

MYBUILDINGPERMIT CUSTOMER USER GUIDE

Detailed guide to navigating the MyBuildingPermit portals including applying for a permit, checking the status of a permit, and scheduling inspections.

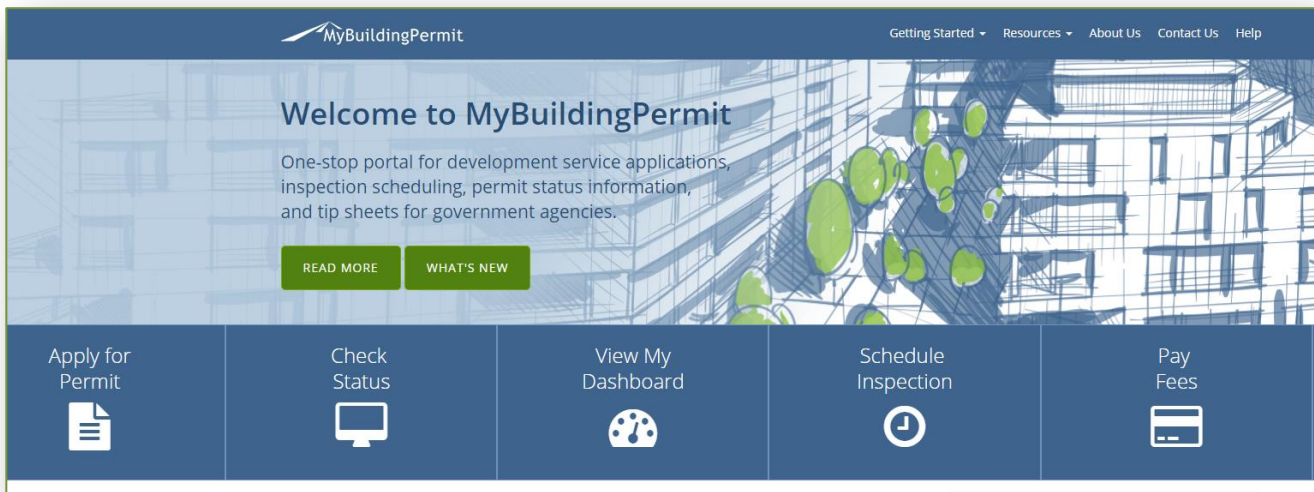
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MyBuildingPermit.com

The MyBuildingPermit (MBP) program is a public, non-profit that provides a forum for regional collaboration where participating jurisdiction Building Officials and permit staff meet regularly to share best practices, align on building standards, and develop materials to help citizens, builders, and developers navigate the permitting process.



MyBuildingPermit.com gives property owners, professionals, and licensed contractors the ability to apply for over-the-counter and plan review permits easily and efficiently through the nation's first multi-jurisdictional online permitting portal.

MyBuildingPermit.com serves the following Washington State jurisdictions: Bellevue, Bothell, Burien, Issaquah, Kenmore, King County, Kirkland, Mercer Island, Mill Creek, Newcastle, Renton, Sammamish, Snohomish County, Snoqualmie, and Woodinville.



Helpful Links

The following actions can be taken from MyBuildingPermit.com home page:

Apply for
Permit



Users can register for a new user account, manage an existing account, and submit applications for both over-the-counter (no review) and plan review permit applications. Application types offered on the site vary by jurisdiction. See [Account Registration](#) and [Application Process](#) sections of this document for more details.

Users can search for permits based on Permit number, project information, address, or associated people (applicant or contractor). Links within returned search results provide detailed information regarding permit including: activities on permit, inspections, conditions, fees, and other associated permits. For more information see [here](#).

Check
Status



Schedule
Inspection



Users can view, schedule, and cancel inspections for permits. For more information see [here](#).

Links to user's dashboard which provides important status information as the permit application moves through the plan review process within the jurisdiction. Log-in required. For more information see [here](#).

View My
Dashboard



Pay
Fees



Links to user's cart to view and pay for outstanding invoices on permit applications. Log-in required. For more information see [here](#).

Users can view upcoming trainings and seminars. Links to other training opportunities are also provided. Suggestions for future trainings can be submitted via email as well.

Visit Training
and Seminars



Account Registration

An account must be created on MyBuildingPermit.com before a customer can apply for or purchase permits online. There are three different account types to choose from:

- **Licensed Contractor Account**

For customers who hold state and jurisdiction contractor licenses. Users create a profile that is associated with a company that includes licensing and company information.

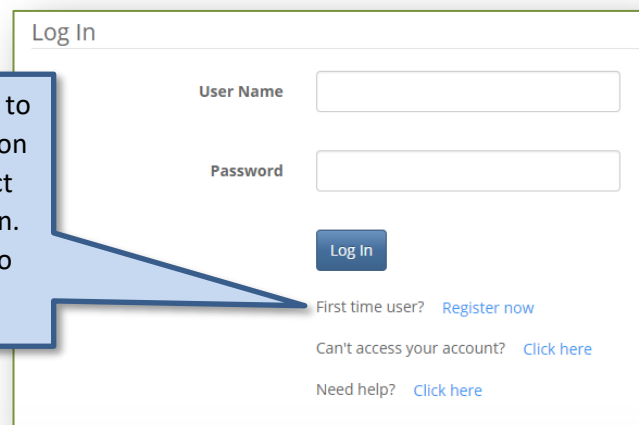
- **Professional Account**

For professionals (architects, engineers, etc.) applying for permits on behalf of a property owner or developer. Professional customers can apply for permit applications but they must identify a registered contractor who will be doing the work.

- **Property Owner Account**

For customers who are not registered contractors or applicable professionals. Property owners may perform the work themselves on their specific project or hire a licensed contractor to do it.

To register for a new account, go to MyBuildingPermit.com and click on [Apply for Permit](#). This will redirect you to the customer *Log In* screen. First time users click on the link to [Register now](#).



Log In

User Name

Password

First time user? [Register now](#)

Can't access your account? [Click here](#)

Need help? [Click here](#)

User Registration

- ☐ **Licensed Contractor:** I am a licensed contractor or am authorized to do work associated with a licensed contractor.
- ☐ **Professional:** I am an architect, engineer, or other professional applying on behalf of a property owner or developer.
- ☐ **Property Owner:** I am a property owner doing work on my own property.

Next, select which type of account you want to register for and click Start Registration.

Create a Property Owner or Professional Account

User Profile

* - Indicates a required field

Account Information

First Name:*

Last Name:*

User Name:*

(User Name can contain letters, numbers and underscores only)

Password:*

Confirm Password:*

(Choose a password that is between 8 and 15 characters long and uppercase letter, a number, and a special character (for example, #

Email Address:*

Verify Email Address:*

Phone:*

Address Information

Company Name: (if applicable)

☐ Is address a PO Box?

Address Number:*

Street Name or PO Box:*

Apartment/Suite:

City:*

State:*

Zip Code:*

Submit Registration

Complete all required fields as indicated by the red asterisk *

Password must be between 8-15 characters and include at least one lowercase letter, one uppercase letters, a number, and a special character.

Enter complete address and Click Submit Registration.



Thank you for your interest in MyBuildingPermit.com. You have been registered and can begin submitting applications.
Your username is: testertesting. To view or change your profile, log in to your account at <https://epermit.mybuildingpermit.com/Login> and click My Profile.

eCityGov Alliances, P.O. Box 90012, Bellevue, Washington 98009-9012

User will automatically be logged in and redirected to the *Select Jurisdiction* page to apply for a permit. A confirmation email will also be received.

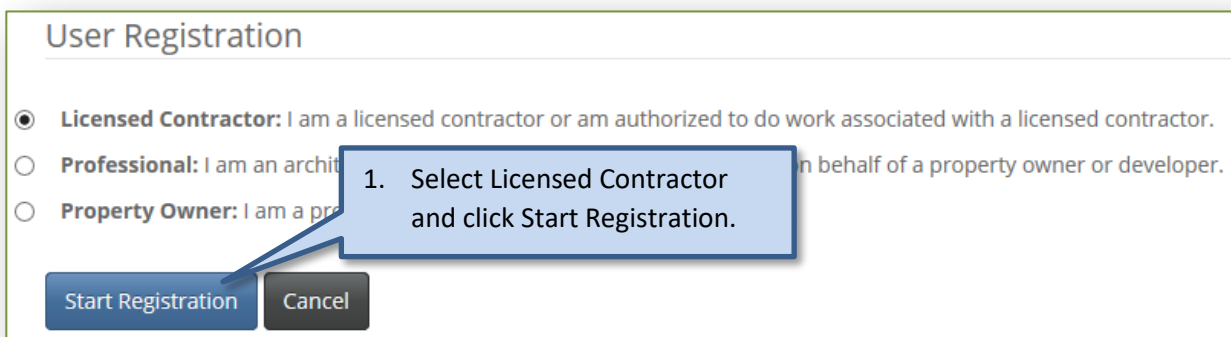
Create a Licensed Contractor Account

Licensed contractor accounts are assigned to customers who hold registered state contractor licenses. Contractor registration on MyBuildingPermit.com is required for any licensed contractors performing work on permits within each of the jurisdictions. This allows jurisdictions to verify that all appropriate state and jurisdiction licenses are valid to perform the work before a permit is issued.

Each company's UBI number can only be registered **once** on MyBuildingPermit.com. If the company UBI has already been registered on the site, a user profile is created and associated with a company profile that includes all state and local jurisdiction licensing and company information. If the company UBI has not yet been registered on the site, then you will register as a new company and associated user. When registering a new company state license approval is required before a contractor can submit a permit application. In some cases, jurisdiction local license approval is also required before a permit application can be submitted.

The following information is needed to create a Licensed Contractor account:

- Unified Business Identifier (UBI) number
- Company name
- Company address and phone number
- State and/or jurisdiction contractor license and expiration date (if applicable)
- User First/Last name
- User email address
- User Address and Phone Number
- Creation of a user name and password



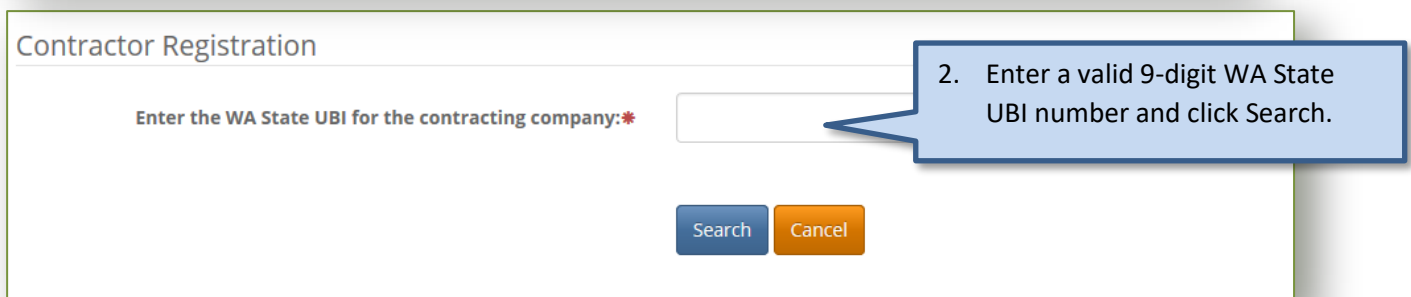
User Registration

☒ **Licensed Contractor:** I am a licensed contractor or am authorized to do work associated with a licensed contractor.

☐ **Professional:** I am an architect, engineer, or other professional acting on behalf of a property owner or developer.

☐ **Property Owner:** I am a property owner.

1. Select Licensed Contractor and click Start Registration.



Contractor Registration

Enter the WA State UBI for the contracting company:*

2. Enter a valid 9-digit WA State UBI number and click Search.

Contractor Registration

Enter the WA State UBI for the contracting company:*

245245245

This company is not currently registered with MyBuildingPermit.com. Would you like to register now?

Yes(Continue)

Cancel

If the company is not already registered you will be prompted to register a new company account. Click Yes(Continue) and Proceed to the next step.

3. A message appears indicating if the company is already registered or not.

NOTE: If the company is already registered you will be prompted to create a user account to associate with it. Click Yes(Continue) and proceed to detailed instructions [here](#).

Contractor Registration

Company Information

*- Indicates a required field

UBI:

Company Name:*

TEST CONTRACTOR

☒ Is this a PO Box?

Address Number:

Street Name or PO Box:*

123 MAIN ST

Apartment/Suite:

City:*

BELLEVUE

State:*

WASHINGTON

Zip Code:*

98409

Phone:*

Addl Phone:

NOTE: System will validate the UBI number with WA Labor & Industries and automatically populate the *Company Information* page with the company name, address, and state license information on file.

4. Edit any fields as needed and complete all required fields as indicated by a red asterisk *

State License Information

License Type	License Number	Expiration Date
CONSTRUCTION CONTRACTOR		10/31/2018

NOTE: License numbers and expiration dates cannot be modified on MyBuildingPermit.com. Any corrections must be updated directly with WA Labor & Industries.

Previous

Next

Cancel

5. Click Next to continue.

6. On the *Jurisdiction License* page, enter local license information for **all** applicable jurisdictions where permits will be applied for.

Note: At least **one** local jurisdiction license must be entered before the system will allow you to proceed in the registration process.

Jurisdiction

Business License

License Expiration Date

Business License(s)

Jurisdiction	Business License	License Expiration	
Kirkland	WA12345	Tuesday, January 1, 2019	<input type="button" value="Remove"/>
Bellevue	WA2255	No Expiration	<input type="button" value="Remove"/>

7. Click Next to continue.

8. On the *User Information* page, complete all required fields for the **user** who will be applying for permits on behalf of the company (this can be the same as the company information).

User Information

First Name: *

Last Name: *

User name: *

(User name can contain letters, numbers and underscores only)

Password: *

Confirm Password: *

(Choose a password that is between 8 and 15 characters long and includes at least one lowercase letter, one uppercase letter, a number, and a special character (for example, #, !, \$, % and spaces))

Company Name: *

Email Address: *

Verify Email Address: *

Phone: * Extn:

Address Information

☐ Is this a PO Box?

Address Number: *

Street Name or PO Box: *

Apartment/Suite:

City: *

State: *

-- Select One --

Zip Code: *

9. Complete all required address information (this can be the same as the company address).

10. Click Next to continue.

Next

Cancel

Contractor Registration

Please review all entered information before submitting your profile. Click the Previous button to review and edit your profile.

☐ I certify that I will work within the scope of the State License(s).

11. Click checkbox to Certify and then Finish to complete registration.

Previous

Finish

Cancel

Thank you for your interest in MyBuildingPermit.com.

Your registration will be reviewed by each jurisdiction to verify state and local licenses. You will receive an email from each jurisdiction when you are approved or if there is additional information required.

Exit Registration

Register with another company

NOTE: Once confirmation is received you may log in and use My Profile to manage your Licensed Contractor Account and associated Company Information. If jurisdiction license approval is not required you can begin applying for permits immediately.

Steps to register a new user associated with an existing company:

Contractor Registration

Enter the WA State UBI for the contracting company: * (required 9 digits - no space)

The City of Bellevue TEST (E123456) is currently registered with MyBuildingPermit.com. Would you like to create a user account associated with this company?

Click Yes(Continue) to continue.

User Information

First Name: *

Last Name: *

User name: *
(User name can contain letters, numbers and underscores only)

Password: *

Confirm Password: *
(Choose a password that is between 8 and 15 characters long and includes at least one lowercase letter, one uppercase letter, a number, and a special character (for example, #, |, \$, % and spaces))

Company Name: *

Email Address: *

Verify Email Address: *

Phone: *

On the *User Information* page, complete all required fields for the **user** who will be applying for permits on behalf of the company (this can be the same as the company information).

Address Information

☐ Is this a PO Box?

Address Number: *

Street Name or PO Box: *

Apartment/Suite:

City: *


State: *

Zip Code: *

Complete all required address information (this can be the same as the company address).

Click Next to continue.

Please review all entered information before submitting your profile. Click the Previous button to review profile.

 All current users associated with this company will receive notification of your registration.

☐ I certify that I will work within the scope of the State License(s).

Click checkbox to Certify and then Finish to complete registration.

Previous

Finish

Cancel

NOTE: All existing user accounts associated with the same company will receive an email regarding new registration.

Registration Confirmation

Thank you for your interest in MyBuildingPermit.com.

You have been registered and can begin submitting applications. All current users associated with this company account will receive notification of your registration.

Apply

Register with another company

A *Registration Confirmation* page will appear and an email will be sent to your email address on file. At this point you may apply for a permit or register with another company.

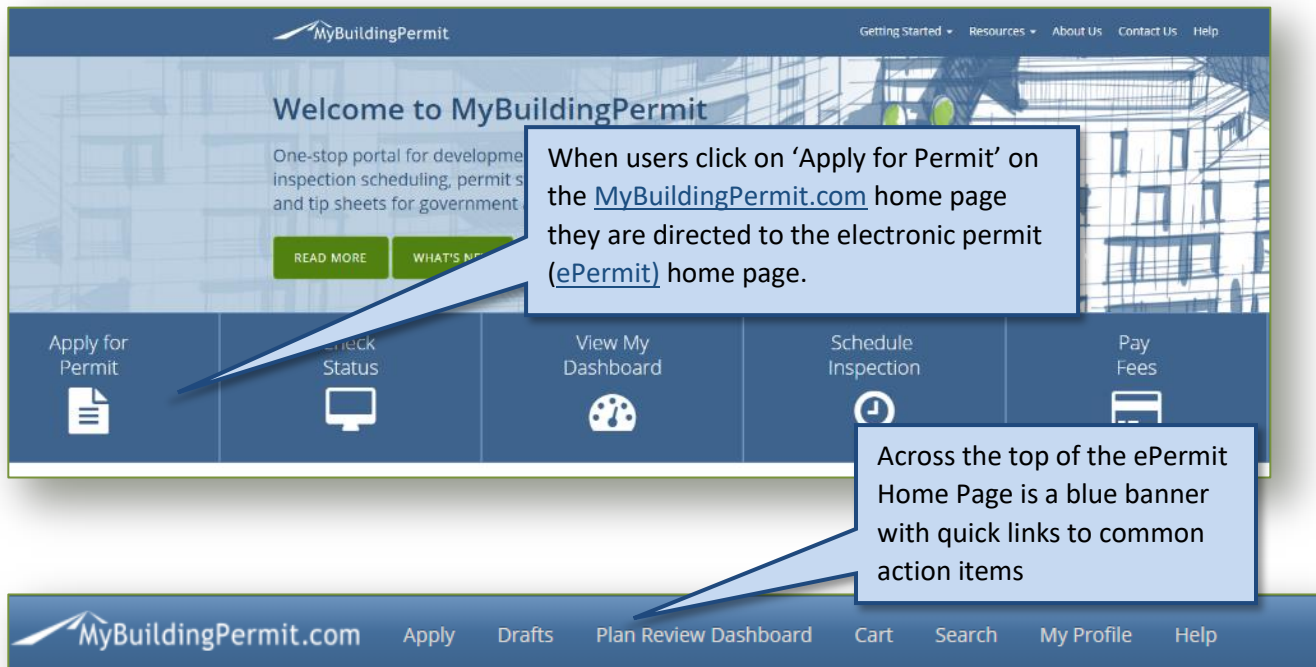


Thank you for your interest in MyBuildingPermit.com. You have been registered and can begin submitting applications. Your username is: arodrules. To view or change your profile, log in to your account at <https://epermit.mybuildingpermit.com/Login> and click **My Profile**.

eCityGov Alliances, P.O. Box 90012, Bellevue, Washington 98009-9012

NOTE: You may associate your user account with more than one organization if you do business with multiple companies. This will alleviate the need to have more than one user account. For instructions on how to associate your user profile to additional accounts see [here](#).

ePermit Quick Links



- **Apply:** Users are directed to the *Select Jurisdiction* page to initiate a new permit application. Registration is required to apply and for any contractors doing work on the project.
- **Drafts:** Users can access saved versions of all applications that have been started but not completed.
- **Plan Review Dashboard:** Users are directed to their dashboard which shows submitted permit applications at various stages during the plan review process.
- **Cart:** Users can view and pay outstanding invoices. If any fees are due a number will appear next to the word 'Cart'.
- **Search:** Users can search for submitted permits and applications by date range, permit number, project name, or application type.
- **My Profile:** Users can manage their account including updating password, contact information, and if applicable manage associated companies.
- **Help:** Provides links to important instructional documents and information about technical assistance.

Apply for a Permit

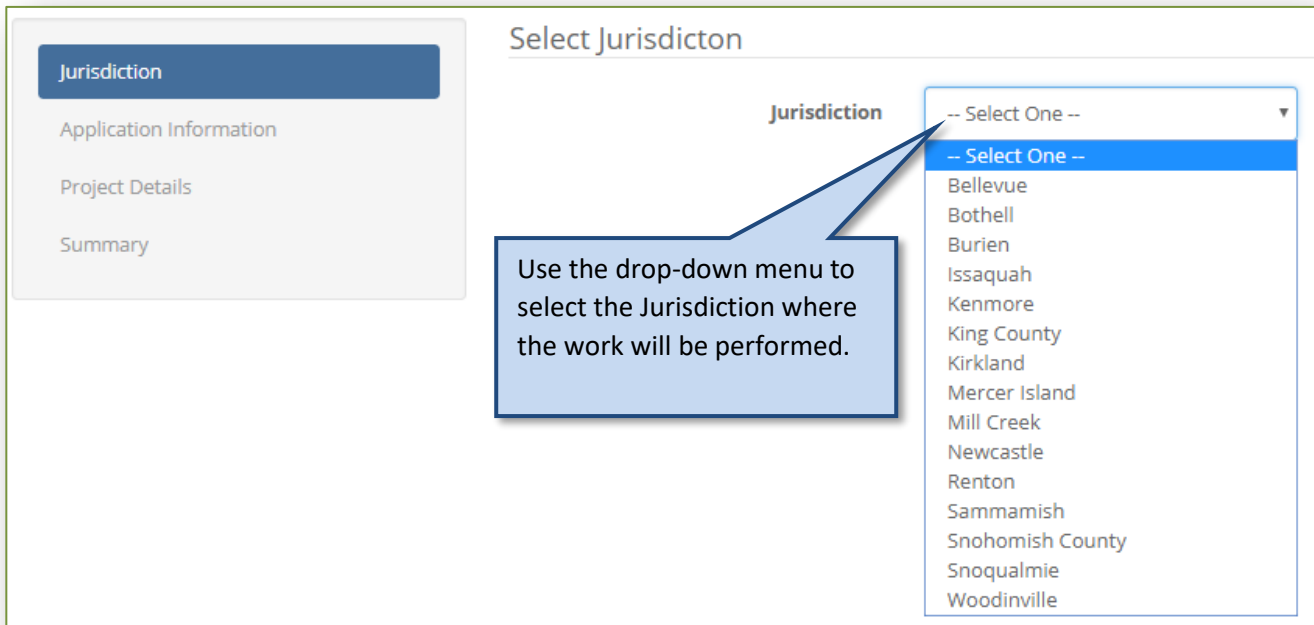
Before a user can apply for a permit online they must be registered with a Property Owner, Professional, or Licensed Contractor account on MyBuildingPermit.com. Once registered users can apply for non-review (over-the-counter) and plan review permit applications online with any participating jurisdiction. Information about the applicant, project, project location and contact information is required. Depending on the details of the project, an application may or may not require jurisdiction plan review to issue the permit.

Applying for a non-review (OTC) permit

This process outlines the steps necessary to purchase a permit that does not require review by the jurisdiction. If no review is required the permit application can be paid for online and the permit can be issued immediately upon receipt of payment. An existing customer account and detailed information regarding the proposed project is required to complete the permit application online.

Steps to apply:

- Go to MyBuildingPermit.com, click on [Apply For Permit](#). Log In to your customer account.



The screenshot shows a web form titled "Select Jurisdiction". On the left is a sidebar with a blue button labeled "Jurisdiction" and three links: "Application Information", "Project Details", and "Summary". The main area has a label "Jurisdiction" above a drop-down menu. The menu is open, showing a list of jurisdictions: "-- Select One --", "-- Select One --", Bellevue, Bothell, Burien, Issaquah, Kenmore, King County, Kirkland, Mercer Island, Mill Creek, Newcastle, Renton, Sammamish, Snohomish County, Snoqualmie, and Woodinville. A blue callout box with a pointer to the menu contains the text: "Use the drop-down menu to select the Jurisdiction where the work will be performed."

- Then Click

Start Application

Application Information

Application Type ☐ **Building:** Permits for construction, modification or demolition of a building or structure.

☐ **Clearing and Grading:** Permits for land surface disturbance or tree and vegetation maintenance.

☐ **Electrical:** Permits for electrical equipment or systems.

☐ **Fire:** Permits for fire suppression, fire alarms, fuel tanks, and related systems or activities.

☐ **Fire - Bellevue:** Permits for fire suppression, fire alarms, fuel tanks, gates, and related systems within the service area but outside the city.

☐ **Land Use:** Actions related to land use division or pre-application services.

☐ **Mechanical:** Permits for mechanical equipment or systems.

Project Type ☐ **Single Family Residential:** 1 or 2 unit dwellings and all buildings and structures accessory to this use.

☐ **Nonresidential:** All other buildings and structures.

☐ **Other:** Other types of buildings and structures.

Activity Type ☐ **Addition:** Work associated with the construction of new square footage attached to an existing structure, which may include alterations to the existing structure.

☐ **Alteration:** Work associated with the modification of an existing structure, which may include alterations to the existing structure.

☐ **Repair or Replacement:** Repairing or replacing an existing component or fixture. Replacement is "like-for-like".

Continue

On the *Application Information* page, select one option from each of the following:

Application Type: The type of permit application you are applying for (i.e. Building, Mechanical).

Project Type: Type of residence/building (i.e. Single Family, Nonresidential).

Activity Type: General type of work being performed (i.e. Addition, Alteration, Repair).

You can click 'Change Selection' at any point to correct a previous type.

Click **Continue** to proceed.

Project Details

KIRKLAND

Mechanical / Single Family Residential / Repair or Replacement /

▼ Expand All

▲ Collapse All

Structure Type - Required

○ Accessory Dwelling Unit - Attached

○ Carport - Attached

○ Dock or Pier

○ Garage - Attached

○ Manufactured Home or Factory Assembled Structure

○ Other S

○ Single F

○ Trash or

○ Duplex

○ Garage - Detached

○ Moved Building

On the *Project Details* page, make the appropriate selections in each category.

NOTE: Some categories are required and some are optional. Required categories are indicated with the word 'Required' next to the category title.

Project Details

KIRKLAND

Mechanical / Single Family Residential / Repair or R

▼ Expand All

▲ Collapse All

Structure Type - Required

Scope of Work

Boilers and Water Heaters

Exhaust Systems

Appliances and Equipment

Heaters

HVAC Systems

Additional Project Information

Valuation - Required

All categories automatically display as expanded. Click on 'Collapse All' to view just the category titles.

Click on the category name to expand each section individually and make the appropriate selections.

Continue

Click

Continue

 to proceed.

NOTE: The categories and required information on this page will vary based on the jurisdiction and previous selections made on the *Application Information* page. If you have any questions on how to complete this section or what information is being asked for, please contact the applicable jurisdiction directly.

Application Summary

Application Information

BELLEVUE

Mechanical / Single Family Residential / Repair or Replacement /

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

→ Click **Continue** to proceed with the application and pay online.

Appliances and Equipment

Gas - Clothes Dryer

Valuation

Fair Market Value of Mechanical Work

The *Application Summary* page provides an overview of the project and indicates if the application requires review or not.

Continue

Cancel

Click **Continue** to proceed.

Project Location

Address search

Search for the work location by: ☒ Address ☐ Parcel # ☐ Owner Name

Address Number:
(similar match)

10

Street Name:
(similar match)

110th

Search

Cancel

On the *Project Location* page, search for the address where work will be performed. You can search by partial address, parcel number, or owner name.

	Parcel No.	Address Number	Street Name	Unit #	Jurisdiction	Zip Code	Owner's First Name	Owner's Last Name
Select	3225059103	100	110TH AVE NE	BLDG NORTH	BELLEVUE	98004	*	SIR GALLAHAD LLC
Select	3225059057	103	110TH AVE NE		BELLEVUE	98004	*	TOYS 'R US-DELAWARE INC
Select	6729700005	106	110TH PL SE		BELLEVUE	98004	*	CPSRTA
Select	6729700585	106	110TH AVE SE		BELLEVUE	98004	Regan W & Rebecca C	Sidie
Select			110TH PL SE		BELLEVUE	98004	Gabriel	Laszlo

Click **Select** next to the appropriate address.

Project Location

Project Location

Address Number: 100
Street Name: 110TH AVE NE
City: BELLEVUE
Zip Code: 98004
State: WA

County Parcel Number: 3225059103

Associated Building Permit Number:

Verify the project address information is correct and enter any associated building permit numbers if applicable.

Continue

Change Address

Click **Continue** to proceed.

Parcel Information

Parcel Owner

This information comes from the County Tax Assessor and is required on all applications. Do not change this information if parcel ownership has recently changed.

*First Name: *

*Last Name or Company Name: SIR GALLAHAD LLC

Phone Number: ###-###-####

☐ Is this a PO Box?

*Address Number: 1140

*Street Name or PO Box: PARKSIDE DR E

Unit:

*City: SEATTLE

*State or Province: WA

*Zip or Postal Code: 98112

On the *Parcel Information* page, review and edit information if necessary and complete all required fields.

Save & Continue

Click **Save & Continue** to proceed.

Who Does the Work

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

On the *Who Does the Work* page, identify who will be completing the work on the project.

NOTE: When submitting the application under a professional account 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. If you are a Property Owner who wants to perform the work yourself, log in to your Property Owner designated account.

Who Does the Work

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

Contractor Verification

Enter the contractor's Washington State license number:

(12 characters, can include asterisks)

Verify & Continue

If contractor is selected, complete the *Contractor Verification* section with applicable WA state license number.

Click **Verify & Continue** to proceed.

Who Does the Work

- ☒ I am doing the work myself.
- ☐ A contractor has 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, (Definitions, RCW 18.27.010 and Exemptions, RCW 18.27.090) and I will do all my own work.

Agree

Disagree

If a property owner is doing the work, Click Agree to acknowledge the *Property Owner Certification Statement* and proceed.

Applicant Information

*First Name:

*Last Name:

Company Name:

*Email Address:

*Phone Number:

Phone Extension:

☐ Is the address a PO Box?

*Address Number:

*Street Name or PO Box: (Ex: PO Box 1234)

Apartment or Suite Number:

*City:

*State:

*Zip:

Click to proceed.

On the *Applicant Information* page, verify all information is correct and all required fields are complete.

Review Application

Please review your application using the links to the left before moving on. Once you submit your application you will no longer be able to edit your information.

Certification Statement

I certify that I am the owner of this property or the owner's authorized agent, including an approved inspector, and I understand the provisions of law and ordinances governing this type of construction work, whether specific to this project or generally applicable. I understand that failure to comply with the above may result in revocation of the permit.

☒ I agree

On the *Review Application* page, select from the following three options:

- **Get the same permit for a different address:** This option will return you to the *Address search* screen to select a different address and complete a second permit application following steps 11-19 above.
- **Get another permit:** This option takes you back to the initial *Select Jurisdiction* screen to begin a new permit application.
- **Done Applying:** This option also takes you back to the initial *Select Jurisdiction* screen or home page where you can apply for a new permit or access your Cart to pay all applicable invoices.

Cart / [Billing Address](#) / [Order Summary](#) / [Payment Information](#) / [Order](#)

Cart

[View Unpaid Invoices](#) 0

Select to Pay	Jurisdiction & Address	Application Information	Description	Qty	Unit Price	Total Price	
<input type="checkbox"/>	Bellevue 100 110TH AVE NE Unit: BLDG NORTH	Mechanical	Gas - Clothes Dryer	1	\$41.00	\$41.00	Delete Permit
			Mechanical Issuance Fee	1	\$7.00	\$7.00	
Total: \$48.00							

[Continue Shopping](#) [Check Out](#)

Note: All applicable permit(s) and fees are saved automatically in your Cart awaiting payment before the permit is issued. Once all permits have been applied for you can view and pay your unpaid invoices individually or all at once to obtain your permit(s).

More information on your Cart and Paying Invoices is available [here](#).

Order Confirmation

Order Tracking Number	Jurisdiction & Address
801137	Bellevue 100 110TH AVE NE Unit: BLDG NORTH

What to expect next:

Receipt:
Typically, emailed within a few minutes.

Applications not requiring Review:
Typically, permits will be emailed within 15 minutes. Additional processing time may be required depending on the jurisdiction.

Applications requiring Review:
Typically, the jurisdiction will receive confirmation of your payment within a few minutes and process the application accordingly. Timing to start review or issue a permit is based on the individual jurisdiction's policies. For specific questions regarding the plan review process, please contact the jurisdiction directly.

Need Additional Help?
Contact support via email egovsupport@ecitygov.net or phone 425 452-4340 if you do not receive a receipt or permit via email.

After associated invoices have been paid, you will receive an *Order Confirmation* page with details on next steps.

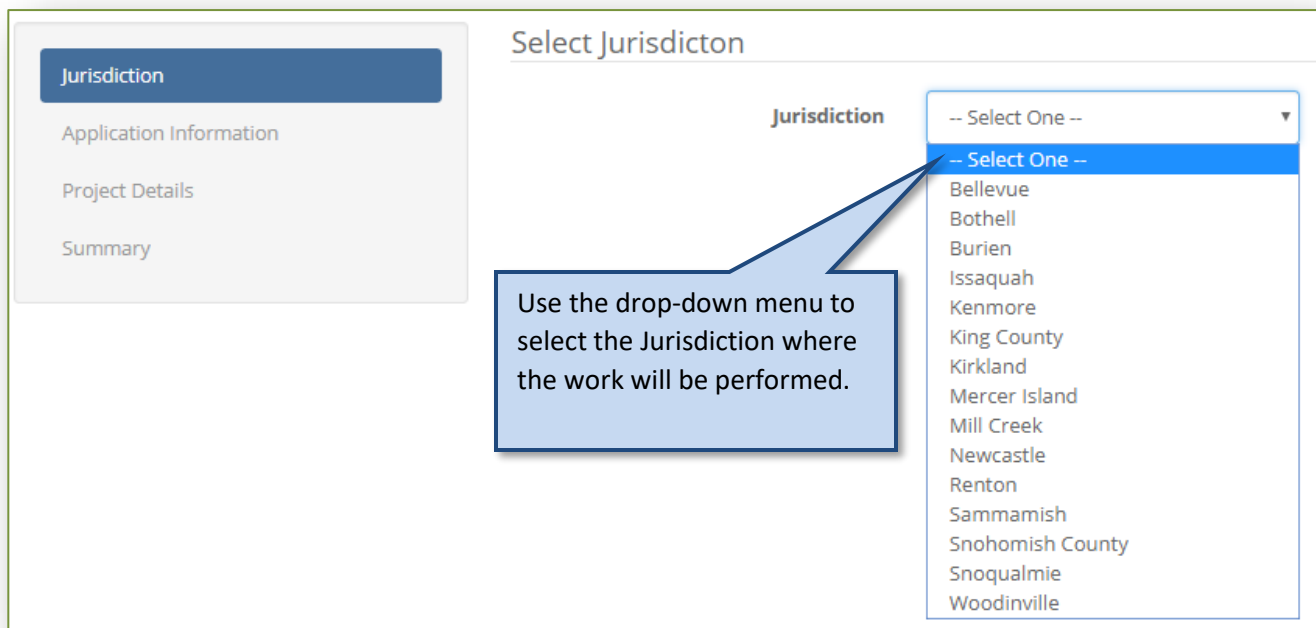
A PDF copy of your receipt and permit card will be emailed to your email address on file within a few minutes. **Note:** You can also access a copy of your permit card through your Plan Review Dashboard. More details available [here](#).

Applying for a plan review permit

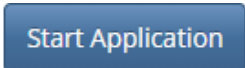
This process outlines the steps necessary to apply for a permit that requires review by the applicable jurisdiction. If review is required the permit application and all required supplemental documentation can be submitted online but a permit cannot be issued until the jurisdiction has reviewed the application and all fees have been paid. An existing customer account and detailed information regarding the proposed project is required to complete the permit application online. If applicable, users can upload required documents for review as part of the application process.

Steps to apply:

1. Go to MyBuildingPermit.com, click on [Apply For Permit](#). Log In to your customer account.



The screenshot shows a web form titled "Select Jurisdiction". On the left is a sidebar with a "Jurisdiction" button and links for "Application Information", "Project Details", and "Summary". The main area has a "Jurisdiction" label and a drop-down menu. The menu is open, showing a list of jurisdictions: "-- Select One --", "-- Select One --", Bellevue, Bothell, Burien, Issaquah, Kenmore, King County, Kirkland, Mercer Island, Mill Creek, Newcastle, Renton, Sammamish, Snohomish County, Snoqualmie, and Woodinville. A blue callout box points to the menu with the text: "Use the drop-down menu to select the Jurisdiction where the work will be performed."

2. Click  to proceed.

Application Information

- Application Type**
- ☐ **Building:** Permits for construction, modification or demolition of a building or structure.
 - ☐ **Clearing and Grading:** Permits for land surface disturbance or tree and vegetation maintenance.
 - ☐ **Electrical:** Permits for electrical equipment or systems.
 - ☐ **Fire:** Permits for fire suppression, fire alarms, fuel tanks, and related systems or activities.
 - ☐ **Fire - Bellevue:** Permits for fire suppression, fire alarms, fuel tanks, gates, and related systems within the service area but outside the city limits.

Application Information

Application Type

Project Type

Application Information

Application Type

Project Type

Activity Type

On the *Application Information* page, select one option from each of the following:

Application Type: The type of permit application you are applying for (i.e. Building, Mechanical).

Project Type: Type of residence/building (i.e. Single Family, Nonresidential).

Activity Type: General type of work being performed (i.e. Addition, Alteration, Repair).

Scope of Work: Specific type of work being performed or structure being worked on.

- ☐ **Re-Roof Replacement - Roofing & Sheathing:** Removal of the existing roofing materials and the replacement of the existing roof sheathing or the placement of new roof sheathing over the existing sheathing. New roofing materials are installed over new roof sheathing.

Application Information

Application Type

Building: Permits for construction, modification or demolition of a building or structure.

Change Selection

Project Type

Single Family Residential: 1 or 2 unit dwellings and all buildings and structures accessory to this use.

Change Selection

Activity Type

New Construction: Construction of a new structure, including the placement of a premanufactured or relocated structure.

Change Selection

Scope of Work

- ☐ **Accessory Building:** A building that does not include a dwelling unit, such as a garage, storage building, or carport.
- ☐ **Deck or Porch:** An exposed exterior floor structure, which may or may not be covered.

Application Information

Application Type

Building: Permits for construction, modification or demolition of a building or structure.

Change Selection

Project Type

Single Family Residential: 1 or 2 unit dwellings and all buildings and structures accessory to this use.

Change Selection

Activity Type

New Construction: Construction of a new structure, including the placement

Change Selection

Scope of Work

Deck or Porch: An exposed exterior floor structure, which may or may not be

Change Selection

You can click 'Change Selection' at any point to correct a previous type.

Continue

Click **Continue** to proceed.

Continue

Project Details

BELLEVUE

Building / Single Family Residential / New Construction / Accessory Building

▼ Expand All ▲ Collapse All

Site Information

☐ The site has critical areas.

Critical Area Information

☐ Critical areas offsite within 100 feet

☐ Geologic hazard

☐ None

☐ Streams

☐ Flood hazard

☐ Habitat associated with species of local importance

☐ Shoreline

☐ Wetland

Electrical Included? - Required

☐ Electrical work is included

☐ Electrical work is not included

On the *Project Details* page, make the appropriate selections in each category.

NOTE: Some categories are required and some are optional. Required categories are indicated with the word 'Required' next to the category title.

Project Details

BELLEVUE

Building / Single Family Residential / Re-Roof

▼ Expand All ▲ Collapse All

What is the existing roofing material? - Required

What is the new roofing material? - Required

What is the existing rafter/truss spacing? - Required

What is the thickness of the new roof sheathing material? - Required

Valuation - Required


Continue

All categories automatically display as expanded. Click on 'Collapse All' to view just the category titles.

Click on the category name to expand each section individually and make the appropriate selections.

Click **Continue** to proceed.

REMINDER: The categories and required information on this page will vary based on the jurisdiction and previous selections made on the *Application Information* page. If you have any questions on how to complete this section or what information is being asked for, please contact the applicable jurisdiction directly.

Click  to proceed.

On the *Application Instructions* page, important information is provided by the jurisdiction including Submittal Information, Required Documents list, Required Supplementals list, and General Process Info. **NOTE:** Any information on this page is provided by individual jurisdictions based on specific application configurations. All questions regarding the plan review process should be directed to the applicable jurisdiction directly.

Please Note
The property owner bears the responsibility for the accuracy of the information provided. If the property contains or is adjacent to critical areas (streets, wetlands, etc.), a site plan may be required. Call a Land Use planner at (425) 452-4188. The city will provide reasonable assistance with the plan.

[View or save this information as a PDF.](#)

Continue

NOTE: Users have the option to view or save the information as a PDF (bottom of the page under General Process Info).

Click **Continue** to proceed.

Project Location

Address search

Search for the work location by: ☒ Address ☐ Parcel # ☐ Owner Name

Address Number:
(similar match)

Street Name:
(similar match)

Search **Cancel**

	Parcel No.	Address Number	Street Name	Unit #	Jurisdiction	Zip Code	Owner's First Name	Owner's Last Name
Select	3225059103	100	110TH AVE NE	BLDG NORTH	BELLEVUE	98004	*	SIR GALLAHAD LLC
Select	3225059103	103	110TH AVE NE		BELLEVUE	98004	*	TOYS 'R US-DELAWARE INC
Select	3225059103	110TH AVE NE			BELLEVUE	98004	*	CPSRTA
Select					BELLEVUE	98004	Regan W & Rebecca C	Sidie

On the *Project Location* page, search for the address where work will be performed. You can search by partial address, parcel number, or owner name.

Click **Select** next to the appropriate address.

Address Number: 100

Street Name: 110TH AVE NE

City: BELLEVUE

Zip Code: 98004

State: WA

County Parcel Number: 3225059103

Associated Building Permit Number:

Continue **Change Address**

Verify the project address information is correct and enter any associated building permit numbers if applicable.

Click **Continue** to proceed.

Parcel Information

Parcel Owner

This information comes from the County Tax Assessor and is required on all applications. Do not change this information unless you have knowledge that the parcel ownership has recently changed.

*First Name: *

*Last Name or Company Name: SIR GALLAHAD LLC

Phone Number: ### ###-####

☐ Is this a PO Box?

*Address Number: 1140

*Street Name or PO Box: PARKSIDE DR E

Unit:

*City: SEATTLE

*State or Province: WA

*Zip or Postal Code: 98112

Save & Continue

Enter * if owner is a company.

On the *Parcel Information* page, review and edit information if necessary and complete all required fields.

Click **Save & Continue** to proceed.

Work Description

*- Indicates a required field

*Project Name:

The project name will be used on the dashboard and in all email notifications.

*Work Description:

Continue

On the *Work Description* page, enter a Project Name and description of the work to be completed.

Click **Continue** to proceed.

Who Does the Work

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

On the *Who Does the Work* page, identify who will be completing the work on the project.

NOTE: When submitting the application under a professional account 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. If you are a Property Owner who wants to perform the work yourself, log in to your Property Owner designated account.

Who Does 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 license number:

(12 characters, can include asterisks)

Verify & Continue

If contractor **has** been selected, complete the *Contractor Verification* section with applicable WA state license number.

Click **Verify & Continue** to proceed.

Who Does 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.

Agree

Disagree

If contractor **has not** been selected, Agree to the *Contractor Information* statement.

Who Does the Work

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

Property Owner Certification

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, (Definitions, RCW 18.27.010 and Exemptions, RCW 18.27.090) and I will do all my own work.

Agree

Disagree

If a property owner is doing the work, Click Agree to acknowledge the *Property Owner Certification Statement* and proceed.

Applicant Information

*First Name: Freda

*Last Name: Flinstone

Company Name:

*Email Address: arodriguez@bellevuewa.gov

*Phone Number: 4254525555

Phone Extension:

☐ Is the address a PO Box?

*Address Number: 450

*Street Name or PO Box: 110th Avenue NE (Ex: PO Box 1234)

Apartment or Suite Number:

*City: Bellevue

*State: WA

*Zip: 98009

Continue

Continue

Click **Continue** to proceed.

On the *Applicant Information* page, verify all information is correct and all required fields are complete.

Project Contact

The project contact is the primary contact for the jurisdiction for this application during the review process.

* - Indicates a required field

☐ Same as Applicant

*First Name:

*Last Name:

Company Name:

*Email Address:

*Phone Number:

Phone Extension:

☐ Is the address a PO Box?

*Address Number:

*Street Name or PO Box: (Ex: PO Box 1234)

Apartment or Suite Number:

*City:

*State:

*Zip:

Continue

Continue

Click to proceed.

If contact is same as applicant, click box to autofill information from application.

On the *Project Contact* page, complete all required fields for the primary contact on the project.

Supplementals

Acknowledgement

* I understand as the applicant, that the City of Bellevue will not de and associated completion timelines will not commence during t

Select One

Next

Complete any applicable *Supplementals* as determined by the Jurisdiction on certain application types.

Supplementals

Electronic Submittals

* Electronic documents submitted to the City of Bellevue for plan review and permit issuance must be provided in a state that does not prevent the City from making code comments on the documents during review or from making the documents ready for permit issuance. Documents submitted in any manner that prevents the City from completing the review and permit issuance process, including but not limited to submitting documents that are locked, may result in additional review time, permitting delays, and/or cancellation of the permit application if the problem is not timely resolved by the applicant, in accordance with BCC 23.05.090.H.

Please refer to chapter 18.43 RCW, chapter 18.210 RCW, chapter 196-23 WAC and chapter 196-33 WAC for Washington State laws governing electronic documents. An interpretative guideline from the Board of Registration for Professional Engineers and Land Surveyors can be found at <http://www.dol.wa.gov/business/engineersandsurveyors/docs/eDocsInterpretiveGuideline.pdf>. These laws and requirements are subject to change and the submitting parties are responsible for keeping apprised of any such changes.

Please acknowledge that you understand these requirements and have verified the electronic documents being submitted meet the City of Bellevue submittal requirements by checking the box below. If you have questions, contact permit processing at PermitTechEplan@bellevuewa.gov or 425-452-4898.

☐ Yes, I acknowledge.

Previous

Next

File Upload
Note: All files must be in PDF format, less than 500MB in size, and have a security setting that allows editing.

Required Documents

Document Type	File Size	Date Uploaded	View	Action
Architectural Plan				Upload
Site Plan				Upload
Storm Water Site Plan				Upload
Structural or Lateral Calculations				Upload
Structural Plan				Upload
Value of Improvements Form				Upload

Additional Documents

Document Type	Action
Comment Response Letter	Upload
Energy Code Sheet or Envelope Summary	Upload
Geotechnical Report	Upload
Revision Additions Form	Upload
Storm Water Pollution Prevention Plan (SWPPP)	Upload
Survey - Boundary and Topographic	Upload
Utility Abandonment Form	Upload

[Continue](#)

On the *File Upload* page, upload all required files in PDF format. Please ensure that all files are less than 500MB in size and have a security setting that allows editing. Click [Upload](#) next to each file to be added. For more information on electronic plans requirements see [here](#).

[Continue](#)

Click [Continue](#) to proceed. **NOTE:** If all required files are not uploaded user will be unable to Continue to submit the application.

File Upload
Note: All files must be in PDF format, less than 500MB in size, and have a security setting that allows editing.

Required Documents

Document Type	File Size	Date Uploaded	View	Action
Architectural Plan	0.13 (Mb)	12/6/2017 3:29 PM	View File	Delete
Energy Code Sheet or Envelope Summary	0.13 (Mb)	12/6/2017 3:29 PM	View File	Delete
Site Plan	3.46 (Mb)	12/6/2017 3:29 PM	View File	Delete
Storm Drainage Report	0.13 (Mb)	12/6/2017 3:29 PM	View File	Delete
Storm Water Pollution Prevention Plan (SWPPP)	0.10 (Mb)			Delete
Storm Water Site Plan	0.16 (Mb)			Delete
Structural or Lateral Calculations				Upload
Structural Plan				Upload
Survey - Boundary and Topographic				Upload

NOTE: If a file was uploaded in error, click [Delete](#) to remove file from application.

Electronic Plans Requirements

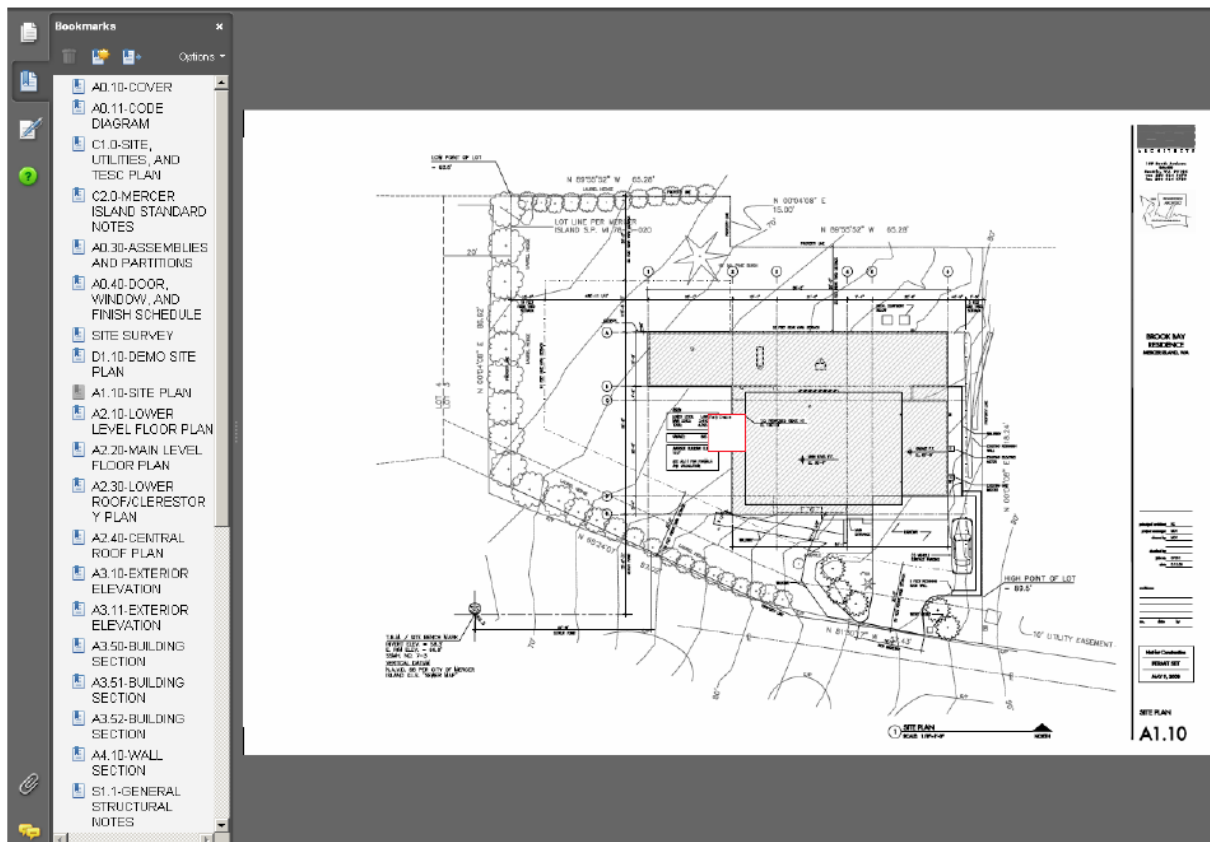
Below are the instructions for the document and drawing requirements for plans submitted electronically through MyBuildingPermit.com during the plan review application process. The below are general guidelines, please check with each jurisdiction for any additional requirements for specific documents.

Electronic Plan and Document Requirements

- Document must be in Portable Document Format (PDF).
- File size should not exceed 500 MB.
- Security settings must allow reviewer editing.

Drawing Requirements

- Orient all sheets so the top of the page is always at the top of the computer screen.
- Orient as landscape.
- Fully dimension all building plan sets, including framing plans.
- Bookmark all sheets so the reviewer can easily move through the plan set (example below).



Font Type and Size

- Text should be easily readable when printed.
- Equivalent to the following themes: Arial, Gill Sans, or Tahoma.
- Font size should be 10 pt.

Scanned Documents

PDF documents created from electronic sources are preferred as PDFs produced by scanning paper documents are inherently inferior and larger in size, causing issues when trying to upload or review. However, documents which are only available in paper format can be submitted with the following considerations:

- Scanned at a resolution which ensures pages are legible on both a computer screen and when printed.
- Scanning should be done at a minimum of 150 dpi and a maximum of 300 dpi to balance legibility and file size.

NOTE: *All electronic documents submitted to jurisdictions and online through MyBuildingPermit.com are subject to public disclosure laws.*

Review Application

Please review your application using the links to the left before moving on to the final step in submitting your application. Once you submit your application you will no longer be able to edit your information.

Certification Statement

I certify that I am the owner of this property or the owner's authorized agent. If acting as an authorized agent, I further certify that I have full power and authority to file this application and to perform, on behalf of the owner, all acts required to enable the jurisdiction to process and review such application. I have furnished true and correct information. I will comply with all provisions of law and ordinance governing this type of application. If the scope of work requires a licensed contractor to perform the work, the contractor information must be provided prior to permit issuance.

☐ I agree

Done Applying

On the *Review Application* page, click the checkbox to agree to the Certification Statement. Click **Done Applying** to proceed.

Order Confirmation

Thank you for submitting an application to MyBuildingPermit.com.

Project Name: Test1

Application ID :423958

The jurisdiction will screen your application for submittal within two business days.

If additional information is required, you will receive a request detailing what is missing. If your application has enough information for plan review, you will receive an invoice for required submittal fees. Upon payment a determination of completeness will be made, if required by the jurisdiction. Plan review will begin once your application is considered complete.

To view the application and associated documents, log into your account at <https://epermitSTG2016.mybuildingpermit.com/>, go to the **Plan Review Dashboard** and enter the Application ID in the **Quick Search** field. Thank you!

An *Order Confirmation* page and email are received with details regarding the next steps in the process. Once the applicant has been invoiced, all associated fees must be paid before the permit will be issued.

NOTE: Applicants can review permit applications and documents submitted, as well as check on the status of an application via their Plan Review Dashboard. For more information on this topic see [here](#).



Thank you for submitting an application to MyBuildingPermit.com.

The Project Name is: Test1

The Application ID number is: **423958**

The jurisdiction will screen your application for submittal within two business days.

If additional information is required, you will receive a detailed request of the missing information.

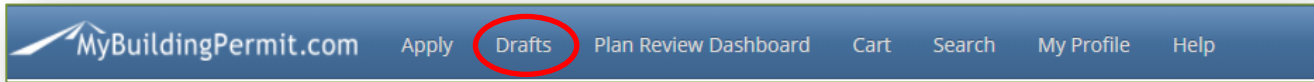
If your application is complete, you will receive an invoice for required submittal fees. Upon payment a determination of completeness will be made, if required by the jurisdiction. Plan review will begin once your application is considered complete.

To view the application and associated documents, log into your account at <https://epermitSTG2016.mybuildingpermit.com/>, go to the **Plan Review Dashboard** and enter the Application ID in the **Quick Search** field. Thank you!

eCityGov Alliances, P.O. Box 90012, Bellevue, Washington 98009-9012

Drafts

Users can access drafts of permit applications in various stages of completeness. Applications can be retrieved and completed or be deleted if no longer needed.



Drafts

App Id or Permit # Search

Jurisdiction	Application Type	Occupancy Type	Job Site Address	ProjectName	Updated	Actions
Bellevue	Mechanical	Single Family Residential			1/18/2018 9:00 AM	Continue Delete
Bellevue		Single Family Residential			1/18/2018 9:00 PM	Continue Delete
Bellevue		Single Family Residential			1/18/2018 9:00 AM	Continue Delete
		Multifamily Residential			1/18/2018 9:00 AM	Continue Delete
		Any Project Type			1/18/2018 9:00 AM	Continue Delete
		Single Family Residential			1/18/2018 9:00 AM	Continue Delete
		Single Family Condominium Unit			1/18/2018 9:00 PM	Continue Delete
		Single Family Residential			1/18/2018 9:00 PM	Continue Delete
		Nonresidential			1/4/2018 1:35:00 PM	Continue Delete
Issaquah	Special Use or Event	Any Project Type			1/18/2018 9:42:00 AM	Continue Delete
Snohomish County	Mechanical	Multifamily Residential			2/20/2018 2:08:00 PM	Continue Delete
Kirkland	Mechanical	Single Family Residential			3/16/2018 9:09:00 AM	Continue Delete
Bellevue	Mechanical	Single Family Residential			3/16/2018 3:17:00 PM	Continue Delete
Bellevue	Building	Single Family Residential			3/22/2018 1:45:00 PM	Continue Delete
Bellevue	Building	Single Family Residential			3/22/2018 1:52:00 PM	Continue Delete
Bellevue	Building	Single Family Residential				Continue Delete

Drafts are identified by Jurisdiction, Application Type, Occupancy Type, Job Site Address, Project Name, or Last Updated.
NOTE: All columns can be sorted.

Drafts can be searched quickly by Application ID or Permit #:

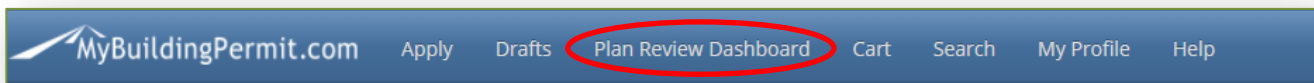
App Id or Permit #

Search

Users can elect to 'Continue' or 'Delete' the application. If you select 'Continue' you will be taken to the point in the application where you left off.

Plan Review Dashboard

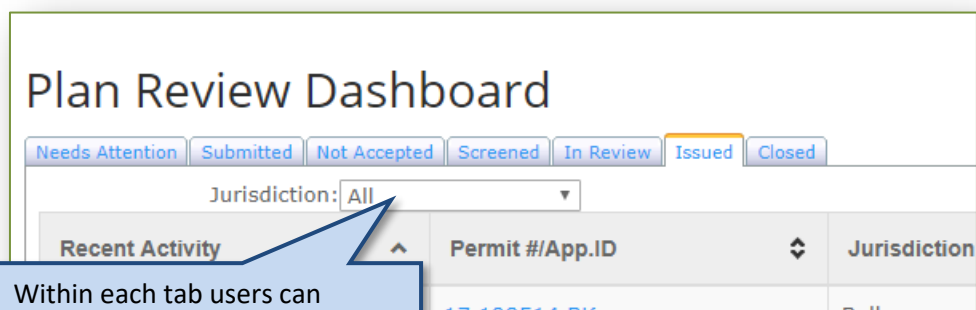
The Plan Review Dashboard contains important information on submitted permit applications. It provides details on the permit as it moves through the review process. The dashboard is used to check the status of an application, submit documents and revisions when required, assign delegates, and view/pay invoices.



Status Tabs

Each application is assigned a dashboard status as it proceeds through the application process. The application appears under the corresponding status tabs on the dashboard:

- **Needs Attention**
- **Submitted**
- **Not Accepted**
- **Screened**
- **In Review**
- **Issued**
- **Closed**



Within each tab users can narrow results by Jurisdiction (default setting is All)

Needs Attention

The application requires some action. Applications under this tab may also appear under one of the other dashboard tabs. Check the *Recent Activity* column for a description of the activity needed.

Submitted

The application has been submitted but has not yet been accepted or rejected by the jurisdiction.

Not Accepted

The application was not accepted by the jurisdiction. An email notification is sent from the jurisdiction to the project contact explaining why it was not accepted. After necessary changes are made, the application must be resubmitted to continue the process.

Screened

The application has been accepted by the jurisdiction, but submittal fees have not yet been paid. Plan review does not begin until these fees are paid.

In Review

Submittal fees have been paid and the application is in the review process.

Issued

The permit or approval has been issued and the final plans uploaded (if applicable). Revisions can still be submitted.

Closed

The project has been completed in accordance with the approved plans and/or associated condition, the applicant cancelled the project, or the project was not resubmitted after being rejected. Closed applications are removed from the dashboard after 90 days.

Dashboard Columns

Under each status tab there are eight columns that provide key information for each application. Use the arrows next to each column name to sort the list in ascending or descending order.

Recent Activity

This column displays activities that have occurred for a specific application and require some action. Once the required action is completed, the activity no longer appears in the *Recent Activity* column. The following activities are defined:

- **Not Accepted**—The jurisdiction has rejected the application and the Dashboard status has been changed to *Not Accepted*. The application must be revised and resubmitted.
- **Document(s)**—Documents have been uploaded by the jurisdiction. Documents must be viewed and actions may need to be taken to continue the review process.
- **Unpaid Invoice**—An invoice has been submitted by the jurisdiction and has not yet been paid. An application may not be reviewed and approval documents will not be uploaded until all submittal fees are paid.

- **Issued**—The jurisdiction has uploaded the permit and the final approved plans (if applicable). The Dashboard status of the application has been changed to *Issued*.

Permit #/App. ID

This is either the application ID (before permit is issued) or permit number assigned to the project. The number is linked to the *Application Detail* page. More information available [here](#).

Jurisdiction

This is the jurisdiction assigned to review the application to issue permit or approval.

Application Type

This is the type of application that has been submitted (building, plumbing, mechanical, etc.).

Project Name

This is the name given to the project by the applicant when the application was submitted.

Project Contact

This is the primary contact on the project and can be the same as the applicant. Any questions and concerns from the jurisdiction regarding the project will be sent to the project contact information submitted during the application process.

Submit Date

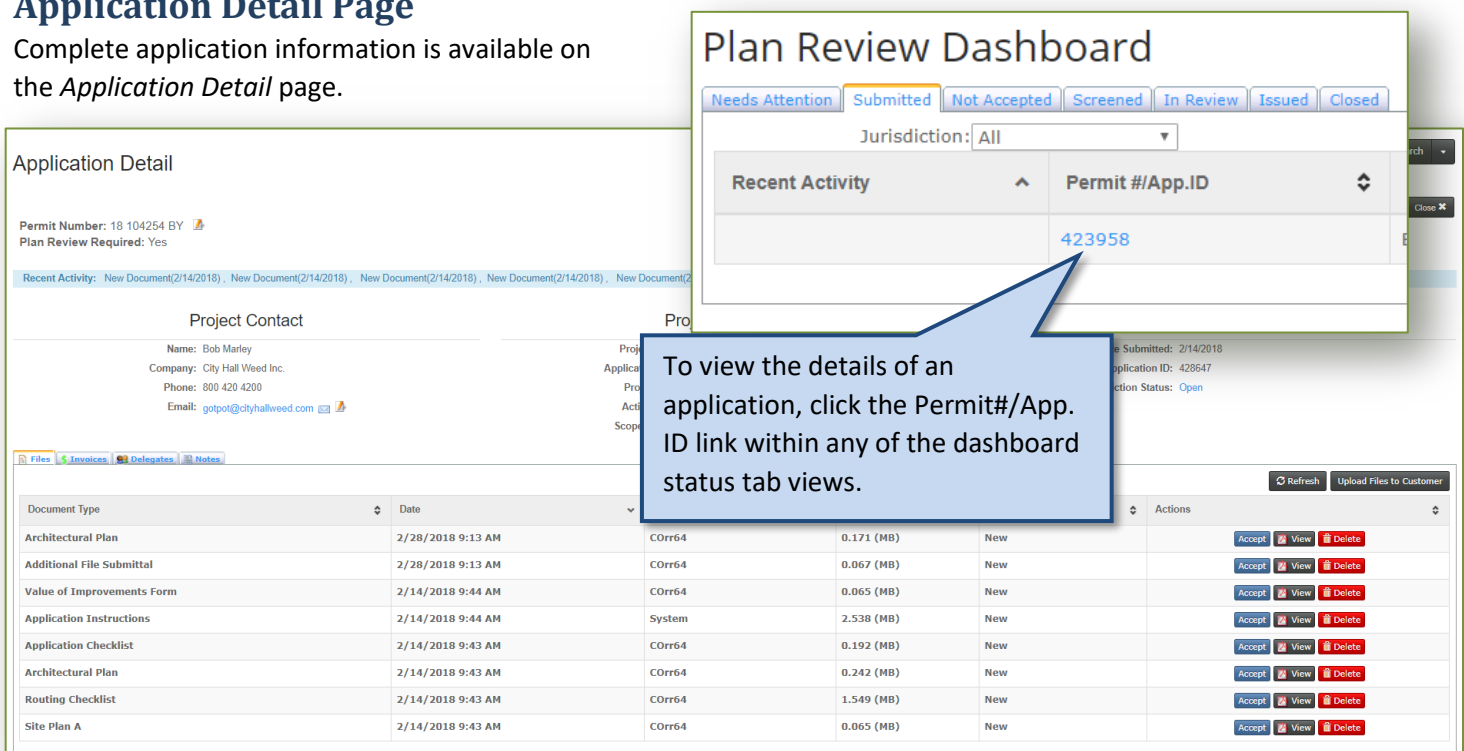
The date the application was submitted to the jurisdiction.

Jurisdiction Status

This indicates the status assigned to the application by the jurisdiction's internal permit tracking system. This status is only available from those jurisdictions that are currently active on the status site. If available, the link takes you to the [MyBuildingPermit.com Check Status site](#).

Application Detail Page

Complete application information is available on the *Application Detail* page.



Plan Review Dashboard

Needs Attention Submitted Not Accepted Screened In Review Issued Closed

Jurisdiction: All

Recent Activity	Permit #/App.ID
	423958

Application Detail

Permit Number: 18 104254 BY
Plan Review Required: Yes

Recent Activity: New Document(2/14/2018), New Document(2/14/2018), New Document(2/14/2018), New Document(2/14/2018), New Document(2/14/2018)

Project Contact

Name: Bob Marley
Company: City Hall Weed Inc.
Phone: 800 420 4200
Email: gottpot@cityhallweed.com

Documents

Document Type	Date	Project	Application	Project	Actions
Architectural Plan	2/28/2018 9:13 AM	Corr64	0.171 (MB)	New	Accept View Delete
Additional File Submittal	2/28/2018 9:13 AM	Corr64	0.067 (MB)	New	Accept View Delete
Value of Improvements Form	2/14/2018 9:44 AM	Corr64	0.065 (MB)	New	Accept View Delete
Application Instructions	2/14/2018 9:44 AM	System	2.538 (MB)	New	Accept View Delete
Application Checklist	2/14/2018 9:43 AM	Corr64	0.192 (MB)	New	Accept View Delete
Architectural Plan	2/14/2018 9:43 AM	Corr64	0.242 (MB)	New	Accept View Delete
Routing Checklist	2/14/2018 9:43 AM	Corr64	1.549 (MB)	New	Accept View Delete
Site Plan A	2/14/2018 9:43 AM	Corr64	0.065 (MB)	New	Accept View Delete

Submitted: 2/14/2018
Application ID: 428647
Application Status: Open

Refresh Upload Files to Customer

To view the details of an application, click the Permit#/App. ID link within any of the dashboard status tab views.

The page contains the following:

- Project name, permit number, project and application information.
- Project Contact information.
- Dashboard status.
- Recent Activity (displayed directly above the Project Contact box). Activity is cleared once action has been taken and does not appear if no recent activity.
- Buttons to **submit contractor information** or **cancel the project**.
- A **Files** tab, which contains a PDF of the application, instructions, and any uploaded files submitted during the application process.
- If applicable, an **Invoices** tab where users can view and pay invoices.
- If applicable, a **Delegates** tab containing contact information on delegates who have been given access to the project application.

Steps to Submit Contractor Information:

1. On the *Application Detail* page, click

Submit Contractor Information

2. On the *Contractor Information* form enter all required information as indicted by an asterisk * .

3. Click

Submit to Jurisdiction

4. The information provided will be saved as a PDF under the **Files** tab on the *Application Detail* page.

Steps to Cancel a Submitted Application:

1. On the *Application Detail* page, click

Submit Cancellation Request

2. On the *Cancellation Request* form indicate Type of Request being cancelled and reason.

3. Click

Submit to Jurisdiction

Note: If a refund is due, it will be processed in accordance with the jurisdiction's code(s).

Files Tab

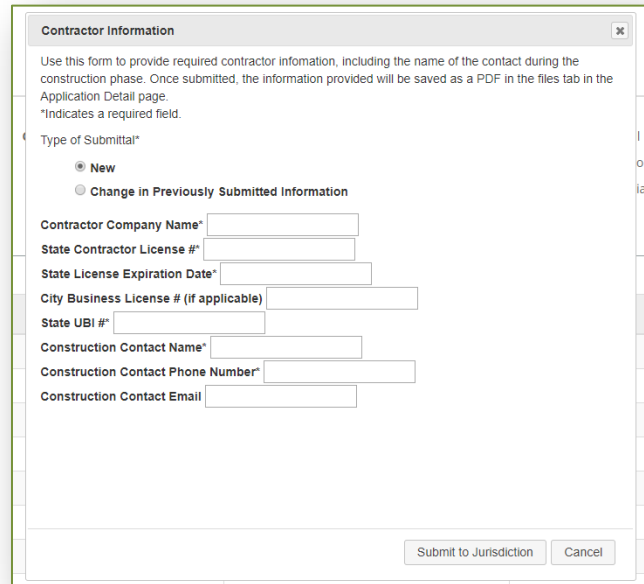
Under the **Files** tab you can view a PDF of the application, the application instructions, files that have been submitted by applicant, and files uploaded by the jurisdiction. Also, additional files can be uploaded as requested by the jurisdiction. Files that have been reviewed and accepted by the jurisdiction may be removed from the dashboard.

Steps to add Additional Files to a Submitted Application:

1. On the *Application Detail* page, click

Submit Additional Files

2. Complete all required fields on the *Additional File Submittal* form:



Contractor Information

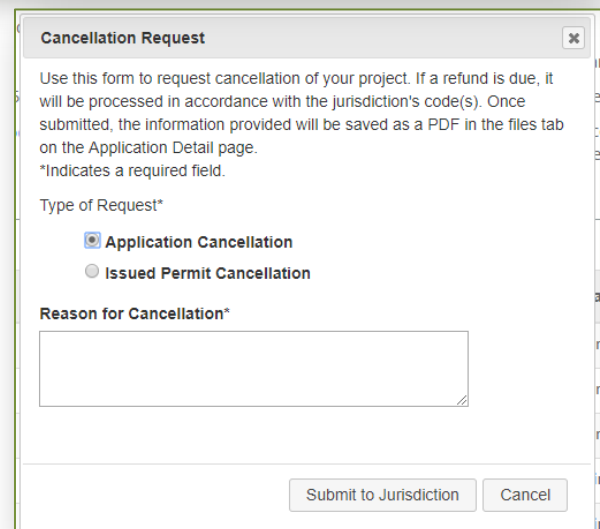
Use this form to provide required contractor information, including the name of the contact during the construction phase. Once submitted, the information provided will be saved as a PDF in the files tab in the Application Detail page.
*Indicates a required field.

Type of Submittal*

☒ New
☐ Change in Previously Submitted Information

Contractor Company Name*
State Contractor License #*
State License Expiration Date*
City Business License # (if applicable)
State UBI #*
Construction Contact Name*
Construction Contact Phone Number*
Construction Contact Email

Submit to Jurisdiction **Cancel**



Cancellation Request

Use this form to request cancellation of your project. If a refund is due, it will be processed in accordance with the jurisdiction's code(s). Once submitted, the information provided will be saved as a PDF in the files tab on the Application Detail page.
*Indicates a required field.

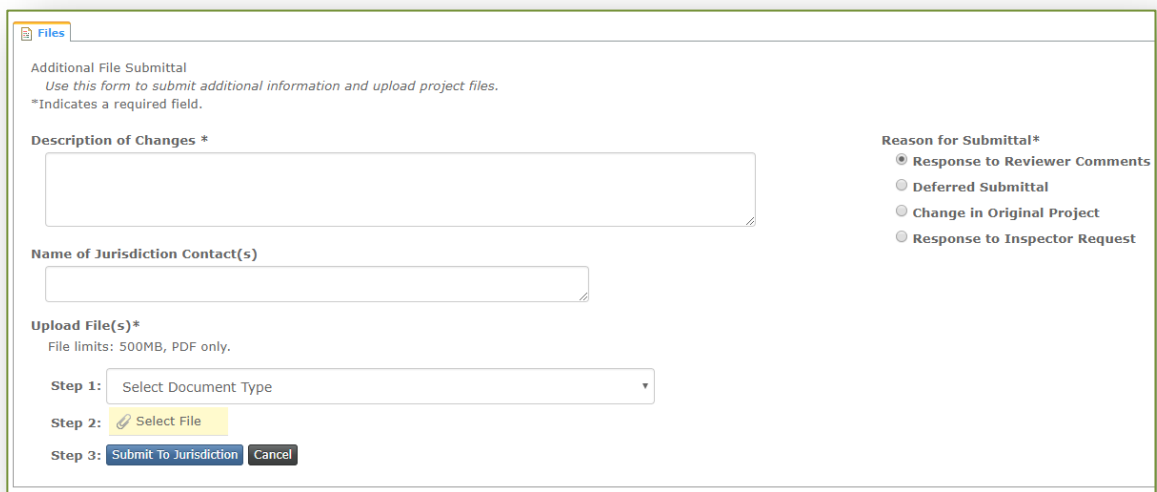
Type of Request*

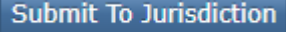
☒ Application Cancellation
☐ Issued Permit Cancellation

Reason for Cancellation*

Submit to Jurisdiction **Cancel**

- a. Enter a brief Description of Changes.
- b. Select a reason for submittal.
- c. Enter jurisdiction contact, if applicable.
- d. Select a Document Type from the drop-down menu.
- e. Click on Select File to upload applicable document.
- f. Repeat above steps to upload all necessary documents. Remember to select a new Document Type after each upload.



3. Click 
4. User is returned to the **Files** tab where additional documents are now listed.

Invoices Tab

Under the **Invoices** tab you can view and pay all outstanding invoices for the permit being applied for. All outstanding invoices must be paid before a permit will be issued by the jurisdiction. Users have the following actions to take:

- **View**—Click this button to view the invoice.
- **Add to Cart**—Click this button to add the invoice to your cart to pay later. If the invoice in question has already been added to the cart this button will not display.
- **Pay Now**—Click this button to add the invoice to your cart and pay it now. Selecting this option will automatically open your cart. All outstanding invoices will be displayed and you can select which invoices you wish to pay.

Note: For detailed instructions on paying invoices, see [here](#).



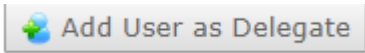
Delegates Tab

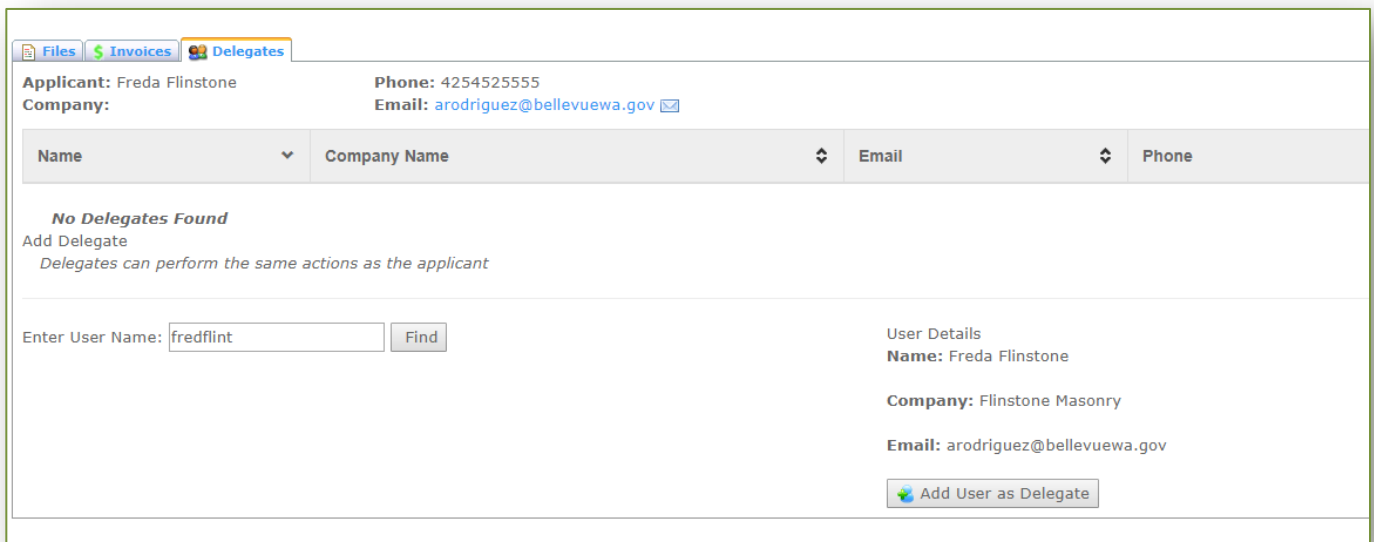
Delegates added to specific applications have access to certain functions and activities pertaining to the application. Delegates assigned to a project application can be found under the *Delegates* tab on the *Application Detail* page.

Delegates:

- Must be a registered user with a separate account profile on MyBuildingPermit.com.
- Are authorized to pay invoices, upload files, and perform any other actions related to the application.
- Have complete access to the project and can perform the same actions as the applicant, including cancelling the project.
- Are copied on all emails sent to the project contact.
- Can view the application from their own dashboard.
- Can be added after the application has been accepted by the jurisdiction.

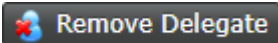
Steps to add/remove Delegates:

1. On the *Application Detail* page, select 
2. Click 
3. Enter the User Name and click Find.
4. Click  to add.



The screenshot shows the 'Delegates' tab selected in the top navigation bar. Below the navigation bar, the applicant information is displayed: Freda Flinstone, Phone: 4254525555, Email: arodriguez@bellevuewa.gov. A table with columns Name, Company Name, Email, and Phone is shown, but it is empty. Below the table, a message states 'No Delegates Found' and 'Add Delegate'. A text input field for 'Enter User Name' contains 'fredflint', and a 'Find' button is next to it. On the right side, 'User Details' are shown: Name: Freda Flinstone, Company: Flinstone Masonry, Email: arodriguez@bellevuewa.gov. At the bottom right, there is an 'Add User as Delegate' button.

5. To **remove** delegate, on the Delegates tab click




6. An email is sent to the delegate to confirm when added or deleted from an application:



eCityGov Alliances, P.O. Box 90012, Bellevue, Washington 98009-9012



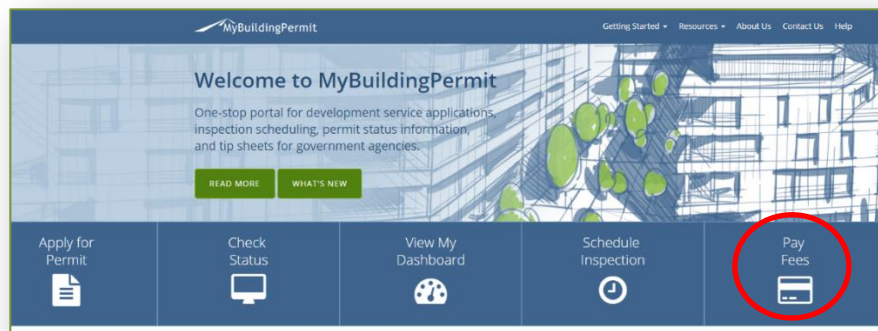
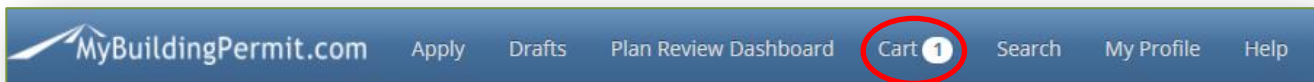
eCityGov Alliances, P.O. Box 90012, Bellevue, Washington 98009-9012

7. On the Delegate's dashboard, applicable applications are designated with an  icon next to the project name:

Plan Review Dashboard					
Needs Attention Submitted Not Accepted Screened In Review Issued Closed					
Jurisdiction: All					
Recent Activity	Permit #/App.ID	Jurisdiction	Application Type	Proj. Name	View
	17 128542 BS	Bellevue	Building	Test1 	

Cart

Users can view and pay all applicable permit fees from their Cart. For non-plan review (OTC) permit applications the fees are invoiced immediately upon submittal of the application. For plan review permit applications, jurisdictions will invoice the fees due upon receipt, review, or approval of the application. When there are unpaid invoices due a number will appear next to the word Cart in the blue menu bar:



Paying Invoices

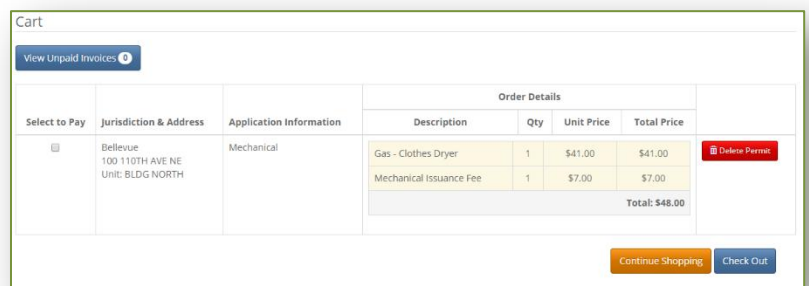
Below are instructions on how to pay an invoice on MyBuildingPermit.com. To pay invoices online an active customer account and a credit card are required.

Steps to Pay an Invoice Online:

1. Log in to MyBuildingPermit.com.
2. Click on the Cart link in the menu bar at the top of the page.
3. Check the box on the left to select the invoice(s) to pay.

4. Click

Check Out




5. Add a Billing Address or select from the current addresses on file.

Next

6. Click
7. Verify information on the *Order Summary* page is correct.

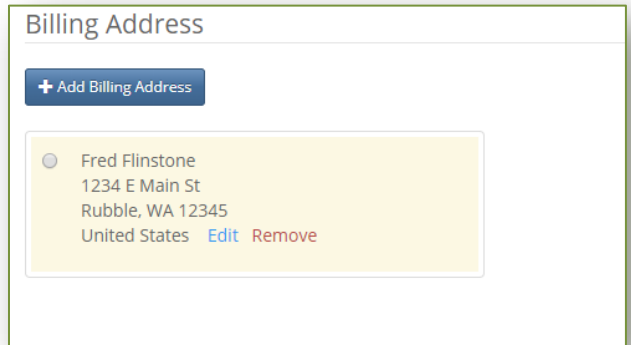
Next

8. Click
9. Enter all required credit card information as indicated with a red .

Submit Payment

10. Click

Note: Click only **once**. If you click more than once, your credit card account may be charged multiple times.



Billing Address

+ Add Billing Address


☐ Fred Flinstone
1234 E Main St
Rubble, WA 12345
United States [Edit](#) [Remove](#)

Payment Information

*- Indicates a required field

Name on card:*

Card Number:*

CSC:* 

Type:*

Expiration Date:*

Expiration Year:*

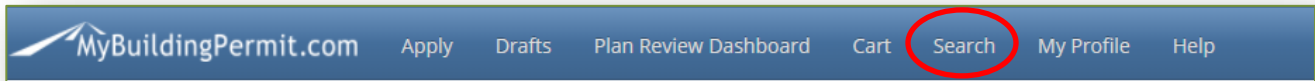
Previous

Submit Payment

11. An *Order Confirmation* page displays when the transaction is complete. A receipt will also be emailed to the email address on file within a few minutes.

Search

Users can search for permit or application details on the *Search* page. A quick search feature located on the *Drafts*, *Plan Review Dashboard*, and *Search* pages can be utilized to search by application ID or permit #. For searches with additional criteria choices, utilize the link on the blue menu bar:



Search

Enter one or more search criteria:

Date Submitted -- Enter a 'To' date for a date range

Permit Number (can be partial)

Application ID (exact match)

Order Number (exact match)

Address Number or Parcel Number(do not enter street name)

Project Name (Plan Review)

Project Contact Last Name

Users can search by any of the following criteria:

- **Date** application was submitted—enter a 'To' date to search for a range
- Partial **Permit Number**
- **Application ID**—must be an exact match
- **Order Number**—must be an exact match
- **Address/Parcel Number**—number only, no street names
- **Project Name**—plan review applications/permits only
- **Project Contact Last Name**
- **Application Type**

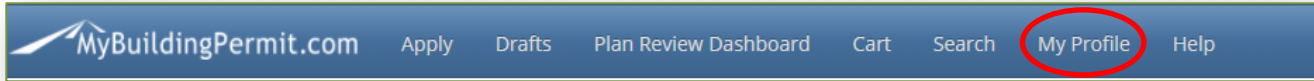
Users can click on the linked Application ID to access the *Application Detail* page.



App. ID	Permit #	Parcel #	Address
423958	17 128542 BS	3225059103	100 110TH AVE NE
420621	17 128514 BK	3225059103	100 110TH AVE NE

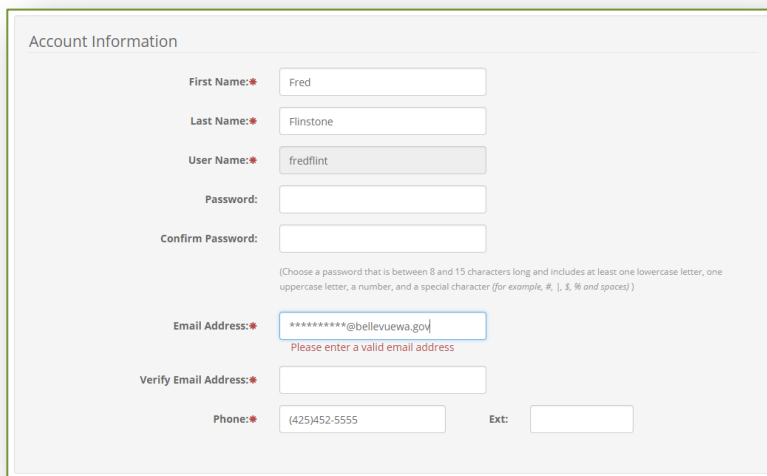
My Profile

Users can manage their account profiles through the *User Profile* page on MyBuildingPermit.com.

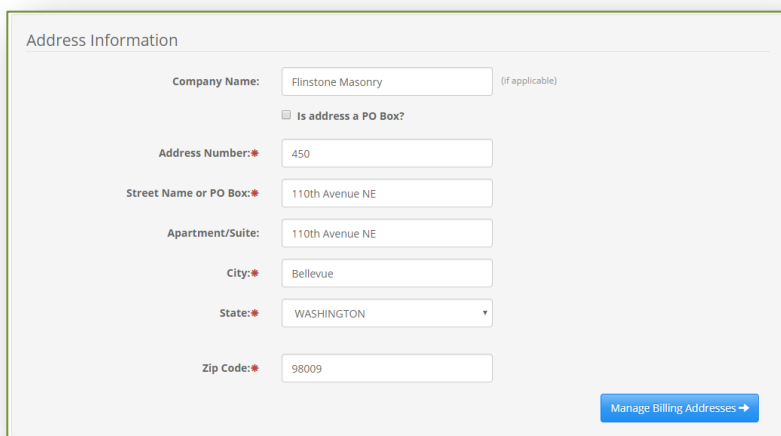


Under the *My Profile* link in the top menu bar, users can manage the following in their account profile:

- **Account Information** including User name, password, and email address.

The image shows a screenshot of the 'Account Information' form. It contains fields for First Name (Fred), Last Name (Flinstone), User Name (fredflint), Password, Confirm Password, Email Address (*****@bellevuewa.gov), Verify Email Address, Phone (425)452-5555, and Ext. A note below the password fields states: '(Choose a password that is between 8 and 15 characters long and includes at least one lowercase letter, one uppercase letter, a number, and a special character (for example, #, !, \$, % and spaces))'. There is a red error message below the email address field: 'Please enter a valid email address'.

- **Address Information** including adding billing addresses.

The image shows a screenshot of the 'Address Information' form. It contains fields for Company Name (Flinstone Masonry), Address Number (450), Street Name or PO Box (110th Avenue NE), Apartment/Suite (110th Avenue NE), City (Bellevue), State (WASHINGTON), and Zip Code (98009). There is a checkbox for 'Is address a PO Box?' and a button for 'Manage Billing Addresses'.

- **Associated Companies** including adding and removing company associations.

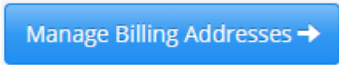
Associated Companies

Company	Remove Association
The City of Bellevue TEST	

+ Add Association With Another Company

Steps to edit a user profile:

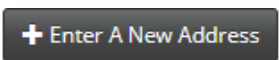

1. Click on *My Profile* in the top menu bar.
2. Make any changes to account and address information as needed.

3. To **add a billing address**, click  under Address Information section.

Manage Billing Addresses

+ Enter A New Address


FirstName	LastName	Address No.	Street Name	Suite	City	State	Zip Code	
Fred	Flinstone	450	110th Avenue NE	110th Avenue NE	Bellevue	WA	98009	

- a. Click 
- b. Complete all required fields as indicated with a red asterisk .

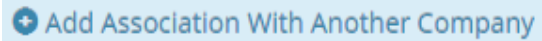
- c. Click 

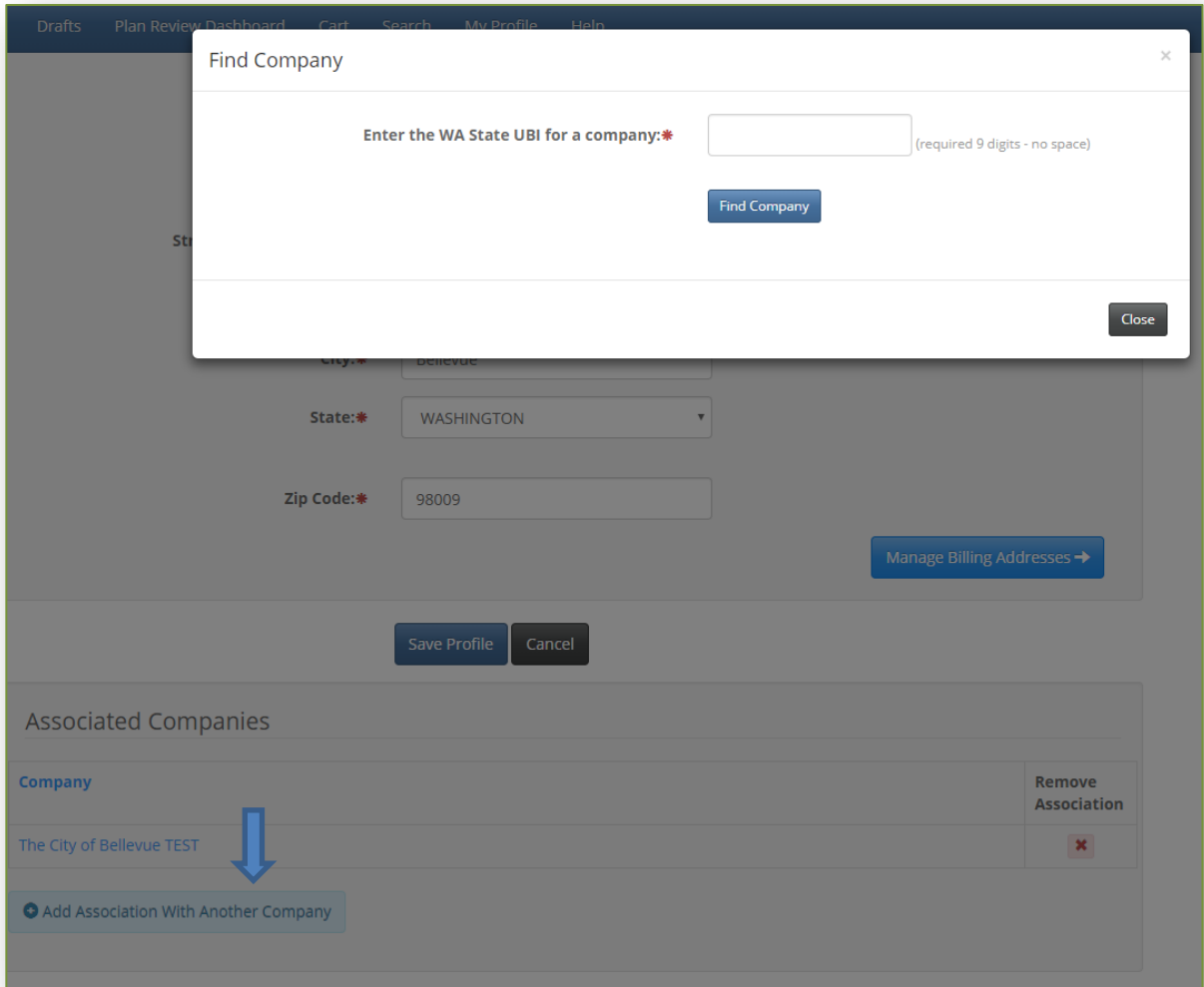
- d. Current billing addresses can be edited or deleted.

4. **Add or remove associated companies:**


- a. To **remove** an association, click the red 'X'  under Remove Association column on the far right. This only removes your user account's association to this company. It will not remove your account, the company profile, or any other users associated with the company.

- b. To add an association to another company, click





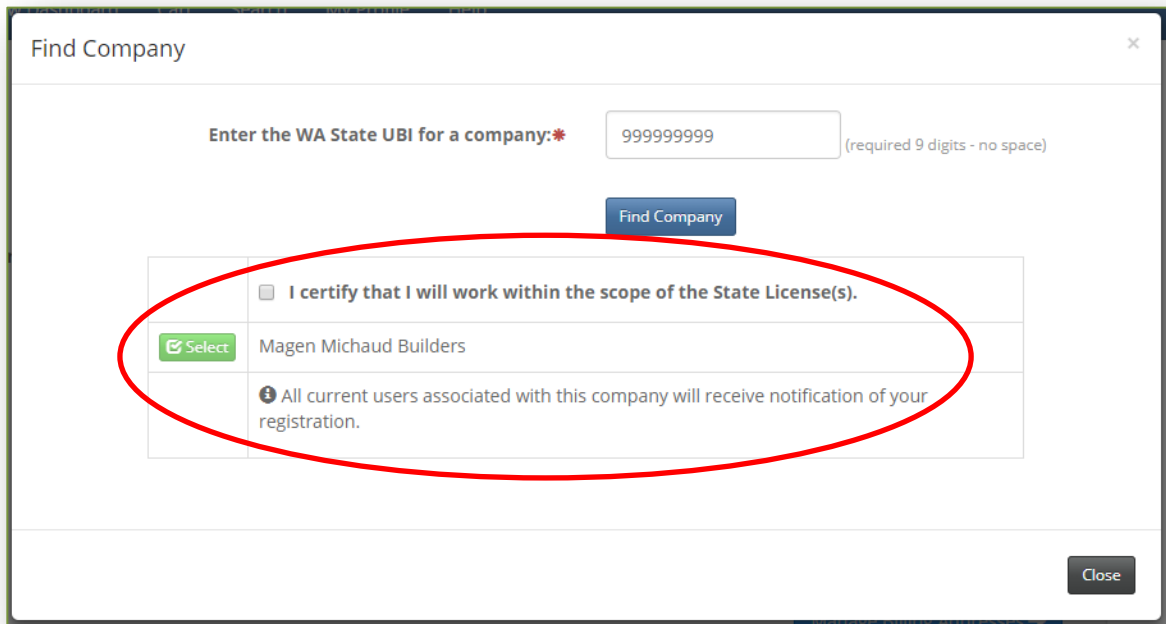
The screenshot shows the 'My Profile' page with a 'Find Company' modal open. The modal has a text input field for 'Enter the WA State UBI for a company:' with a note '(required 9 digits - no space)' and a 'Find Company' button. Below the modal, the 'Associated Companies' table is visible. The table has columns for 'Company' and 'Remove Association'. The first row shows 'The City of Bellevue TEST' with a red 'X' in the 'Remove Association' column. A blue arrow points to the 'Add Association With Another Company' button below the table.

Company	Remove Association
The City of Bellevue TEST	

- c. A window will pop up, enter the 9-digit WA UBI number and click



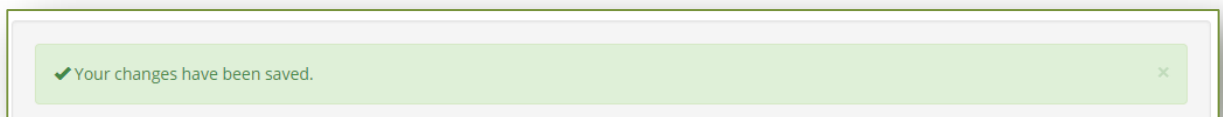
- d. Click checkbox to certify and then green select button to add or click Close to cancel.



5. Click

Save Profile

6. A confirmation will be received that changes have been saved.



Note: All existing user accounts associated with the company will receive an email regarding your new association with the company.

 **MyBuildingPermit.com**

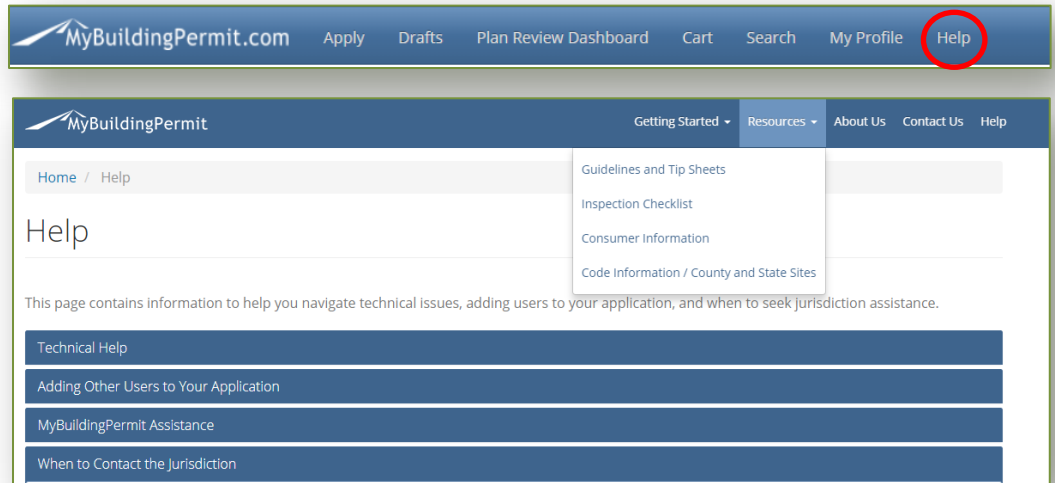
Fred Flinstone has created an account to use the Magen Michaud Builders UBI # 999999999 company profile and has certified they are an authorized user. If this user should not be associated with this company, please contact egovsupport@ecitygov.net.

[eCityGov Alliances](http://ecitygov.net), P.O. Box 90012, Bellevue, Washington 98009-9012

Help

Users can access information to help navigate technical issues and instructions on how to complete specific tasks on the [MyBuildingPermit.com Help site](https://www.mybuildingpermit.com/help).

Users can also access resources such as Tip Sheets, Inspection Checklists, and Code Information.



Technical Assistance

Contact the Support Desk at egovsupport@ecitygov.net or 425-452-4340. Support is available Monday-Friday 7 AM-5PM.

MyBuildingPermit Assistance

Users can find links to documents that provide instructions on performing specific actions on the website. These include informational documentation on:

- Creating and Managing user accounts
- Applying for an over-the-counter or plan review permit
- Information regarding the Plan Review process:
 - Electronic Plans Requirements
 - Plan Review Dashboard
 - Paying Invoices
 - Adding delegates to an application
- Scheduling Inspections and checking their status

Contact Jurisdiction

Users should contact the jurisdiction directly when they need to do the following:

- Add an address within MyBuildingPermit.com
- Determine if a Permit is required
- Request a refund
- Update their Business License information
- Request a change to a Permit
- Inquire about Permit fees

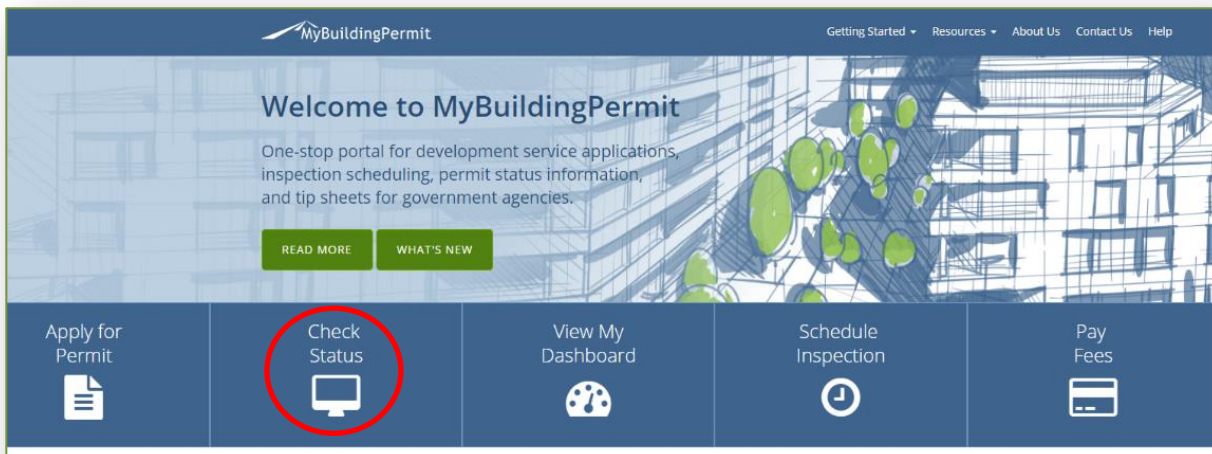
Status Site

Contains a library of public record permits available to search based on any of the following criteria:

- [Permit number](#)
- [Project information](#)
- [Address](#)
- [People](#) (Applicant or Contractor)

Users can search within each jurisdiction to check on the status or view details about specific permits. Links are provided within the returned search results to view additional details on permit status, activities, inspections, conditions, fees, and associated permit applications.

The Status site can be accessed by clicking on [Check Status](#) option on the MyBuildingPermit.com home page:



Permit Search Tips

- Jurisdiction is a **required** field and must be selected to initiate a search (search button is disabled until Jurisdiction has been selected).
- Returned results are specific to jurisdiction selected.
- Each search option (Permit #, Project Info, Location, People) is unique and criteria entered on one tab does not carry over into another.
- To search by Date range, you must first select a date type (Applied, Issued, Finaled).
- Maximum returned results allowed = 100. If error message is received please narrow your search parameters.

NOTE: If you have any issues navigating the site, technical support is available Monday-Friday, 7am-5pm PST. Contact the Support Desk at egovsupport@citygov.net or 425-452-4340.

For any questions regarding the information provided on a specific permit, please contact the jurisdiction directly.

Searching by Permit

Permit/Application Status Search

Jurisdiction:* --Select One-- **Jurisdiction is a required field.** * - Indicates a required field

Search by:

Permit #	Project Info	Location
<p>Permit Number (partial match):* Enter the permit number Enter all or part of a permit number.</p>	<p>Date Type: -- Select One --</p> <p>From: Click Calendar</p> <p>To: Click Calendar</p> <p>Optional: Enter a date type (Applied, Issued, Finaled) and date range to filter results.</p>	

Search button is disabled until Jurisdiction is selected.

Search Cancel

Searching by Project Info

Permit/Application Status Search

Jurisdiction:* --Select One-- * - Indicates a required field

Search by:

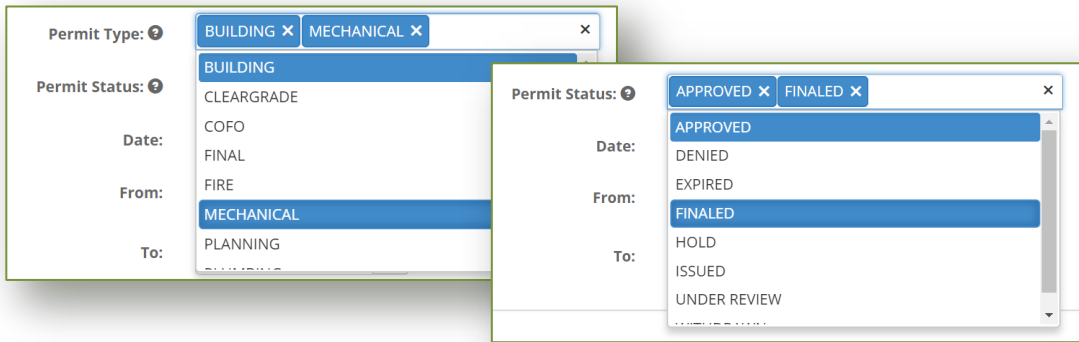
Permit #	Project Info	Location	People
	<p>Project Name (partial match): Enter the name of the project</p> <p>Permit Type: -- Select Types --</p> <p>Permit Status: -- Select Statuses --</p> <p>Date Type: -- Select One --</p> <p>From: Click Calendar</p> <p>To: Click Calendar</p> <p>Enter at least one of these fields to search: Project Name, Permit Type, or Permit Status.</p>		

Search button is disabled until Jurisdiction is selected.

Search Cancel

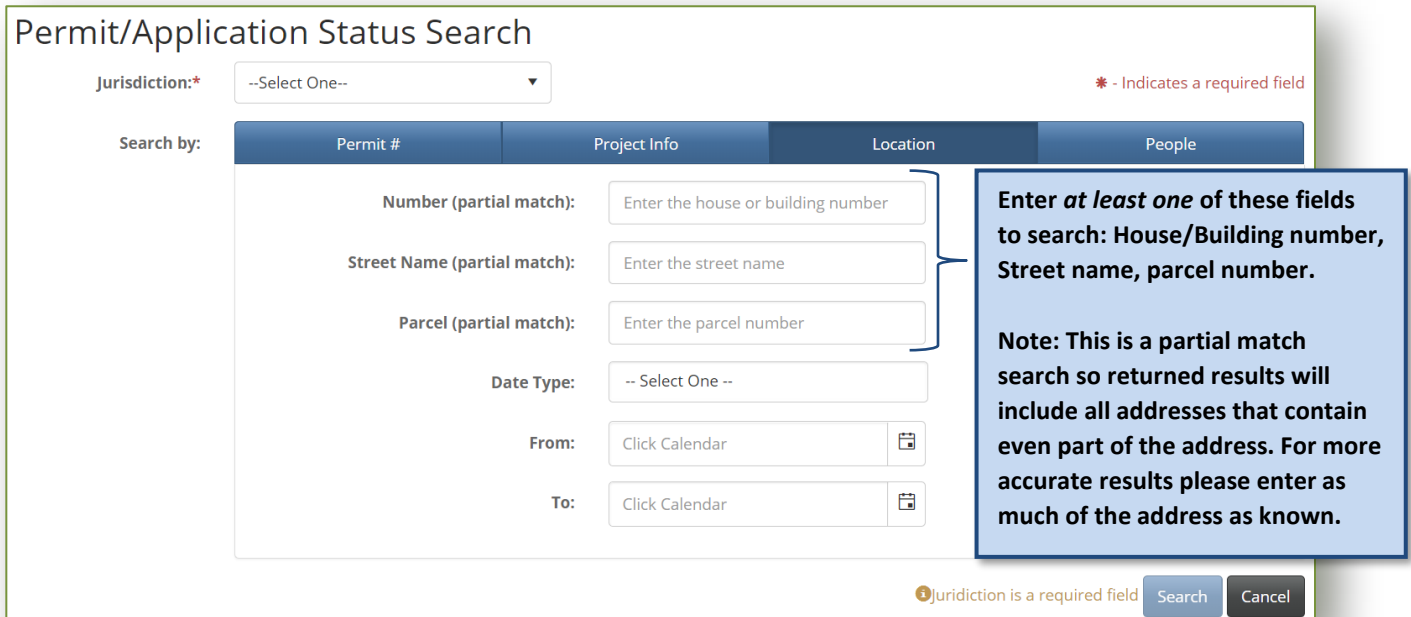
Permit Type/Permit Status Search Tips:

- **Smart Search enabled:** Start typing the first part of the word and click to select from applicable matches (i.e. MECH would display MECHANICAL as an option to select).
- **Multiple selections allowed:** Click on all applicable types you would like to search by.
- **To clear a selection:** Click the 'X'.



The first screenshot shows the 'Permit Type' filter with a dropdown menu open, displaying options: BUILDING, CLEARGRADE, COFO, FINAL, FIRE, MECHANICAL, and PLANNING. 'BUILDING' and 'MECHANICAL' are selected. The second screenshot shows the 'Permit Status' filter with a dropdown menu open, displaying options: APPROVED, DENIED, EXPIRED, FINALED, HOLD, ISSUED, and UNDER REVIEW. 'APPROVED' and 'FINALED' are selected.

Searching by Location



Permit/Application Status Search

Jurisdiction:* --Select One-- * - Indicates a required field

Search by:

Permit #	Project Info	Location	People
Number (partial match):	Enter the house or building number		
Street Name (partial match):	Enter the street name		
Parcel (partial match):	Enter the parcel number		
Date Type:	-- Select One --		
From:	Click Calendar		
To:	Click Calendar		

Enter *at least one* of these fields to search: House/Building number, Street name, parcel number.

Note: This is a partial match search so returned results will include all addresses that contain even part of the address. For more accurate results please enter as much of the address as known.

i Jurisdiction is a required field
 Search
Cancel

Searching by People

Permit/Application Status Search

Jurisdiction:* --Select One--

* - Indicates a required field

Search by:

Permit #	Project Info	Location	People
Contractor Company (partial match):	<input type="text" value="Enter company name"/>		
Contractor License (partial match):	<input type="text" value="Enter contractor lic no"/>		
Applicant Last Name (partial match):	<input type="text" value="Enter last name"/>		
Date Type:	<input type="text" value="-- Select One --"/>		
From:	<input type="text" value="Click Calendar"/>		
To:	<input type="text" value="Click Calendar"/>		

Enter *at least one* of these fields to search for contractors or applicants associated with a specific permit: Contractor Company, Contractor License, or Applicant Last Name.

Note: This is a partial match search so returned results will include any part of the name entered.

Jurisdiction is a required field

Search

Cancel

Search Results

Search results are returned in a grid format with a maximum amount allowed of 100. If your search criteria returns too many results an error message will be received:

Jurisdiction:* Snohomish County

* - Indicates a required field

Search by:

Permit #	Project Info	Location	People
Permit Number (partial match):*	<input type="text" value="17105"/>		
Date Type:	<input type="text" value="-- Select One --"/>		
From:	<input type="text" value="Click Calendar"/>		
To:	<input type="text" value="Click Calendar"/>		

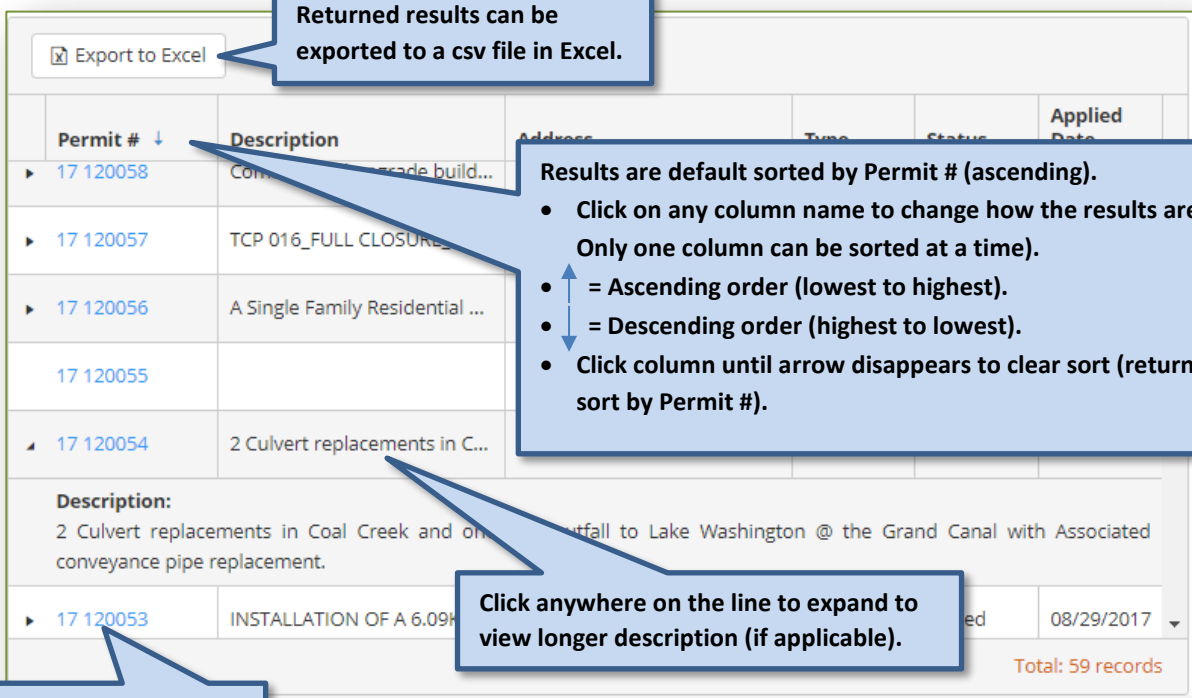
Jurisdiction is a required field

Search

Cancel

Search returned too many results. Please refine your search criteria.

You will need to narrow your search by adding more specific criteria or filtering my date type and range.



Returned results can be exported to a csv file in Excel.

Results are default sorted by Permit # (ascending).

- Click on any column name to change how the results are sorted (Note: Only one column can be sorted at a time).
- ↑ = Ascending order (lowest to highest).
- ↓ = Descending order (highest to lowest).
- Click column until arrow disappears to clear sort (returns to default sort by Permit #).

Click anywhere on the line to expand to view longer description (if applicable).

Click hyperlink of Permit Number to view more specific details about the Permit (opens the Permit Details page).

Permit # ↓	Description	Address	Type	Status	Applied Date
▶ 17 120058	Concrete grade build...				
▶ 17 120057	TCP 016_FULL CLOSURE				
▶ 17 120056	A Single Family Residential ...				
17 120055					
▲ 17 120054	2 Culvert replacements in C...				
Description: 2 Culvert replacements in Coal Creek and on ... outfall to Lake Washington @ the Grand Canal with Associated conveyance pipe replacement.					
▶ 17 120053	INSTALLATION OF A 6.09K			ed	08/29/2017

Total: 59 records

Permit Details Page

The information displayed on the Permit Details page is provided by the Jurisdiction that reviewed/issued the applicable permit. The following information, if available from applicable Jurisdiction, is provided:

- [Permit Details/Description](#)—provides an overview of the Permit.
- [Documents](#)—if provided by the jurisdiction, links to corresponding permit documents.
- [People](#)—applicants or contractors associated with the Permit.
- [Reviews and Activities](#)—dates and notes regarding any activity that has happened on the permit.
- [Conditions](#)—list of applicable permit conditions if provided by jurisdiction.
- [Inspections](#)—dates and notes from all applicable inspections. Also, if provided by the jurisdiction, links to corresponding inspection documents.
- [Fees](#)—list of applicable fees associated with a permit and any remaining fees due.
- [Other Permits on Same Parcel](#)—historical list of all permits issued to the same parcel number.

Important Tips when viewing Permit Details page:

- Each section can be expanded or collapsed by clicking on the blue title bar.

- Columns can be sorted in each section by clicking on the applicable column names:
 - Only one column can be sorted at a time.
 - A small arrow will appear indicating a sort has been applied:
 - ↑ = Ascending order (lowest to highest).
 - ↓ = Descending order (highest to lowest).
 - To remove sort, continue clicking column name until arrow disappears.

Note:

- All the information provided on the Permit Details page is provided by the applicable Jurisdiction.
- If you have any questions about the information provided on this page, please [contact the jurisdiction directly](#).
- If you have any issues navigating the site, technical support is available Monday-Friday, 7am-5pm PST. Contact the Support Desk at egovsupport@ecitygov.net or 425-452-4340.

Permit Details/Description

An overview of the permit including Permit number, project name, Jurisdiction, Permit type, Address/Parcel associated with permit, Permit Status, important dates (Applied, Issued, Finaled, and Expiration), and a description of the project:

Permit/Application Details

Information for Permit #: 17105604BU

Project Name:	Stanley & Patricia Stewart	Status:	Issued ⓘ
Jurisdiction:	Snohomish County	Applied Date:	4/4/2017
Type:	BU ⓘ	Issued Date:	4/4/2017
Address:	2619 196TH STREET NW	Finaled Date:	
Parcel:	310414-002-007-00	Expiration Date:	3/31/2018

Project Name is provided by Jurisdiction and might not match what was entered by applicant when applying for permit.

Click to view definition of Type or Status (if available).

Description

Residential 4' x 4' x 3' Burn Pile. Seasonal burning of yard debris.

Documents

If a jurisdiction provides links to permit documents this section will appear. If no documents are available the section will not appear on the details page. For requests for documents on a particular permit, please contact the applicable jurisdiction directly.

Documents

SDP16-00006 Notice of Application.pdf
SDP16-00006 Inneswood Apts Global Stability Analysis Review Comments 20161010.pdf
SDP16-00006 Inneswood MF Notice of Application.pdf
SDP16-00006 Inneswood Apts_Issued Set_Public Hearing_16_1024.pdf
SDP16-00006 Notice of Decision.pdf
SDP16-00006 Critical Area Study.pdf
SDP16-00006 Geotechnical Report.pdf
SDP16-00006 Plan Set.pdf
SDP16-00006 Project Narrative.pdf
SDP16-00006 SEPA MDNS with Checklist Attached.pdf
SDP16-00006 Geotechnical-Report.pdf
TIA15-00008 Inneswood Transportation Study.pdf
SDP16-00006 DC Staff Report.pdf
SDP16-00006 Notice of Public Hearing Neighbors 12.7.2016.pdf

Click hyperlink of the document to view.

People

People

Export to Excel

Type	Name	Contractor License Number
Applicant	Gennadiy Romanenko	NWELEEL886NP
Contractor	NW Electrical LLC	NWELEEL886NP
Applicant	MBP Integration	
Contractor	Gennadiy Romanenko	NWELEEL886NP

Where applicable, data can be exported as a csv file in Excel.

Data can be sorted in each section by clicking on the name of applicable column. Only one column can be sorted at a time.

Reviews and Activities

Reviews and Activities

Export to Excel

Review/Activity	Staff	Assigned Date	Status	Completed Date	Notes
▶ Permit Added	Adriann Alexand...	2/17/2016	Applied	2/17/2016	Permit Added
▲ Fee Payment	Adriann Alexand...	2/17/2016	Complete	2/17/2016	Payment Method: Check Receipt ...
<div> <div>Notes</div> <div>Payment Method: Check Receipt Number: EG00049911 Fee(s) Paid: BLD - Plan Check Fee \$2,399.34</div> </div>					
▶ Plan Review - S...	Jan Conklin	2/18/2016	Denied	2/18/2016	Plan Review - SFR New - Stand Al...

Total: 10 records

Collapse or expand each section by clicking on blue header bar.

Arrow indicates more detailed notes available. Click anywhere on the line to expand and view additional notes (if applicable).

Conditions

List of applicable permit conditions if provided by the jurisdiction. **Note:** Even if conditions are provided they are not intended to be an exhaustive list. Please see the Permit Inspection Card or Approved Plans for an extensive list of conditions).

Conditions

See Permit or Approved Plans for Conditions

Information unavailable

Conditions

See Permit or Approved Plans for Conditions

Submit signed original Declarations of Covenant prior to issuance of the building permit.

TREE PROTECTION MEASURES FOR ALL TREES IN THE CONSTRUCTION AREA OF A DEVELOPMENT SITE. THESE MEASURES INCLUDE: 1. 6 foot high chain link fences around the trees out to and including the drip line of the tree. 2. All the area within the fenced area needs a minimum of 3" of bark mulch. 3. Warning signs must also be included on the fence. 4. Construction activity, parking, and storage of materials and equipment is not allowed within the drip line (and therefore fenced) area of any tree. 5. The only new impervious surfaces allowed within the drip line of existing trees are those shown on approved building or construction plans, which typically should be limited to the new buildings, new driveways, new parking lots, new streets and new sidewalks.

Ground Electrode System (Either 1 Or 2 Are Approved Methods): 1. An Electrode Of At Least 20 Ft Long Bare Copper, Sized In Accordance With Nec 2. An Electrode Of 20 Ft Long #4 Rebar (Not Less Than 1/2 Inch In Diameter) And Sized Per Nec Either One Shall Be Encased By At Least 2 Inches Of Concrete, Located Within And Near The Bottom Of A Concrete Footing That Is In Direct Contact With The Earth, And Shall Be Installed In All New Residential And Commercial Construction.

Water General Condition

There are 2 existing hydrants within 300 feet of the property and each hydrant can deliver 1,000 gpm. There is an existing 3/4-inch water service and meter set to the subject property located along Seneca Ave NW. The applicant shall apply for a water meter permit and pay the water meter "drop-in" charge of \$412.00.

* Single-family driveways exceeding eight percent (8%) slope shall provide slotted drains at the lower end with positive drainage discharge to restrict run-off from entering the garage/residence or crossing any public sidewalk.

* Driveways shall not exceed fifteen percent (15%) without an approved variance from the CED Administrator.

SPRINKLER SYSTEM IS REQUIRED. PLANS SHALL BE STAMPED BY A STATE CERTIFIED SPRINKLER CONTRACTOR. PLANS TO BE SUBMITTED TO RENTON FIRE PREVENTION BUREAU FOR REVIEW AND PERMITTING(425)430-7024. A PLUMBING PERMIT FOR A BACKFLOW PREVENTION DEVICE IS ALSO REQUIRED PRIOR TO ISSUANCE OF SPRINKLER PERMIT.

Water And Sewer Permits Are Required To Be Approved Prior To The Final Inspection For The Building.

Erosion control shall be in place and inspection approved prior to disturbance of soil on site.

Provide Structural Calculations At The Jobsite For Verification By The Building Inspector.

All Construction, Demolition And Land Clearing Waste Must Be Recycled At A King County Licensed Or Approved Facility, Or Taken To Regional Disposal Facilities.

Authorized Hours Of Construction/Activity: 7Am-8Pm Monday Through Friday 9Am-8Pm Saturday No Work Allowed On Sunday. Per Ordinance 4703, 2-2-1998

All New Residential Utility Installations (Electric, Cable, Phone, Etc.) Shall Be Installed Underground.

Please Note: If you have any questions regarding the specific conditions of your permit, please review the Permit Inspection Card or Approved Plans for details or contact the applicable Jurisdiction.

Inspections

Inspections

Export to Excel

Inspection	Date	Status	Staff	Notes	Documents
BLD - Electrical Rough-In Wiring (New...	8/7/2014	Fail	Dick Gilcrst	Callback Phone Number: (253) 208-6...	
BLD - Electrical Service (C)	8/7/2014	Fail	Dick Gilcrst	Callback Phone Number: (253) 208-6...	
BLD - Electrical Rough-In Wiring (New...	8/11/2014	Cancel - R...	Dick Gilcrst	Callback Phone Number: (253) 208-6...	
BLD - Electrical Service (C)	8/11/2014	Cancel - R...	Dick Gilcrst	Callback Phone Number: (253) 208-6...	

Total: 7 records

If provided by jurisdiction, a link to applicable inspection documents will be available here.

Arrow indicates more detailed notes available. Click anywhere on the line to expand and view additional inspection notes (if applicable).

Fees

Fees

☒ Export to Excel

Item	Bill #	Fee Amount	Fee Remaining
2115-Res Plan Chk-Misc	446553	\$339.66	\$0.00
2280-Base Fee	446553	\$80.00	\$0.00
2291-Site Review	446553	\$50.00	\$0.00
3000-Technology Surcharge	446553	\$14.09	\$0.00

4 of 4 items

Bill Number is only available from certain jurisdictions. If not applicable, field will be blank.

Please contact applicable jurisdiction directly with questions regarding the fees remaining.

Other Permits on Same Parcel

Other Permits On Same Parcel

☒ Export to Excel

Permit #	Status	Description
▶ 1711081555	Open	Install frontage improvements per approved plans for proposed short plat 10-106889SP.
▲ 17105610LDA	Issuance ...	Land Disturbing Activity for future 3 lot short plat on 6.14 acres. Replacing 13-114467LDA. Existing structur...
		Land Disturbing Activity for future 3 lot short plat on 6.14 acres. Replacing 13-114467LDA. Existing structures to remain on proposed Lot 1.
▶ 17105619AB	Open	Retaining Wall. Replaces 13-114469CBP.
▶ 17105623AB	Open	Vault - Replaces 13-114468CBP
▲ 13114467LDA	Expired	Land Disturbing Activity of 4,500 cy cut and fill with 190,877 sf of total impervious for proposed 3 lot short ...

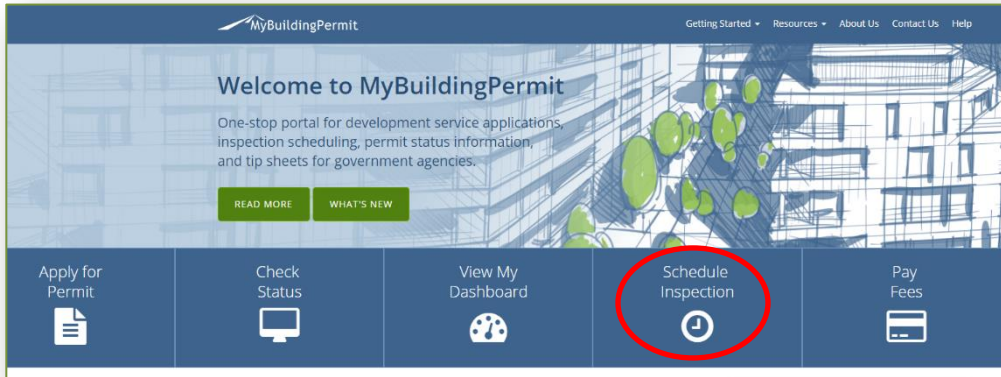
Total: 9 records

Click anywhere on the line to expand and see additional description (if applicable).

Click hyperlink of Permit Number to view more specific details about the associated Permit.

Inspection Site

Inspections must be performed to ensure that no important code requirements are overlooked. Through the [Schedule Inspection](#) link on the MyBuildingPermit.com home page, users can view, request, and cancel inspections for specific permits.



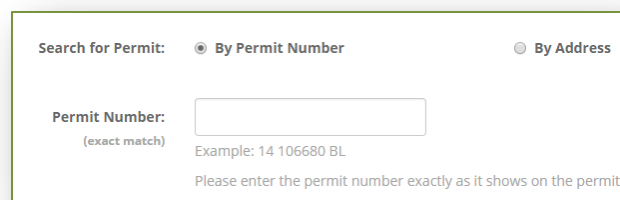
Note: Inspection scheduling information and rules are managed by the individual jurisdictions. If a permit does not display or any other related information is not readily available through the Schedule Inspection site, contact the jurisdiction that issued the permit for assistance.

Steps to View, Request, or Cancel an Inspection

1. On the [MyBuildingPermit.com](#) home page, click on [Schedule Inspection](#).
2. Select Jurisdiction from drop-down.

Note: No other information can be entered until a Jurisdiction is selected.

3. Select Search for Permit method: **By Permit Number** or **By Address**.
 - a. **Permit Number**—must be an exact match as it appears on the permit (including any dashes and/or spaces).

A screenshot of the 'Search for Permit' form. It has two radio buttons: 'By Permit Number' (selected) and 'By Address'. Below the radio buttons is a text input field labeled 'Permit Number: (exact match)'. To the right of the input field is an example: 'Example: 14 106680 BL'. Below the input field is a note: 'Please enter the permit number exactly as it shows on the permit'.

- b. **Address**—can be a partial address, system will search for all similar address matches.



Note: If expected results do not display, contact the associated jurisdiction as the inspection may not be currently available. Search results only display permits that have at least one inspection *already scheduled* or at least one inspection *available to be scheduled*.



Search for Permit: ☐ By Permit Number ☒ By Address

Address Number:
(similar match)

Street Name:
(similar match)

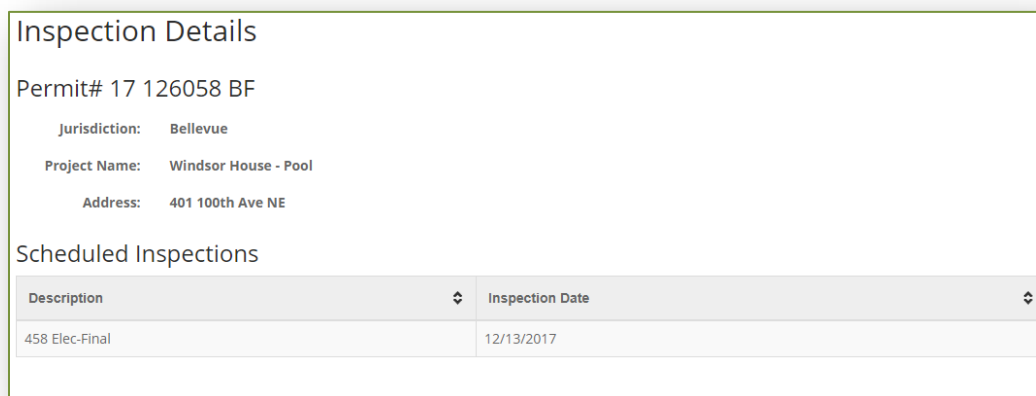
View Scheduled Inspections:

5. Click on the hyperlinked Permit Number in the search results. The *Inspection Details* page displays.



Permit Number	Project Name
17 127905 BK	106 110TH AVE SE
17 117859 BF	110 110TH AVE NE
16 138926 BF	1019 110TH AVE SE
16 134968 CD	WAVE G - TRULIA CENTER
16 132057 TJ	PSE/Infrasource - 110 110th Ave NE (East Link E330)
1 2 3 4	

6. View a list of all scheduled inspections:



Inspection Details

Permit# 17 126058 BF

Jurisdiction: Bellevue

Project Name: Windsor House - Pool

Address: 401 100th Ave NE

Scheduled Inspections

Description	Inspection Date
458 Elec-Final	12/13/2017

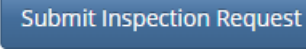
Requesting an Inspection:

7. On the *Inspection Details* screen, select the desired Inspection Date from the options available.

Note: Some jurisdictions also allow you to select a Time Preference, select if available.

8. If applicable, enter a brief message to the Inspector.

9. Complete the Inspection Site Contact information at the bottom of the page.

10. Click 

Canceling an Inspection:

11. On the *Inspection Details* screen, identify the correct inspection to cancel under the **Scheduled Inspections** section.

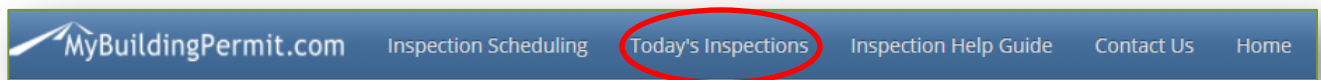
12. In the **How to Cancel** column, click 

Note: If inspection is scheduled for today, you will need to contact the jurisdiction directly to cancel. Phone numbers are provided under **Scheduled Inspections** section of the *Inspection Details* page if applicable.

13. Acknowledge the pop-up message asking to confirm the cancelation.
14. A confirmation page will appear, print for your records.

Steps to View Today's Inspections

1. On the MyBuildingPermit.com home page, click on [Schedule Inspection](#).
2. Click on Today's Inspections in the blue bar across the top of the page:



3. Select the applicable jurisdiction
4. A list of all scheduled inspections will display:

Permit Number	^	Description	↕	Inspector
13 120079 BB		242 Bldg-Ext Lath		Jim Babst (425) 452-5204
13 120079 BB		268 Bldg-Final		Jim Babst (425) 452-5204
13 120079 BB		720 Fire-Life/Safety		Dennis Warner (425) 452-6011
13 120079 BB		720 Fire-Life/Safety		Dennis Warner (425) 452-6011
13 120079 BB		740 Fire-Final		Dennis Warner (425) 452-6011