

Pre-Application Permit Process

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Pre-Application Permit Process

Overview

This process outlines the steps necessary and the information needed to create the Pre-Application that initiates the permit application process on MyBuildingPermit.com. A complete application requires both the Pre-Application and the General Application submittal.

Refer to SOPs

- No Review Customer General Application Process
- Plan Review Customer General Application Process

Preparation/Requirements

This process requires an existing customer account and detailed information pertaining to the project.

Refer to SOPs

- Create Property Owner or Professional Customer Account
- Create Licensed Contractor Customer Account.

Instructions

1. Log in to MyBuildingPermit.com.
2. Click on the **Apply** tab at the top of the page.
3. On the *Jurisdiction* page, use the drop down menu to choose the jurisdiction where the work will be performed.
4. Click the **Start Application** button.
5. On the *Application Information* page, choose the:
 - Application Type
 - Project Type
 - Activity Type
 - Scope of Work (if applicable)
6. Click the **Continue** button.
7. On the *Project Details* page, enter all pertinent information for the project. Note that fields with a red asterisk * must be filled in.
8. Click the **Continue** button.

The *Pre-Application Summary* page displays a summary of the project details. A message indicates whether the project requires review before a permit can be issued.

Pre-Application Permit Process

Project Detail Information

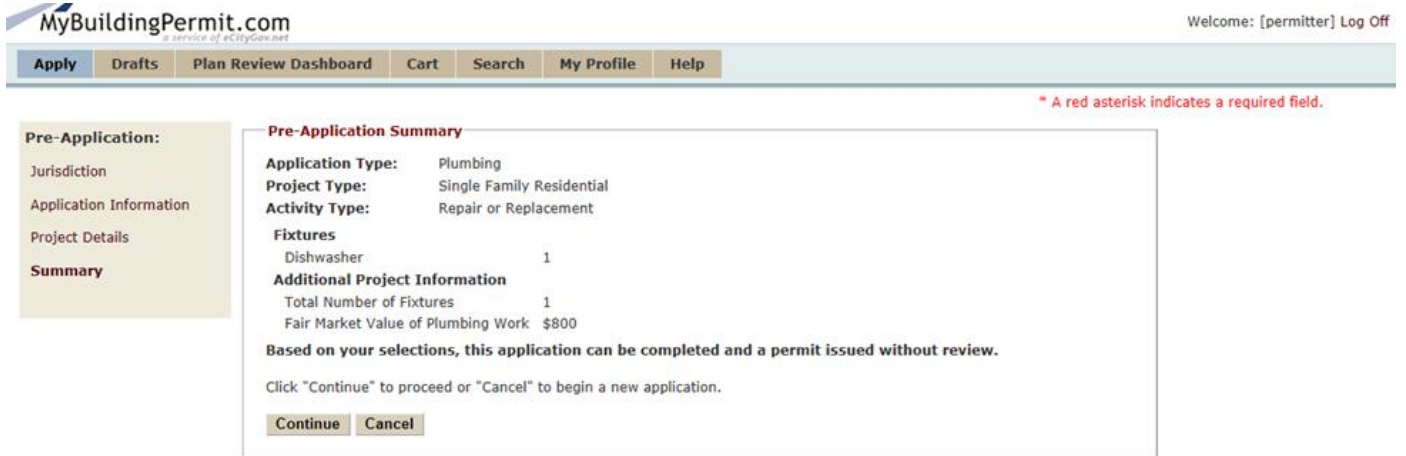
Depending on the details of the project, an application may or may not require jurisdiction plan review.

Applications that do not require review can be completed and a permit issued without submitting more detailed information or support documents. These permits can usually be obtained within a few hours. Applications requiring plan review require more detailed information and supporting documents. More steps are involved in the Pre-application and General Application processes.

No Review Applications

This screen indicates the application can be completed and the permit obtained without a review process. Click the **Continue** button. Complete steps 9-12.

No Review Application Summary Message



The screenshot shows the MyBuildingPermit.com interface. At the top left is the logo and 'a service of eCityGov.net'. At the top right is 'Welcome: [permitter] Log Off'. Below the logo is a navigation bar with buttons: Apply, Drafts, Plan Review Dashboard, Cart, Search, My Profile, and Help. A red asterisk note states: '* A red asterisk indicates a required field.' On the left is a sidebar menu with 'Pre-Application Summary' selected. The main content area displays the following summary:

Pre-Application Summary	
Application Type:	Plumbing
Project Type:	Single Family Residential
Activity Type:	Repair or Replacement
Fixtures	
Dishwasher	1
Additional Project Information	
Total Number of Fixtures	1
Fair Market Value of Plumbing Work	\$800

Based on your selections, this application can be completed and a permit issued without review.

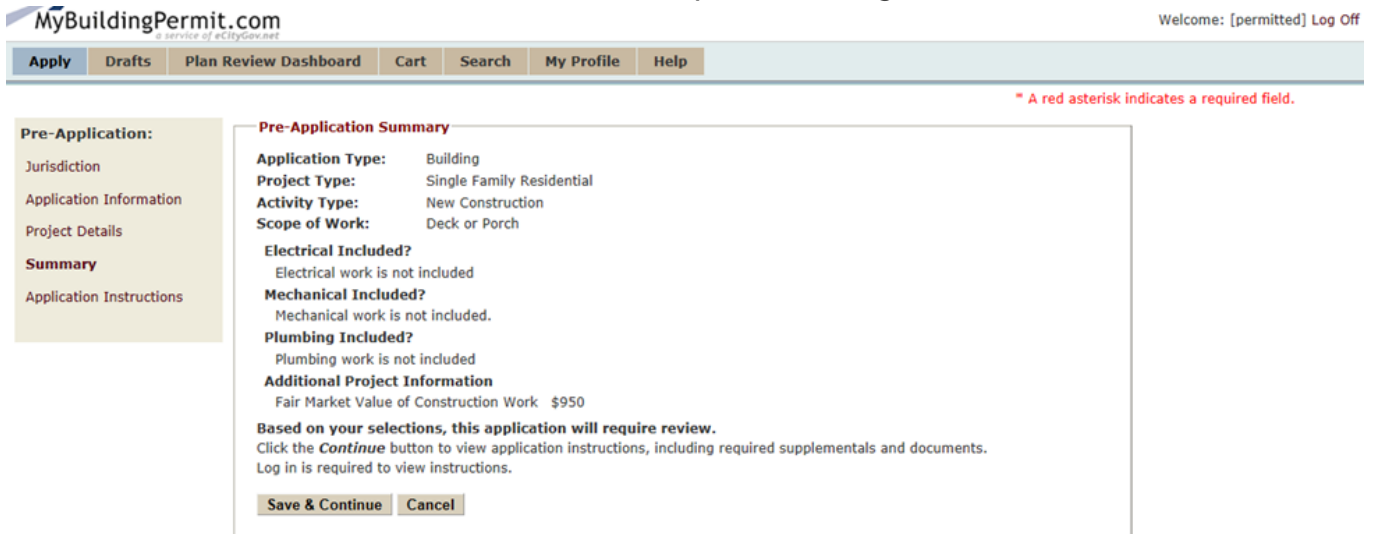
Click "Continue" to proceed or "Cancel" to begin a new application.

Continue **Cancel**

Plan Review Applications

This screen indicates that the application will require review. Complete steps 13-17.

Plan Review Required Message



The screenshot shows the MyBuildingPermit.com interface. At the top, there is a navigation bar with links: Apply, Drafts, Plan Review Dashboard, Cart, Search, My Profile, and Help. A welcome message 'Welcome: [permitted] Log Off' is on the right. Below the navigation bar, a red asterisk indicates a required field. The main content area is titled 'Pre-Application Summary' and contains the following information:

- Application Type:** Building
- Project Type:** Single Family Residential
- Activity Type:** New Construction
- Scope of Work:** Deck or Porch
- Electrical Included?** Electrical work is not included.
- Mechanical Included?** Mechanical work is not included.
- Plumbing Included?** Plumbing work is not included.
- Additional Project Information:** Fair Market Value of Construction Work \$950

Below the summary, a message states: 'Based on your selections, this application will require review. Click the *Continue* button to view application instructions, including required supplementals and documents. Log in is required to view instructions.' At the bottom of the summary box are 'Save & Continue' and 'Cancel' buttons.

9. Indicate who is doing the work.



The form asks 'Who is doing the work?' and has two radio button options:

- I am doing the work myself
- A contractor has been selected

- If you are doing the work yourself, click I am doing the work myself and verify that you are the property owner. Click the **Agree** button on the *Property Owner Certification Statement*.



The form shows the 'Who is doing the work?' section with the 'I am doing the work myself' option selected. Below it is the 'Property Owner Certification Statement' section with the following text:

I certify under penalty of perjury that I am the property owner or agent and I am exempt from the requirements of the Contractor Registration laws, RCW 18.27.010 and 18.27.110, and I will do all my own work.

At the bottom of the statement box are 'Agree' and 'Disagree' buttons.

- If a contractor has been selected to do the work, click A contractor has been selected and enter the contractor's license number. Click the **Verify Registration** button.

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Who is doing the work?

I am doing the work myself

A contractor has been selected

Contractor Verification

Enter the contractor's Washington State Contractor License number to verify registration with MyBuildingPermit.com:

(12 characters, can include asterisks)

Note: If submitting the application as a professional on behalf of a property owner or developer, the option to do the work yourself is not provided. A contractor must be selected to perform the work. When performing work on a property as the property owner without using a contractor, create a new user account with the designation of Property Owner.

10. On the *Applicant Information* page, verify the applicant information (name, street address, email address, phone number, etc.)
11. Click the button. The application is automatically saved under the tab.
12. Proceed to the *General Application* process or log out and complete the General application process at a later time.

The following instructions are for applications that require the plan review process.

13. Click the button to proceed to the *Application Instructions* page. This page includes a list of documents that must be submitted in order to complete the application process. The Application Instructions are available in PDF format during the general application process and on the *Dashboard Application Detail* page after the application has been accepted.
14. Click the button.
15. Verify who is doing the work.

Pre-Application Permit Process

Who is doing the work?

- I am doing the work myself
- A contractor has been selected
- A contractor has not been selected

- If you are doing the work yourself, click I am doing the work myself and verify that you are the property owner. Click on the Property Owner Certification Statement.

Who is doing the work?

- I am doing the work myself
- A contractor has been selected
- A contractor has not been selected

Property Owner Certification Statement

I certify under penalty of perjury that I am the property owner or agent and I am exempt from the requirements of the Contractor Registration laws, RCW 18.27.010 and 18.27.110, and I will do all my own work.

- If you have selected a contractor to do the work, click A contractor has been selected and enter the contractor's license number. Click the button.

Who is doing the work?

- I am doing the work myself
- A contractor has been selected
- A contractor has not been selected

Contractor Verification

Enter the contractor's Washington State Contractor License number to verify registration with MyBuildingPermit.com:

(12 characters, can include asterisks)

- If a registered contractor is going to do the work, but has not yet been selected, click A contractor has not been selected. Click the button to verify that the contractor information will be provided to the jurisdiction before the permit can be issued.

Pre-Application Permit Process

Who is doing the work?

I am doing the work myself

A contractor has been selected

A contractor has not been selected

Contractor Information

I will provide the contractor state license number and jurisdiction business license number, if required, prior to permit issuance. I will provide the required information to the jurisdiction when I receive notification that my permit is ready to issue.

Note: If using a Professional customer account and submitting an application on behalf of a property owner or developer, the option to do the work yourself is not available. A contractor must be selected to perform the work.

When performing work on your own property without using a contractor, a Property Owner Customer account must be used to submit the application.

16. On the *Applicant Information* page, verify the applicant information (name, street address, email address, phone number, etc.).
17. Click the **Save & Continue** button. The application is automatically saved under the **Drafts** tab.

Note: If you choose not to continue the application process at this time, the application information is automatically saved. When ready to complete the application, log back in to MyBuildingPermit.com. The application can be viewed under the **Drafts** tab at the top of the page.