

How to Apply for a Permit in MyBuildingPermit



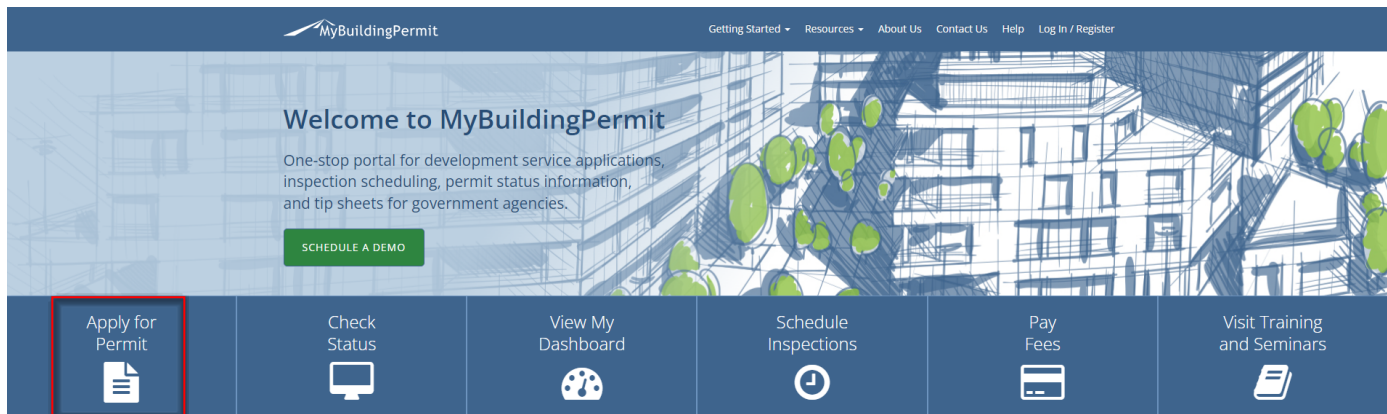
All building, land use, and most public works applications are now accepted online via MyBuildingPermit. This guide is intended to show the steps of applying for a permit. Permit pathways are organized by department. For help determining the correct permit pathway, please reference our handout “Navigating Permit Pathways in MyBuildingPermit”. If you have any questions, reach out to a permit tech at permittech@burienwa.gov or (206) 241-4647.

1. Open MyBuildingPermit.com in your browser

You will need to create an account if this is your first time. Once you are logged into your account, navigate to the dashboard.

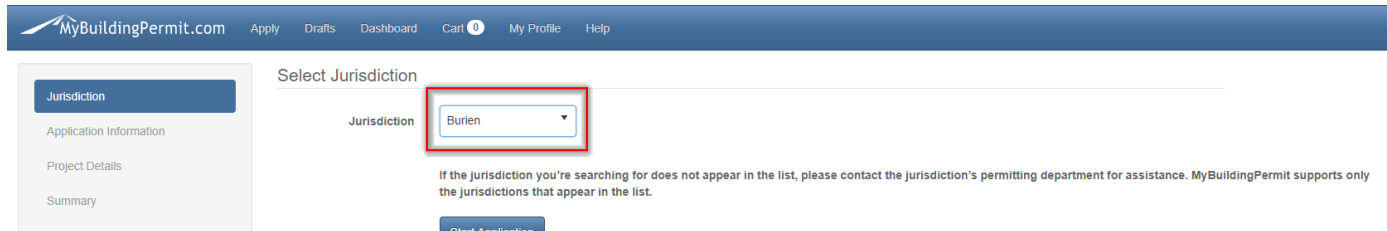
2. Start the application process

In the MyBuildingPermit dashboard, select “Apply for Permit”.



3. Select Jurisdiction

Choose the city where the project is located (Burien).



4. Select Application Type

Application types are categorized by department. Select the application type that best aligns with your project.

How to Apply for a Permit in MyBuildingPermit



- Jurisdiction
- Application Information**
- Project Details
- Summary

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.
 - Land Use:** Actions establishing use, project approvals, land division or pre-application services.
 - Mechanical:** Permits for mechanical equipment or systems.
 - Plumbing:** Permits for plumbing equipment or systems.
 - Right-of-Way:** Permits for work in, or activities occurring in, the public right-of-way.
 - Sign:** Permits and approvals for signs.
 - Special Use or Event:** Any use or event that affects the ordinary use of public or private property and/or generates considerable public participation.

5. Select Project Type

Project types focus on what type of building or use will be permitted.

- Jurisdiction
- Application Information**
- Project Details
- Summary

Application Information

- Application Type** **Building:** Permits for construction, modification or demolition of a building or structure. [Change Selection](#)
- Project Type**
- Any Project Type:** Projects involving any use or occupancy.
 - Mixed Use:** Residential and non-residential uses located within the same building and structures accessory to this use.
 - Multifamily Residential:** 3 or more unit dwellings and all buildings and structures accessory to this use.
 - Nonresidential:** Nonresidential uses and all buildings and structures accessory to this use.
 - Single Family Residential:** 1 or 2 unit dwellings and all buildings and structures accessory to this use.

6. Select Activity Type

Activity types further describe your project, although sometimes these are not intuitive. See instructions at the top of this document for ways to find support if needed.

- Jurisdiction
- Application Information**
- Project Details
- Summary

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**
- Adult Family Home Inspection Only:** Inspecting a facility as required for a DSHS license, does not include any construction activity.
 - Deck or Porch:** An exposed exterior floor structure, which may or may not be covered.
 - Demolition:** Demolishing and removing an existing building.
 - Family Home Day Care Inspection Only:** Inspecting a facility as required for a DSHS license, does not include any construction activity.
 - New Construction:** Construction of a new structure, including the placement of a premanufactured or relocated structure.
 - Re-Roof Overlay:** Installation of new roofing material over existing roofing material.
 - 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.
 - Structure Addition:** Construction of new square footage attached to an existing structure, which may include interior or exterior alterations to the existing structure.

How to Apply for a Permit in MyBuildingPermit



7. Select Scope of Work

The scope of work will describe the type of work that will potentially be permitted. Select “Continue” to move on to the application questions.

MyBuildingPermit.com Apply Drafts Dashboard Cart 0 My Profile Help

Jurisdiction

- Application Information
- Project Details
- Summary

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

- Carport Attached: A non-occupied open sided, roofed structure designed to cover vehicles and attached to a residence.
- Carport Detached: A non-occupied open sided, roofed structure designed to cover vehicles not attached to another structure.
- Deck or Porch: An exposed exterior floor structure, which may or may not be covered.
- Garage Attached: A non-occupied structure attached to a residence used for shelter or storage.
- Garage Detached: A non-occupied detached structure used for shelter or storage.

8. Select Project Information

Choose the information that applies to your type of permit and select “Continue”.

9. Review Application Information

Make sure all information is accurate and select “Continue”.

10. Review Submittal Information

This will detail all the information needed for a complete submittal. Make sure you have everything needed – if not, you can select “Save Draft” to save your application for later. Select “Continue”.

11. Complete Address Search

There are three ways to search: Address, Parcel #, or Owner Name. Enter information for one of those options and select “Search”. From the generated list, select the correct Address, Parcel, or Owner Name.

MyBuildingPermit.com Apply Drafts Dashboard Cart 0 My Profile Help

Jurisdiction

- Application Information
- Project Details
- Summary
- Application Instructions
- Project Location
- Parcel Information
- Work Description
- Who Does The Work
- Applicant Information
- Project Contact
- Delegates
- Supplementals
- File Upload
- Review Application

Project Location

Address search

Search for the project location by: Address Parcel # Owner Name

Address Number:

Street Name: Partial Street Name recommended

[Search](#)

400 SW 152nd St., Suite 300, Burien, WA 98166

Phone (206) 241-4647 • burienwa.gov/PermitCenter

How to Apply for a Permit in MyBuildingPermit



12. Enter Parcel Information

Make sure that all the information is correct and complete. Fields marked with a red asterisk are required. Select "Continue".

The screenshot shows the 'Parcel Information' form in the MyBuildingPermit.com application. The form is titled 'Parcel Information' and includes a note: '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.' The form contains several required fields marked with a red asterisk: *First Name (Unknown), *Last Name or Company Name (Unknown), *Address Number (400), *Street Name or PO Box (SW 152ND ST), *City (BURIEN), *State or Province (WA), and *Zip or Postal Code (98166). There is also a checkbox for 'Is this a PO Box?' which is unchecked. A 'Phone Number' field with a mask '(###) ###-####' is present. A note says 'Enter * if owner is a company.' At the bottom right, there are 'Save Draft' and 'Continue' buttons.

13. Enter Work Description

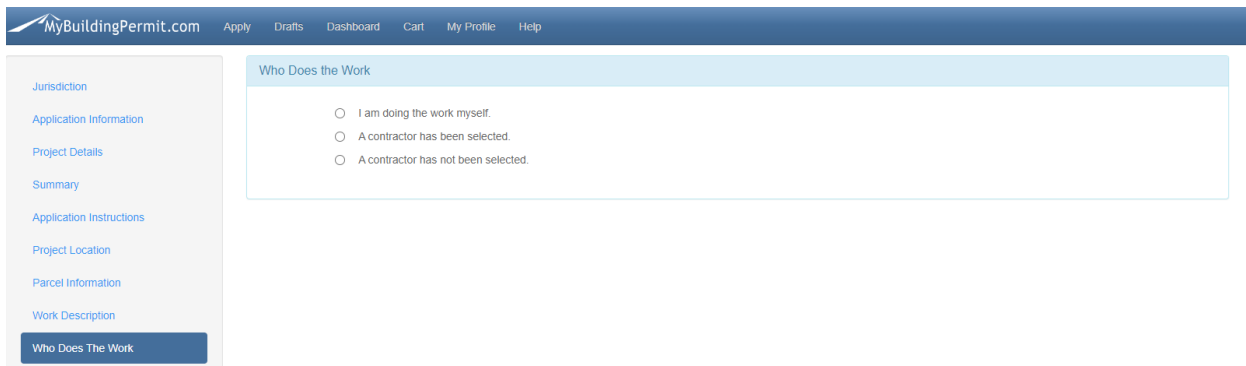
Complete fields for "Project Name" and "Work Description". You will want to make sure that the project description is thorough and fully describes the project and the complete scope of work for this permit only. When applying for multiple permits within one project, clearly define the scope of work for each permit. Select "Continue".

The screenshot shows the 'Work Description' form in the MyBuildingPermit.com application. The form is titled 'Work Description' and includes a legend: '* - Indicates a required field'. There are two required fields: *Project Name (a text input field) and *Work Description (a larger text area). A note below the Project Name field states: 'Provide a unique Project Name and Work Description for this permit. The Project Name appears on the dashboard and all email communications.' At the bottom right, there are 'Save Draft' and 'Continue' buttons.



14. Identify Who Does the Work

Choose who is doing the work. The person who is doing the work is required to have a current Burien Business License (endorsement). If the contractor does not have a current Burien business license (endorsement) they will have to apply for one at bls.dor.wa.gov before they can proceed.



The screenshot shows the MyBuildingPermit.com application interface. The top navigation bar includes links for Apply, Drafts, Dashboard, Cart, My Profile, and Help. A left sidebar menu lists various application steps: Jurisdiction, Application Information, Project Details, Summary, Application Instructions, Project Location, Parcel Information, Work Description, and Who Does The Work (which is highlighted). The main content area is titled 'Who Does the Work' and contains three radio button options:

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

15. Complete Applicant Information

Make sure all of the information is correct for the person who is applying for the permit to have the work done and fill in any missing information. Select “Continue”.

16. Identify Project Contact

The project contact is the person who is responsible for managing the project and is someone we can get in contact with if there are questions regarding the plans or application(s). Make sure all information is correct and fill in any missing information. Select “Continue”.

17. Identify Delegates

Delegates are people who you want to have access to your MyBuildingPermit account. You can add a delegate if it is applicable to your project (e.g., homeowner, contractor, builder, architect). This is not necessary if it is not applicable to your project. Select “Continue”.

18. Review Supplementals

Read the supplemental information needed for the permit and fill out the questionnaire provided.



19. File upload

Upload all required documents needed for the permit. If a document is not applicable to your scope of work, create and upload a blank PDF document titled “Not Applicable” which will be deleted during the City’s intake review process. Select “Continue”.

MyBuildingPermit.com Apply Drafts Dashboard Cart 0 My Profile Help

Jurisdiction
Application Information
Project Details
Summary
Application Instructions
Project Location
Parcel Information
Work Description
Who Does The Work
Applicant Information
Project Contact
Delegates
Supplementals
File Upload
Review Application

File Upload

Required Documents

- All document files must be in PDF format, less than 500 MB, unlocked and have a security setting that allows editing.
- Uploading locked files may cause your application to be delayed or rejected.
- File uploads from mobile devices are not supported. Mobile users should save their application as a Draft and complete file uploads from a PC, laptop, or tablet.

Document Type	File Size	Date Uploaded	View	Action
Building or Construction Plan				<input type="button" value="Upload"/> Drop files here to upload
Drainage Plan				<input type="button" value="Upload"/> Drop files here to upload
Hydrant Availability Certificate				<input type="button" value="Upload"/> Drop files here to upload
Project Narrative				<input type="button" value="Upload"/> Drop files here to upload
Sewer Availability Certificate				<input type="button" value="Upload"/> Drop files here to upload
Site Plan				<input type="button" value="Upload"/> Drop files here to upload
WA State Energy Compliance Form				<input type="button" value="Upload"/> Drop files here to upload
Water Availability Certificate				<input type="button" value="Upload"/> Drop files here to upload

20. Review Application

You can go back and review the draft application by selecting the “Review Application” tab on the left column, at the bottom of the list. Review the Certification Statement. Select “Done Applying”.

21. Next steps

If this is a **plan review permit**, you are now done and can wait to hear from the jurisdiction. If this is an **over-the-counter permit**, you will be prompted to make a payment and the permit will be issued.