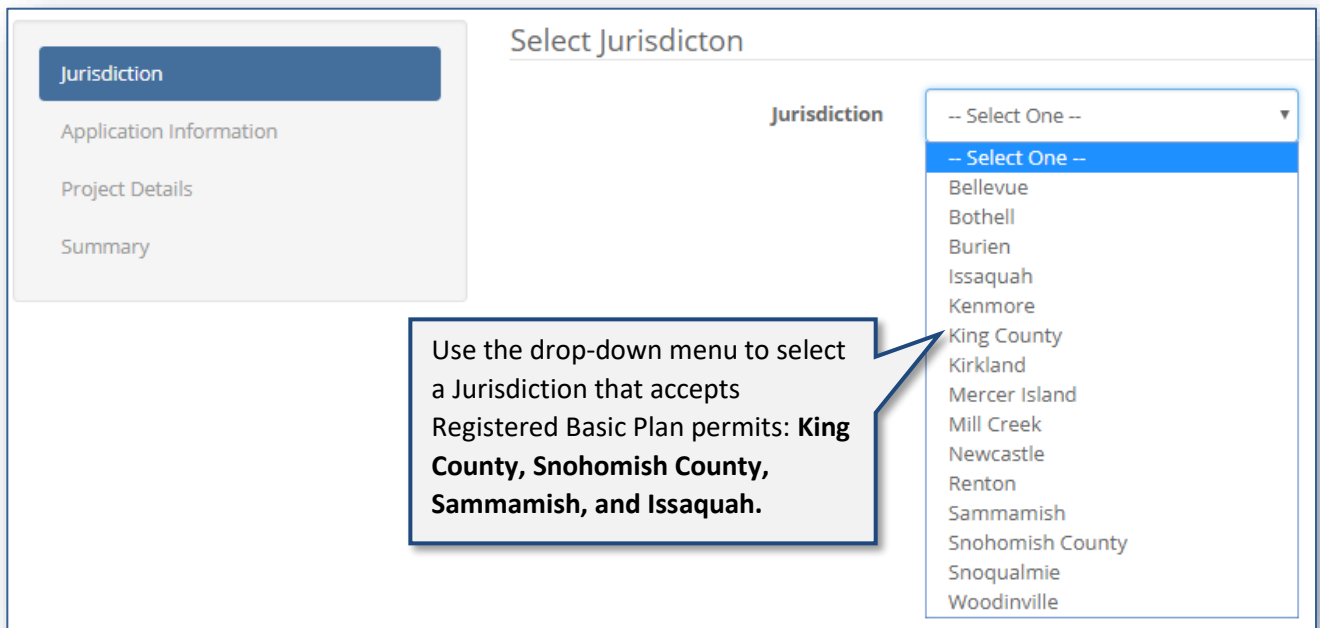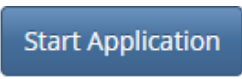# Applying for a Registered Basic Permit

Steps to Establish a New Plan:

To submit a Registered Basic plan or permit application in MBP, a Contractor type user account must first be created. Please see Create Licensed Contract Account guide for more information on creating a Contractor account. **Note:** A valid Washington State UBI is required to register as a contractor on MBP.

1. Go to MyBuildingPermit.com, click on Apply For Permit. Log In to your customer account.

2. Select the applicable jurisdiction

Use the drop-down menu to select a Jurisdiction that accepts Registered Basic Plan permits: **King County, Snohomish County, Sammamish, and Issaquah.**

3. Click [Start Application] to proceed.

4. Select the appropriate Application, Project, and Activity Types:

   a. Application Type = **Building**

   b. Project Type = **Single Family** or **Multifamily**

   c. Activity Type = **Registered Basic – Establish a New Plan**
      Note: If there is no Registered Basic choice under Activity Type, the selected jurisdiction does not offer Registered Basics through MBP.

5. Select the appropriate Scope of Work from the selection provided:

Application Information

Jurisdiction
Application Information
Project Details
Summary

Application Type — Building: Permits for construction, modification structure.

Click [Change Selection] to go back to and revisit a previous Type.

[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 — Registered Basic - Establish a New Plan: Establish a NEW Registered Basic Plan

[Change Selection]

Scope of Work
○ **Registered Basic-Accessory Building:** Accessory Structure - Registered Basic Plan
○ **Registered Basic-Duplex:** Duplex-Registered Basic Plan
Registered Basic-Single Family Residential: Single Family Residential Registered Basic Plan

The available Scope of Work selections will vary depending on Jurisdiction.

In this guide, we will follow the path on submitting a Registered Basic – Single Family Residential

6. Click [Continue] to proceed.

7. Enter a Plan Name and select the applicable Company:

Establish a Registered Basic Plan - Ba

Jurisdiction
Application Information
Basic Information
Base Plan Information
Options
Plan Details
Application Instructions
Project Contact
Supplementals
File Upload
Summary

Jurisdiction: Snohomish County
Application Information: Building, Single Family Residential, Re
Enter the Plan Name: _____
Allowed characters: A-Z a-z 0-9 -_ #
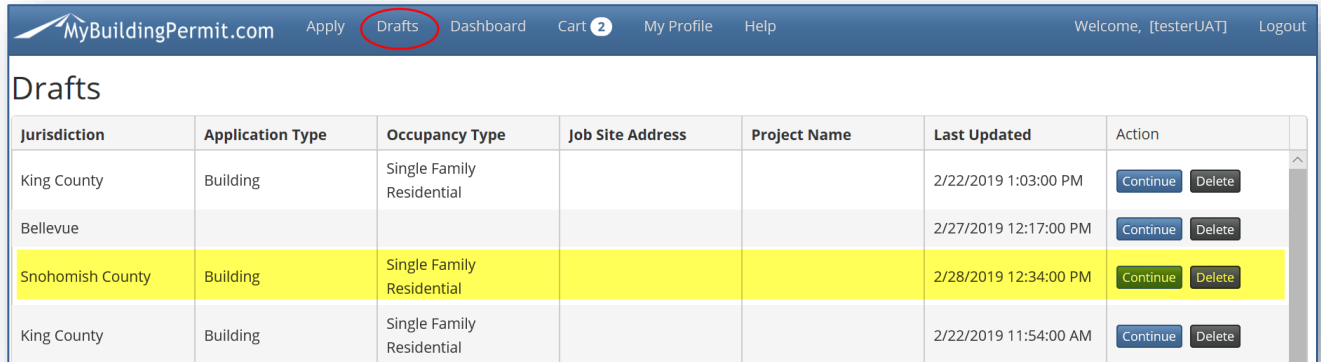**Select Company:** The City of Bellevue TEST

[Save & Continue]

Each Basic Plan must be given a unique name. You may not name a plan the same as a previous one. Names should be meaningful and follow a convention established by your company.

If your user account is associated with more than one Contractor company, you will need to select the appropriate company for this plan.
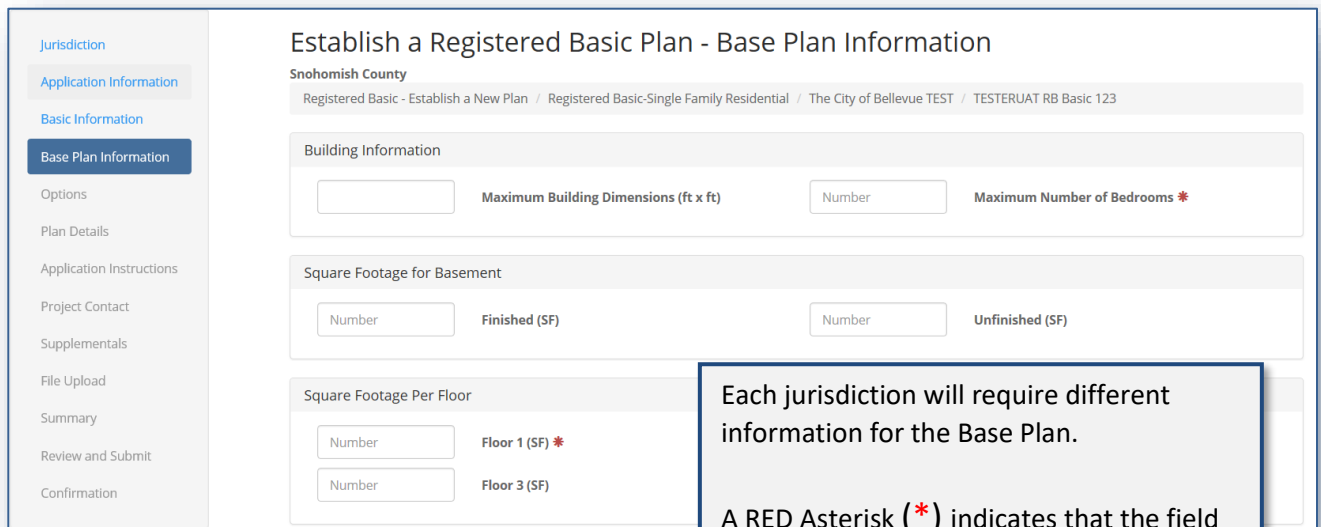
8. Click **Save & Continue** to proceed.

Note: If you are unable to complete your application in one session, MBP periodically saves and stores the data from your application in a DRAFT version which can be found on your DASHBOARD to continue at a later time:

Jurisdiction	Application Type	Occupancy Type	Job Site Address	Project Name	Last Updated	Action
King County	Building	Single Family Residential			2/22/2019 1:03:00 PM	Continue Delete
Bellevue					2/27/2019 12:17:00 PM	Continue Delete
Snohomish County	Building	Single Family Residential			2/28/2019 12:34:00 PM	Continue Delete
King County	Building	Single Family Residential			2/22/2019 11:54:00 AM	Continue Delete

9. Enter the Base Plan information:

Establish a Registered Basic Plan - Base Plan Information

Snohomish County
Registered Basic - Establish a New Plan / Registered Basic-Single Family Residential / The City of Bellevue TEST / TESTERUAT RB Basic 123

Building Information

Maximum Building Dimensions (ft x ft)   Number   Maximum Number of Bedrooms *

Square Footage for Basement

Number   Finished (SF)   Number   Unfinished (SF)
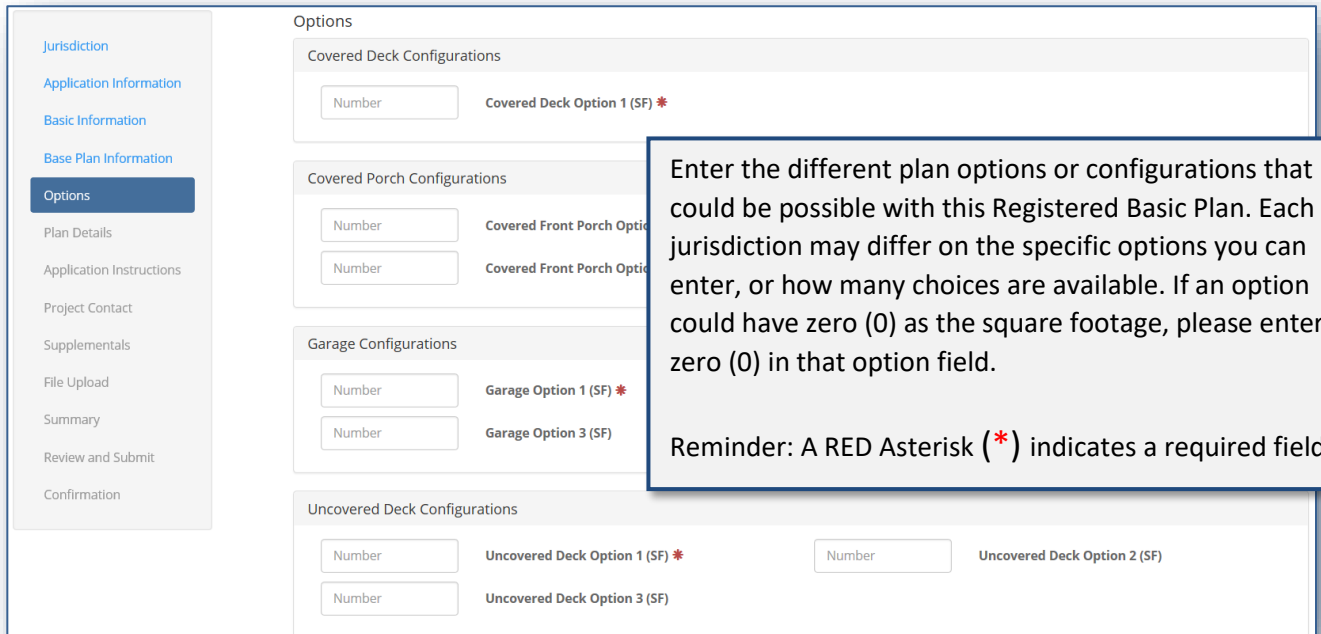
Square Footage Per Floor

Number   Floor 1 (SF) *
Number   Floor 3 (SF)

> Each jurisdiction will require different information for the Base Plan.
>
> A RED Asterisk (*) indicates that the field is required, and you must enter something, even if it's a zero (0).

10. Click the **Save & Continue** to proceed.

11. Complete the Basic Plan Options:

Options

Covered Deck Configurations

[Number]   Covered Deck Option 1 (SF) ✱

Covered Porch Configurations

[Number]   Covered Front Porch Optio...

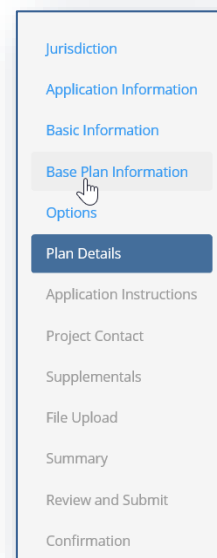[Number]   Covered Front Porch Optio...

> Enter the different plan options or configurations that could be possible with this Registered Basic Plan. Each jurisdiction may differ on the specific options you can enter, or how many choices are available. If an option could have zero (0) as the square footage, please enter zero (0) in that option field.
>
> Reminder: A RED Asterisk (*) indicates a required field.

Garage Configurations

[Number]   Garage Option 1 (SF) ✱

[Number]   Garage Option 3 (SF)

Uncovered Deck Configurations

[Number]   Uncovered Deck Option 1 (SF) ✱   [Number]   Uncovered Deck Option 2 (SF)

[Number]   Uncovered Deck Option 3 (SF)

Navigation panel (left):
Jurisdiction
Application Information
Basic Information
Base Plan Information
Options
Plan Details
Application Instructions
Project Contact
Supplementals
File Upload
Summary
Review and Submit
Confirmation

Note: The Base Plan Information and Options will be reviewed by the jurisdiction during their acceptance and review process. When you apply for a Site-Specific permit, the Base Plan and Option information you entered when establishing a new plan will be available as options to indicate which specific ones you will be using for that specific site permit.

12. Click [Save & Continue] to proceed.

Note: If you ever need to revisit a prior page, you can click on the page name in the left navigation of the screen to return to a previously completed section:

Navigation panel (right):
Jurisdiction
Application Information
Basic Information
Base Plan Information
Options
Plan Details
Application Instructions
Project Contact
Supplementals
File Upload
Summary
Review and Submit
Confirmation

13. Complete the Plan Details page (if applicable):

Establish a Registered Basic Plan - Plan Details
Snohomish County
Registered Basic - Establish a New Plan / Registered Basic-Single Family Residential / The City of Bellevue TEST / TESTERUAT RB Basic 123

Navigation menu:
- Jurisdiction
- Application Information
- Basic Information
- Base Plan Information
- Options
- Plan Details
- Application Instructions
- Project Contact
- Supplementals
- File Upload
- Summary
- Review and Submit
- Confirmation

Mechanical Information: (Fill in all applicable selection)

Fixtures:
- [Number] Exhaust Fans
- [Number] Other

Fuel Tanks (quantity/size):
- [Number] LPG 125 to 250 Gallon Tanks
- [Number] LPG More than 250 Gallon Ta

Heat Source:
○ Electric ○ LPG ○ Natural Gas ○ No Heat Source ○ Oil ○ Solar ○ Wood

Heat Type:
○ Boiler ○ Forced Air ○ Forced Air and A/C ○ Heat Pump ○ Radiant Heat
- [Number] Number of Heat Type Units

> Some jurisdiction will require more specific information about your Plan. For any questions about the information requested, please contact the applicable Jurisdiction for clarification.
>
> Remember to complete all required fields, as indicated by a Red Asterisk (*).

14. Click [Save & Continue] to proceed.

15. Review the Application Instructions page:

Navigation menu:
- Jurisdiction
- Application Information
- Basic Information
- Base Plan Information
- Options
- Plan Details
- Application Instructions
- Project Contact
- Supplementals
- File Upload
- Summary
- Review and Submit
- Confirmation

Submittal Information

The documents listed as required are the minimum necessary to proceed with the application process; however additional documents may be necessary in order to complete the review.

Important: Please see the Registered Basic Plan Policy and the Residential B

Important: Please review SCC Chapter 30.23 for additional information, conc

Document Instructions:
- All plans and reports should be submitted as one PDF

Professional Stamp Requirement:
If your plans were drawn by a licensed architect or engineer, they must be sta

Required Documents
- Energy Calculations
- Registered Architect Authorization Letter
- Structural Engineer Authorization Letter
- Structural or Lateral Calculations
- Structural Plan

Please review the Requirements for Electronic Plans prior to uploading documents.

General Process Info
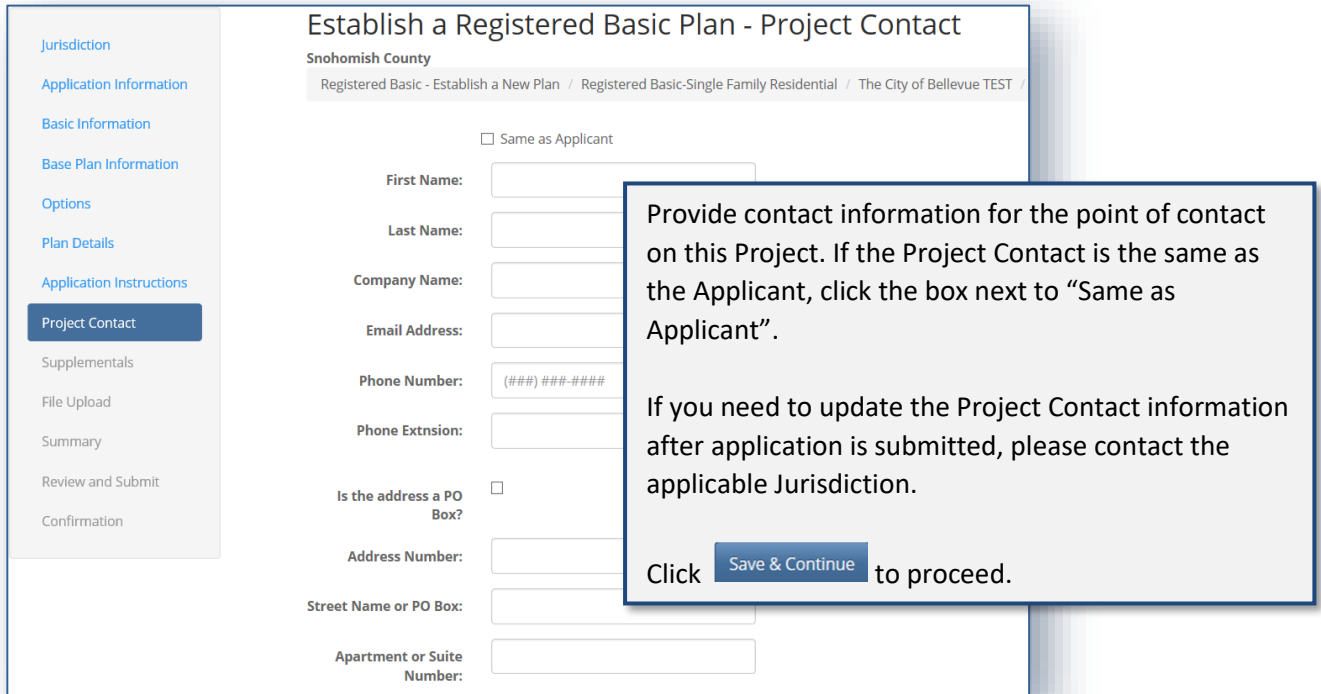
What to expect after you submit your application:
We will look at your application within 2 business days of your online submittal and decide:
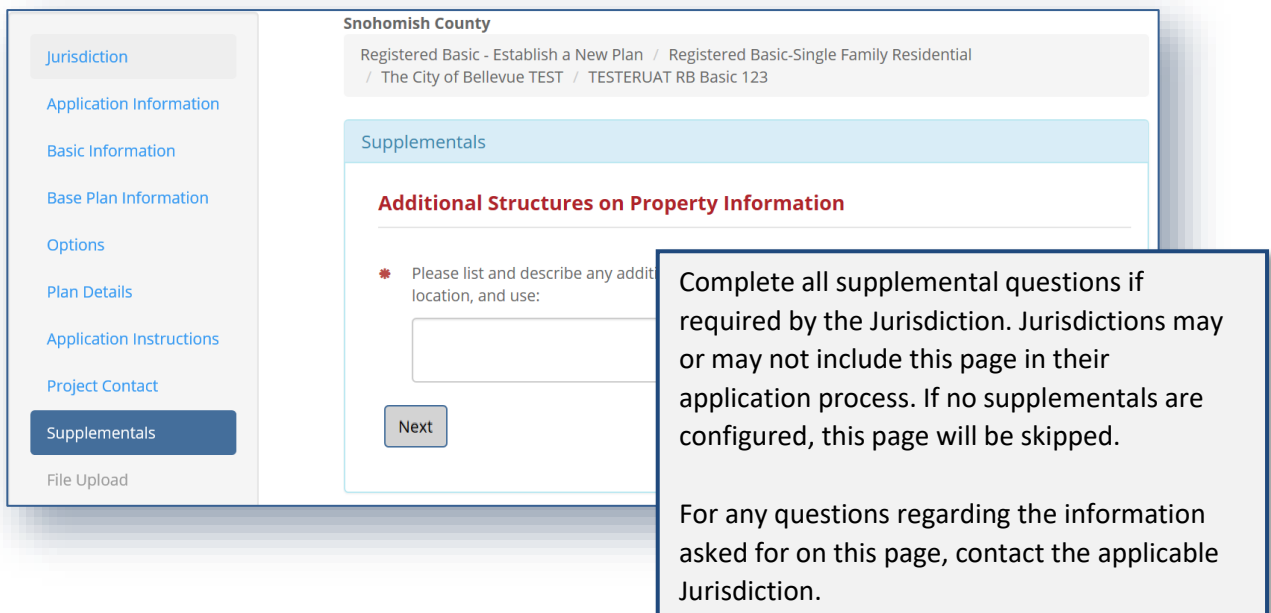
> A list of required documents is provided on this page. Also included are important submittal instructions and general processing information.
>
> Click [View Instructions] at the bottom of the page to download a pdf copy of these Application Instructions for your reference.

16. Click [Continue] to proceed.
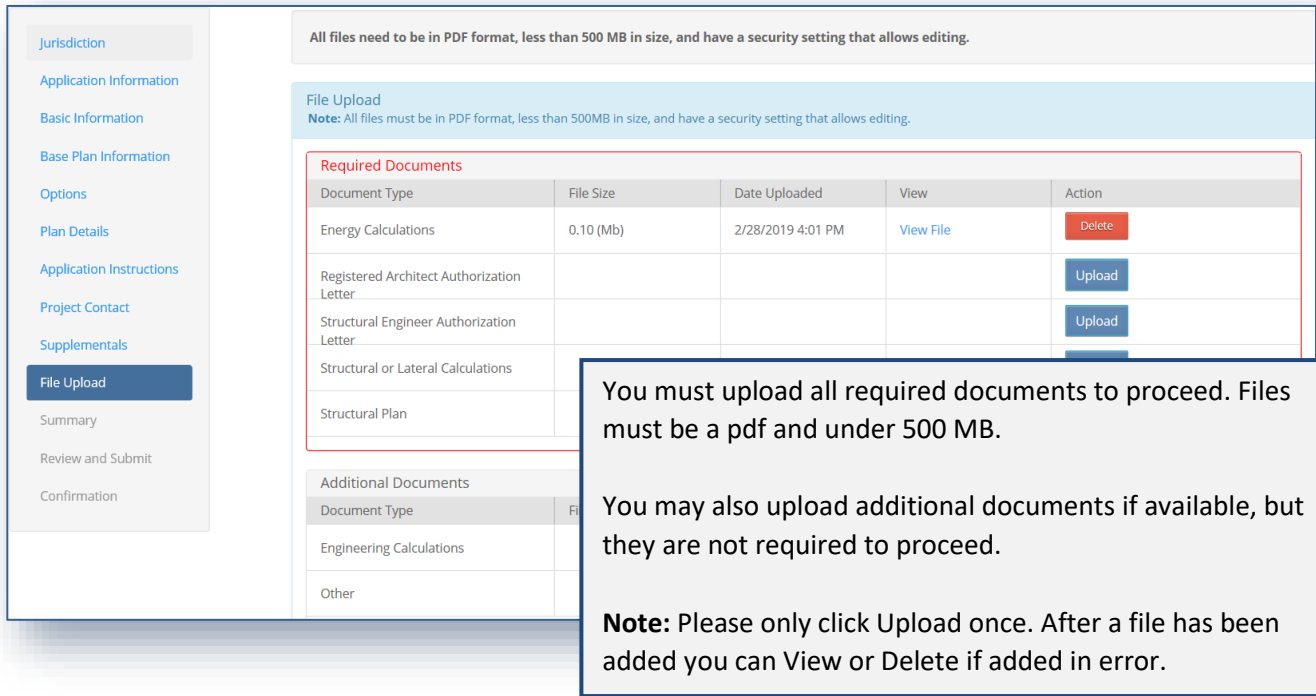
17. Complete the Project Contact page:

18. Complete Supplementals page (if applicable):

19. Click Save & Continue to proceed.

20. Upload all required documents on the File Upload page:
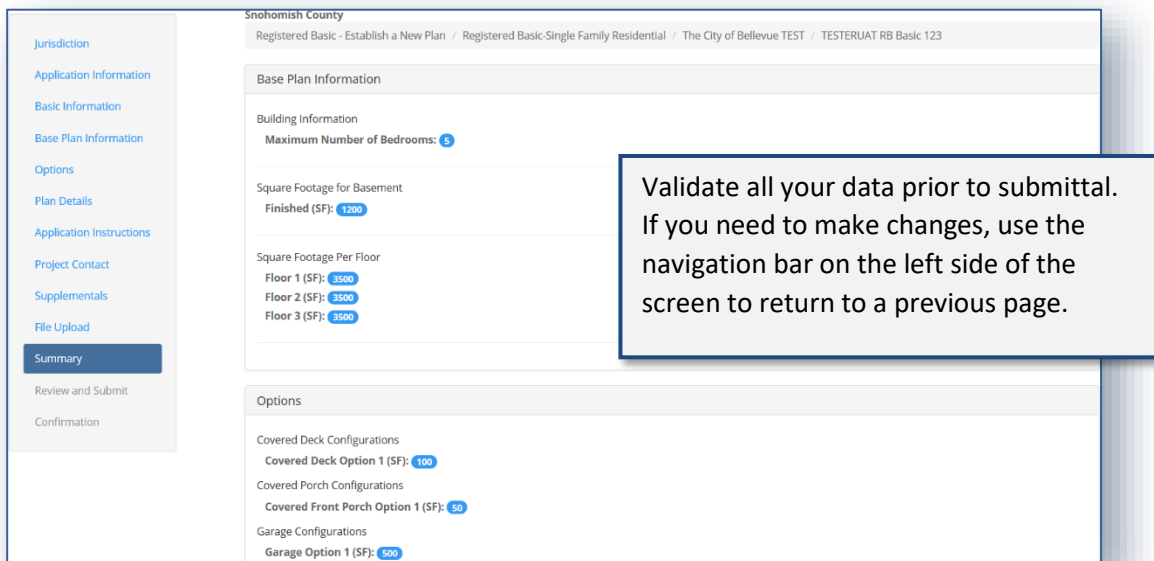

You must upload all required documents to proceed. Files must be a pdf and under 500 MB.

You may also upload additional documents if available, but they are not required to proceed.

Note: Please only click Upload once. After a file has been added you can View or Delete if added in error.

21. Click Save & Continue to proceed.

22. Review a Summary of the Basic Plan application information to submit:

Validate all your data prior to submittal. If you need to make changes, use the navigation bar on the left side of the screen to return to a previous page.

23. Click **Continue** to proceed.

24. Read and click the box next to "I agree" to indicate you agree to the Certification Statement:

25. Click **Submit Plan** to complete the application and submit to the Jurisdiction for review.

26. View the confirmation screen for information regarding next steps, make note of the Application ID as a reference in case you need to contact the Jurisdiction with questions or to follow-up. You will also receive an email to confirm the application was submitted successfully. To view the status of your application as it proceeds through the review process, you can access details on the application through your personal Dashboard:
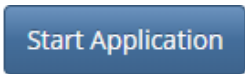
Steps to apply for a Site-Specific permit:

Once your Registered Basic Plan has been approved by the jurisdiction, you may apply for a Site-Specific Permit application using that plan.

1. Go to MyBuildingPermit.com, click on Apply For Permit. Log In to your customer account.

2. Select the applicable jurisdiction
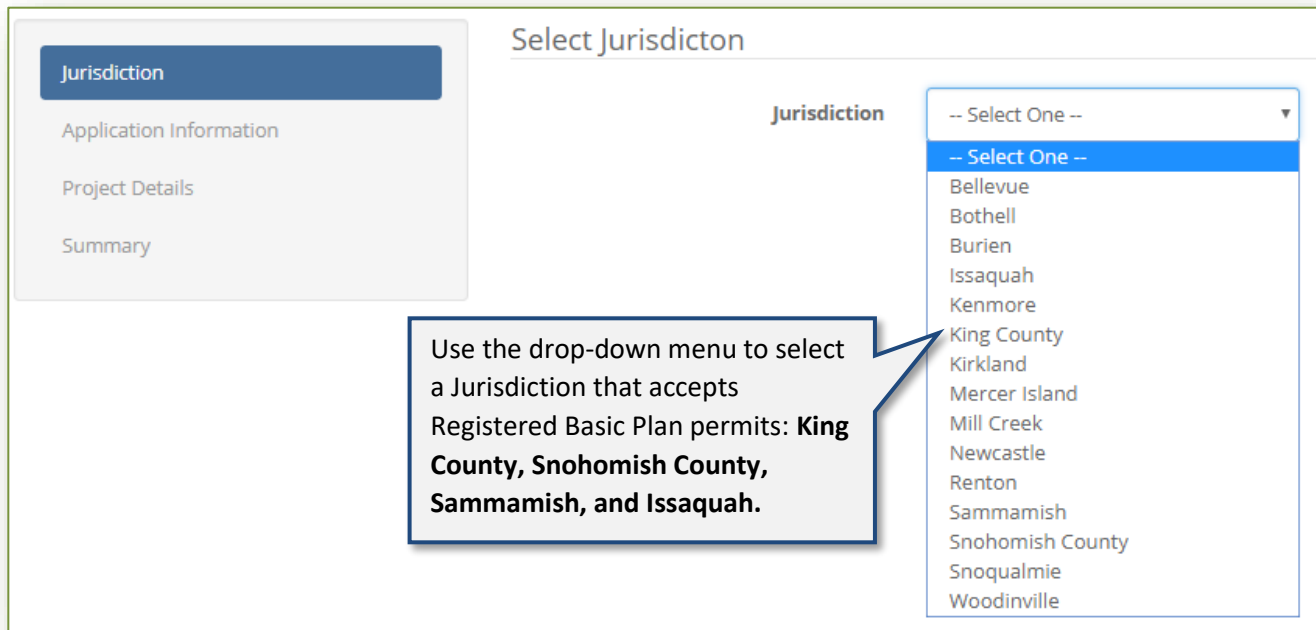
3. Click **Start Application** to proceed.

4. Select the appropriate Application, Project, and Activity Types:

    a. Application Type = **Building**

    b. Project Type = **Single Family** or **Multifamily**

    c. Activity Type = **Registered Basic – Site Specific Permit**

        Note: If there is no Registered Basic choice under Activity Type, the selected jurisdiction does not offer Registered Basics through MBP.

5. Select the appropriate Scope of Work from the selection provided:

Application Information

Application Type	Building: Permits for construction, modification or demolition of	Change Selection
Project Type	Single Family Residential: 1 or 2 unit dwellings and all buildings	Change Selection
Activity Type	Registered Basic - Site Specific Permit: Create a Site Specific Permit from a Registered Basic Plan	Change Selection

Scope of Work
- ○ **Registered Basic-Accessory Building:** Accessory Structure - Registered Basic Plan
- ○ **Registered Basic-Duplex:** Duplex-Registered Basic Plan
- ○ **Registered Basic-Single Family Residential:** Single Family Residential Registered Basic Plan

Jurisdiction
Application Information
Project Details
Summary

> Click **Change Selection** to go back to and revisit a previous Type.

> The available Scope of Work selections will vary depending on Jurisdiction.
>
> In this guide, we will follow the path on submitting a Registered Basic – Single Family Residential

6. Click **Continue** to proceed.

7. Complete the Basic Information page:

Registered Basics Permit - Basic Information

Jurisdiction
Application Information
Basic Information
Application Instructions
Project Location
Options
Project Contact

Select Company: The City of Bellevue TEST

Select Plan:
MBP 116 TEST2, MBP116 TEST2
MBP116 TEST4, MBP116 TEST4
MBP116 TEST5, MBP116 TEST5
MnTest#02 Basic Plan, 18127149BP
Sudden Valley TEST, MBP116 TEST1
TEST#02 No Supplementals 2-20, 19102745BP
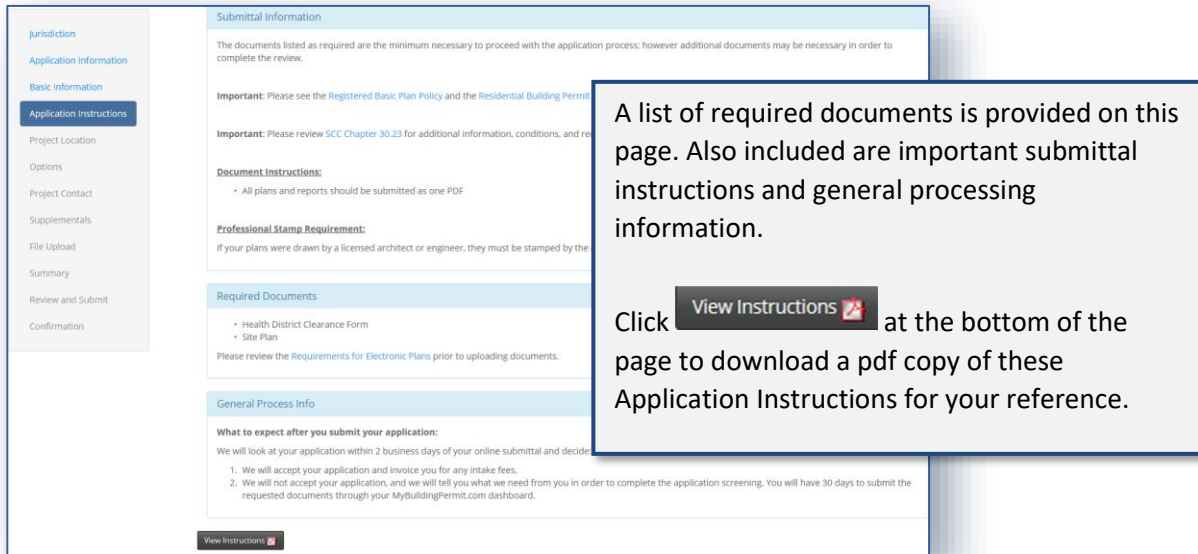TEST01-BP- 2 Supplementals, 1979 BP
TESTERUAT RB Basic 123, 19102746BP

> Select the appropriate contractor Company and Plan.
>
> **Note**: Only approved plans will be available to select. If your Plan does not show in the available list when applying for Site-Specific permit, then it cannot be used yet.

Note: Some jurisdictions will require the Plan be approved before using it for a Site-Specific permit, other jurisdictions allow using them before approval. Contact the jurisdiction with any questions on their acceptance or approval requirements.
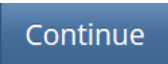
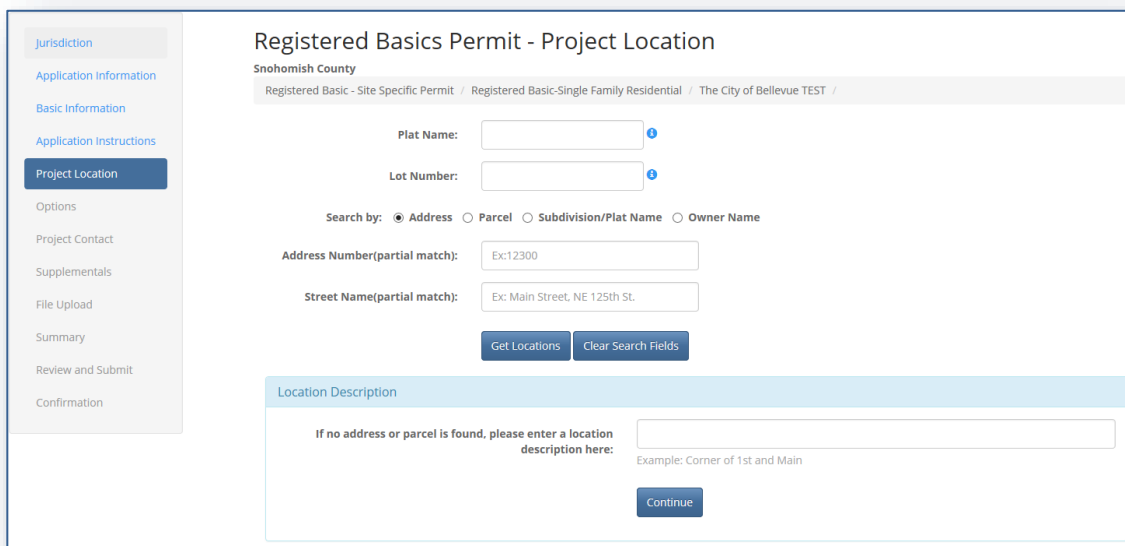8. Click [Continue] to proceed.

9. Review the Application Instructions page:

A list of required documents is provided on this page. Also included are important submittal instructions and general processing information.

Click [View Instructions] at the bottom of the page to download a pdf copy of these Application Instructions for your reference.

10. Click [Continue] to proceed.

11. Complete the Project Location page:

a. **Plat Name/Lot Number:**

Registered Basics Permit - Project Location

> Plat Name and Lot Number are required fields. Please enter a Project Name or reference the Basic Plan Name in the Plat Name field and indicate the applicable Lot Number this permit applies to.

e Specific Permit / Registered Basic-Single Family Residential / The City of Bellevue TEST

Plat Name: [   ] ⓘ

Lot Number: [   ] ⓘ

b. **Search by Address:**

Note: The system will not let you initiate a search until the Plat Name and Lot Number fields are completed.

Search by: ⦿ Address ○ Parcel ○ Subdivision/Plat Nar

Address Number(partial match): [450]

Street Name(partial match): [Ex: Main Street, NE 125th St.]

[Get Locations] [Clear Search]

> You may search for the specific address by using a portion of the address, parcel number, subdivision name, or owner name.
>
> Click [Get Locations] to see a list of matching address records.

Select	Address	Street	City	Tax Parcel	Plat/Subdivision	Owner Info
Select	4502	164TH ST SW	LYNNWOOD	00372700800403		Kolbeck, Creighton
Select	14504	MADISON WAY	LYNNWOOD	00373300400702	SP 112-78	Dunbar, Bryce & Audrey
Select	14508	MADISON WAY	LYNNWOOD	00373300400706		Kayser, Catherine J
Select	14508	17TH AVE W	LYNNWOOD	00373300401400	Greenbrook Ph 1	
Select	14508	19TH AVE W	LYNNWOOD	00373300401400	Greenbrook Ph 1	
Select	14504	17TH AVE W	LYNNWOOD	00373300401400	Greenbrook Ph 1	
Select	14504	19TH AVE W	LYNNWOOD	00373300401400	Greenbrook Ph 1	
Select	14505	17TH AVE W	LYNNWOOD	00373300401400	Greenbrook Ph 1	
Select	14505	18TH PL W	LYNNWOOD	00373300401400	Greenbrook Ph 1	
Select	14505	16TH PL W	LYNNWOOD	00373300401400	Greenbrook Ph 1	,

> Click [Select] on the appropriate address line and project location information will auto populate based on address information on file.

[First] [Prev] [1/37] [Next] [Last] Page size: [10 ⌄]

Registered Basics Permit - Project Location

Snohomish County

Registered Basic - Site Specific Permit / Registered Basic-Single Family Residential / The City

Plat Name:	TESTERUAT RB 123
Lot Number:	2
Address Number:	14508
Street Name:	17TH AVE W
City:	LYNNWOOD
Zip Code:	
State:	WA
Parcel Number:	00373300401400

Continue   Change Address

Verify Project Location information is correct.

If you need to make a change, click on Change Address to return to the previous page to search for and select a new address.

c. **Location Description:**
    Note: *Only* enter a location description if you are not able to find the address or parcel you are looking for.

Location Description

If no address or parcel is found, please enter a location description here:

Example: Corner of 1st and Main
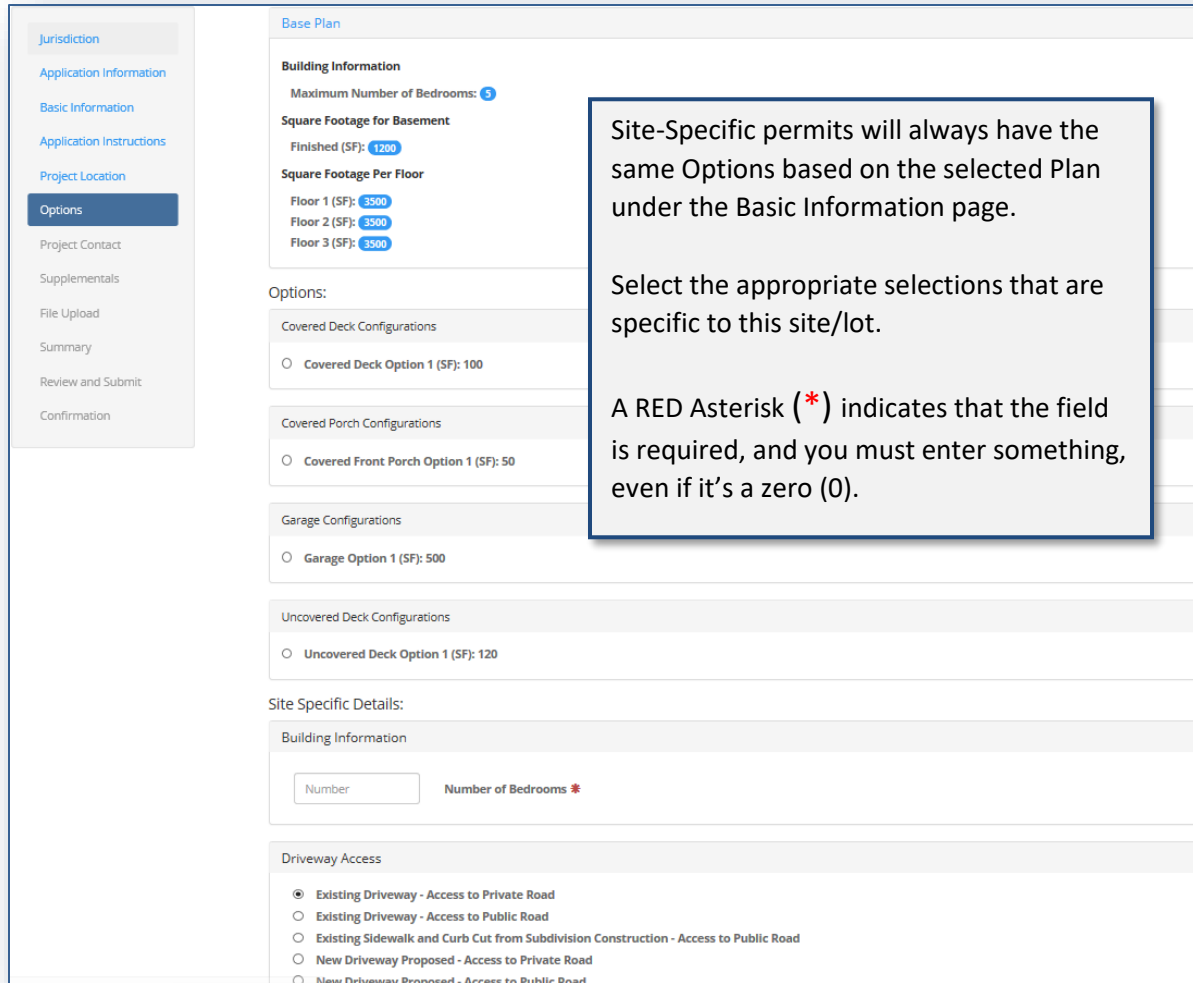
Continue

If the address or parcel you are looking for is not available, enter a Location Description instead.

12. When either an address is selected, or location description is entered, click **Continue** to proceed.

13. Complete the applicable selections on the Options page:

Note: Base Plan information is from the approved Basic Plan and *cannot* be changed. The Options listed to choose from are from the Options entered on the Basic Plan.

Site-Specific permits will always have the same Options based on the selected Plan under the Basic Information page.

Select the appropriate selections that are specific to this site/lot.

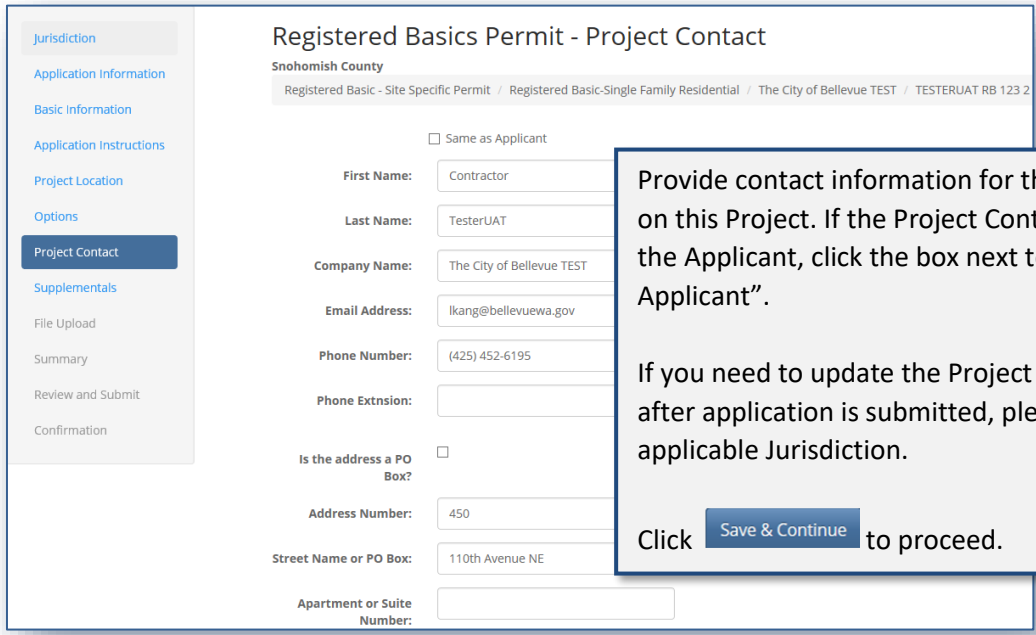A RED Asterisk (*) indicates that the field is required, and you must enter something, even if it's a zero (0).

Note: If you ever need to revisit a prior page, you can click on the page name in the left navigation of the screen to return to a previously completed section:

14. Click [Continue] to proceed.
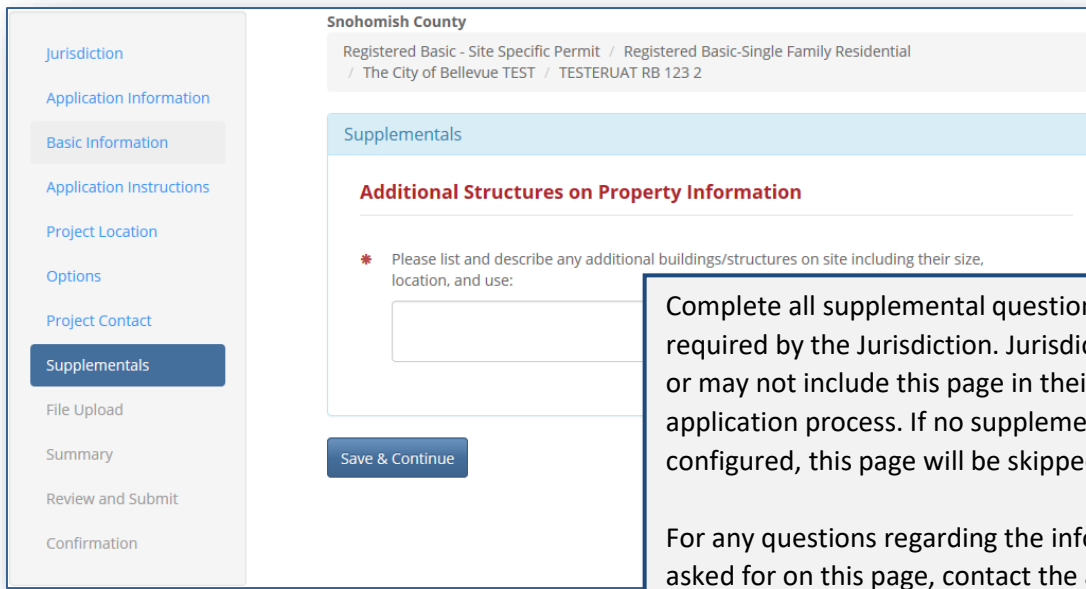
15. Complete the Project Contact page:

Provide contact information for the point of contact on this Project. If the Project Contact is the same as the Applicant, click the box next to "Same as Applicant".

If you need to update the Project Contact information after application is submitted, please contact the applicable Jurisdiction.

Click [Save & Continue] to proceed.

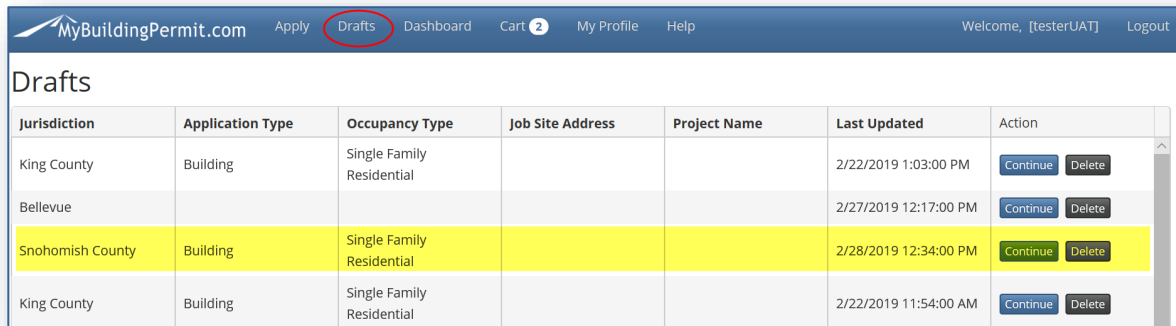**16.** Complete Supplementals page (if applicable):

Complete all supplemental questions if required by the Jurisdiction. Jurisdictions may or may not include this page in their application process. If no supplementals are configured, this page will be skipped.

For any questions regarding the information asked for on this page, contact the applicable Jurisdiction.
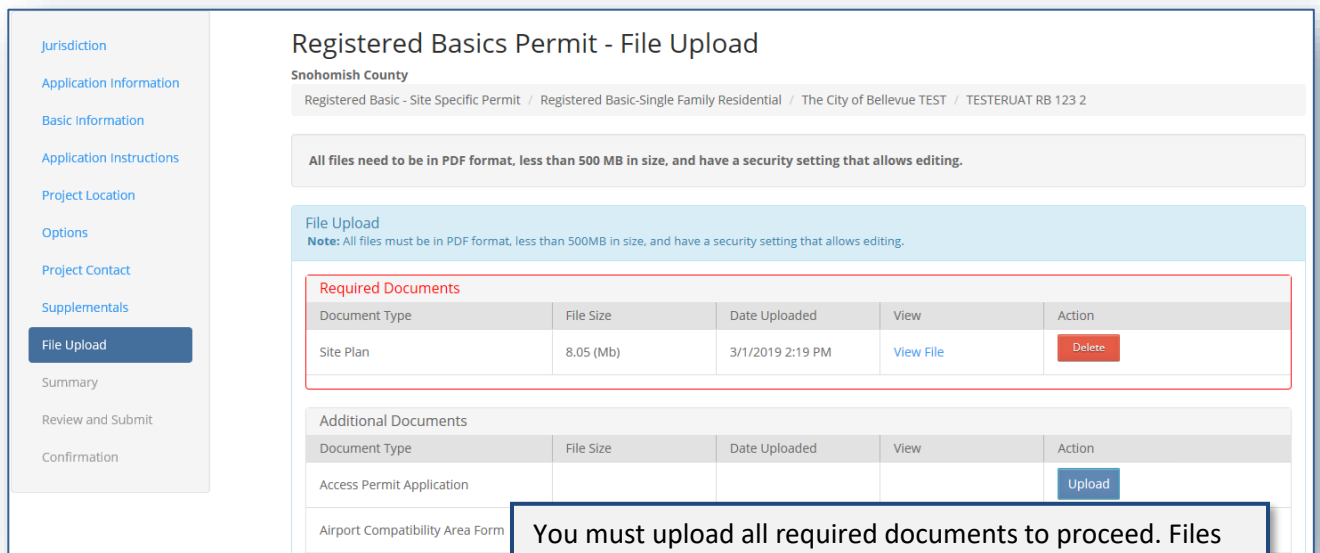
17. Click **Save & Continue** to proceed.

Note: If you are unable to complete your application in one session, MBP periodically saves and stores the data from your application in a DRAFT version which can be found on your DASHBOARD to continue at a later time:

18. Upload all required documents on the File Upload page:

You must upload all required documents to proceed. Files must be a pdf and under 500 MB.

You may also upload additional documents if available, but they are not required to proceed.

Note: Please only click Upload once. After a file has been added you can View or Delete if added in error.

19. Click **Save & Continue** to proceed.

20. Review a Summary of the Site-Specific application information to submit:

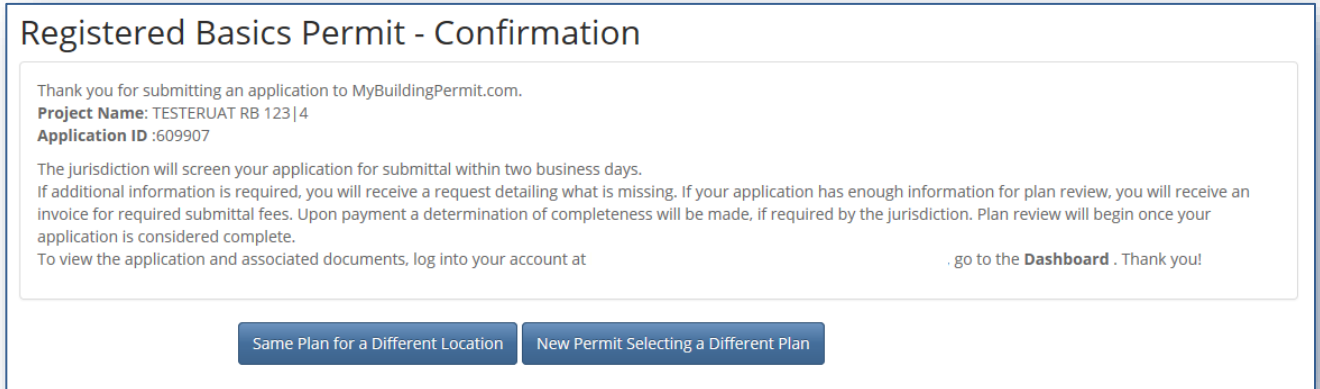
21. Click **Continue** to proceed.

22. Read and click the box next to "I agree" to indicate you agree to the Certification Statement:

23. Click **Submit Plan** to complete the application and submit to the Jurisdiction for review.

![MyBuildingPermit.com - a service of eCityGov.net]

24. View the confirmation screen for information regarding next steps, make note of the Application ID as a reference in case you need to contact the Jurisdiction with questions or to follow-up.

Registered Basics Permit - Confirmation

Thank you for submitting an application to MyBuildingPermit.com.
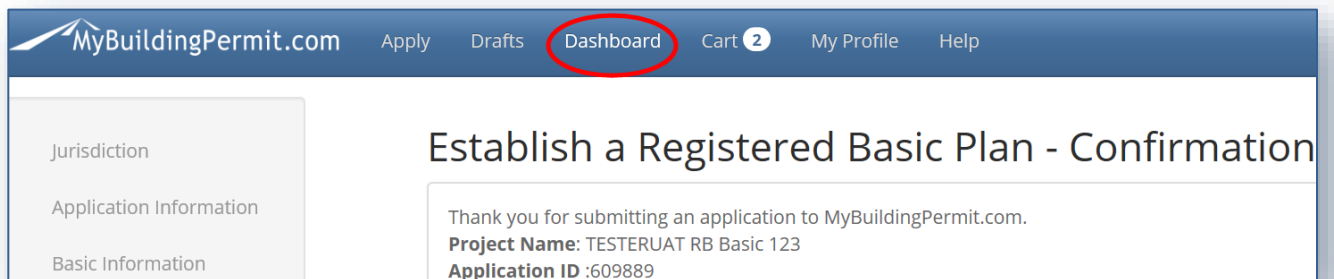**Project Name**: TESTERUAT RB 123|4
Application ID :609907

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   . go to the **Dashboard** . Thank you!

[Same Plan for a Different Location]   [New Permit Selecting a Different Plan]

You may perform one of the following actions from the Confirmation page:

- **SAME PLAN for a DIFFERENT LOCATION** - Create another site-specific permit from this *same* plan with another location
- **NEW PERMIT SELECTING A DIFFERENT PLAN** -- Create another site-specific permit with a *different* established plan.

25. You will also receive an email to confirm the application was submitted successfully. To view the status of your application as it proceeds through the review process, you can access details on the application through your personal Dashboard:

MyBuildingPermit.com   Apply   Drafts   **Dashboard**   Cart 2   My Profile   Help

Jurisdiction

Application Information

Basic Information

Establish a Registered Basic Plan - Confirmation

Thank you for submitting an application to MyBuildingPermit.com.
Project Name: TESTERUAT RB Basic 123
Application ID :609889