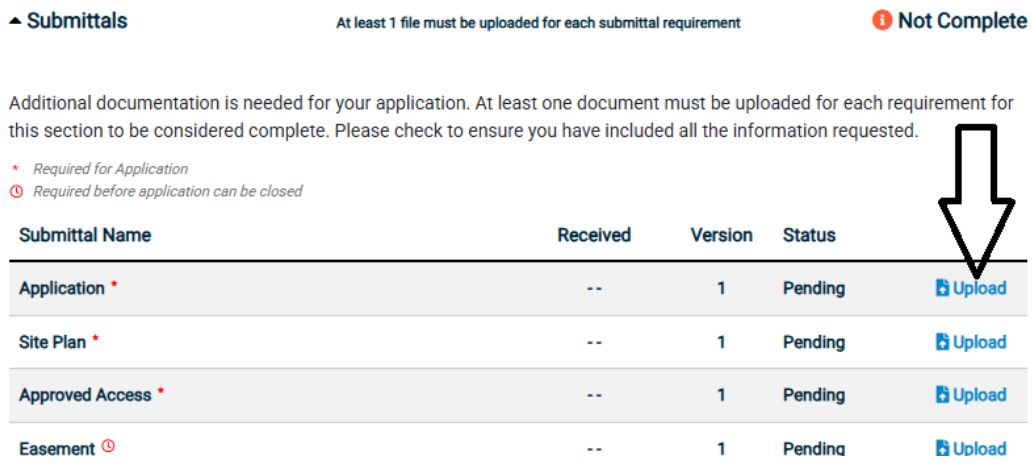
5.) The portal will Assign an Address Application Number as: **ADD-25-XXXX** and will be indicated at the top of the page:



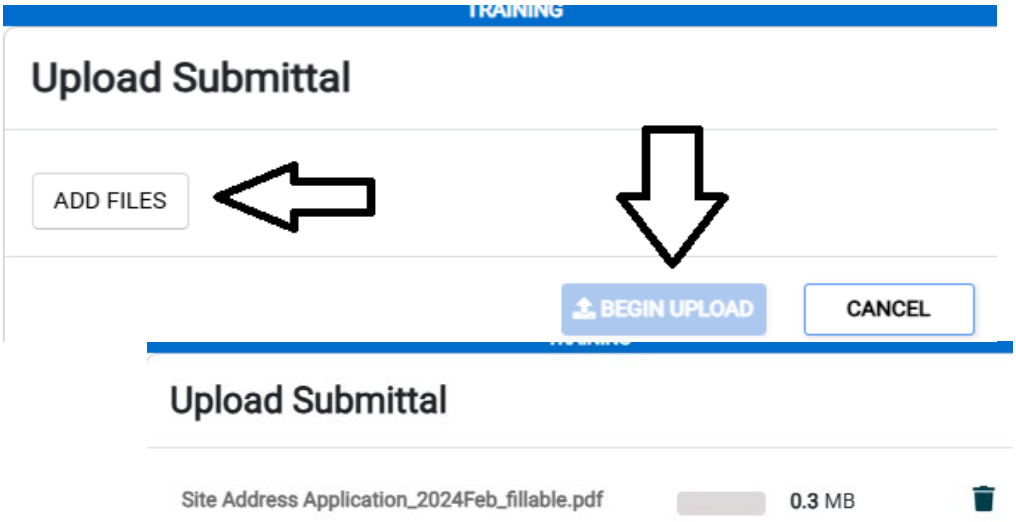
6.) Scroll down to the 'Submittals' drop down to begin uploading required documents/application.



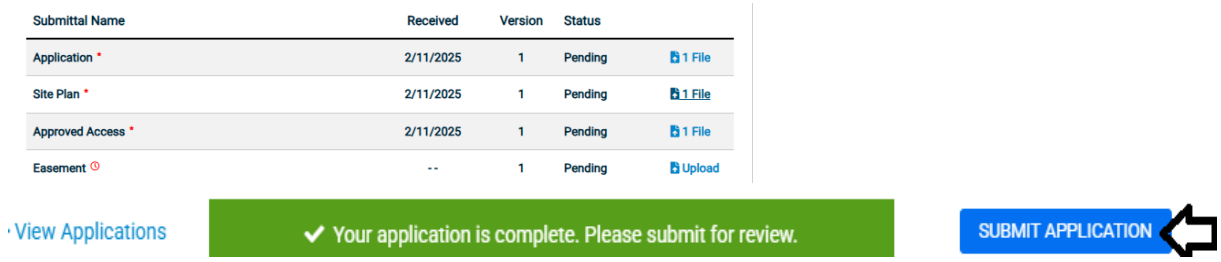
7.) Upload the Application, Site Plan (to indicate driveway), copy of Approved Access Permit, and copies of any applicable easements. Click on the blue wording indicated as 'Upload' to begin uploading the required documentation:



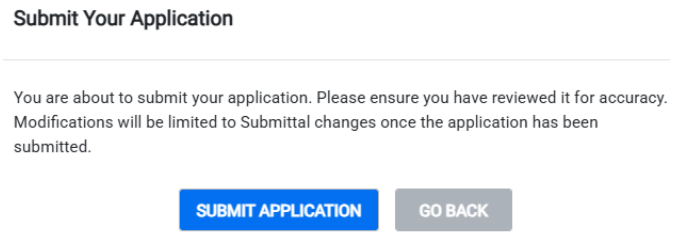
8.) **'ADD FILES'** from your desktop or saved files of the Address Application, Site Plan, Approved Access & Easements, (as applicable) & '**BEGIN UPLOAD**' for each document.



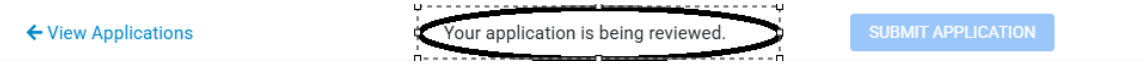
9.) Once the **Address Application, Site Plan and Approved Access are upload successfully, the application will be "Complete" and Ready to Submit for review by a Permit Technician.**
Click on the blue box at bottom of page:
'SUBMIT APPLICATION'



10.)
A Notification will appear to 'Submit Application' or 'Go Back' to correct or make any modifications.



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'



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.**

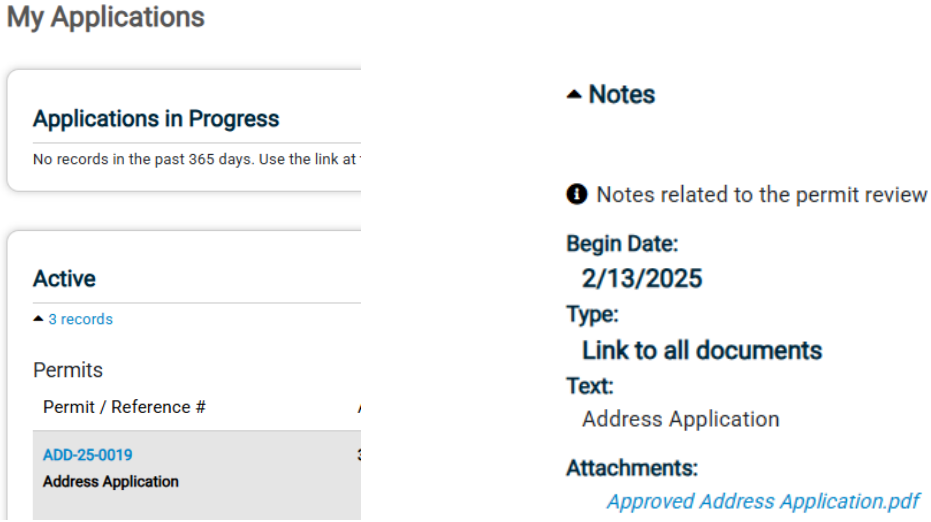
You will see the balance due on the portal on the 'Home' page and on the Application details page:

Please see next page for last steps

12.)

Once the Address application submittal is deemed <u>complete</u> 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

13.)

<u>Receiving your Assigned Address</u>: 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.