



City of Bainbridge Island
Department of Planning and Community Development
206-842-2552
Public Works Department – Engineering Division
206-842-2016

**PLANNING, BUILDING & ENGINEERING COUNTERS
CLOSED AT NOON ON WEDNESDAY AND THURSDAY**

For service during the counter closure hours (12-4) please use the following procedures:

Contacting staff:

The main telephone lines for each department will be answered and calls will be routed to staff voicemail. Individual staff members will not be available unless by previously scheduled appointment.

For urgent Code Enforcement matters (i.e. work is occurring RIGHT NOW) you may call the Code Enforcement cell phone at (206) 999-2352. All other Code Enforcement matters will be addressed during normal counter hours or by previously scheduled appointment.

Public Works Engineering: (206) 842-2016 or pwadmin@ci.bainbridge-isl.wa.us

Planning & Community Development: (206) 842-2552 or pcd@ci.bainbridge-isl.wa.us

PLEASE REMEMBER THAT CITY HALL IS A “CELL FREE ZONE”. YOU MAY USE THE PHONE LOCATED BY THE ELEVATOR OR YOU MAY STEP OUTSIDE TO MAKE OR RECEIVE YOUR CALLS.

Documents:

Plans and Specifications may be purchased during counter closure hours. Please contact the cashier for information.

Forms may be found on the City’s website at www.ci.bainbridge-isl.wa.us or may be obtained during normal counter hours.

All permit submittals will be accepted and permits issued only during normal counter hours.

Applications will be reviewed only during normal counter hours. Written comments on an application may be submitted to the cashier during counter closure hours.

Appeals must be submitted to the City Clerk during normal or closure hours.

Drinking Water Samples:

Drinking water samples are available for pickup/ drop-off during counter closure hours. Please contact the cashier for more information.