

How to Request an Inspection in MyBuildingPermit



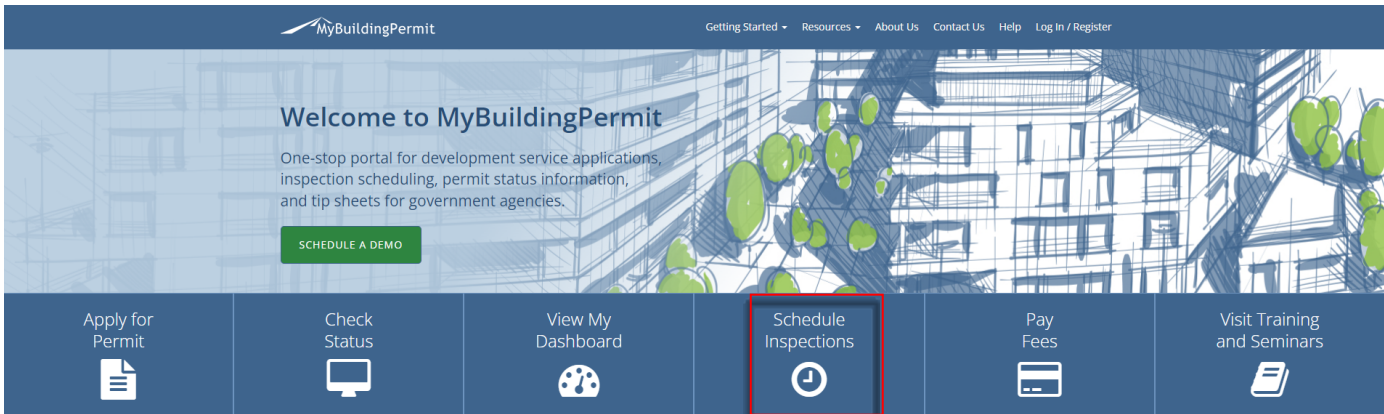
All inspections are now requested through MyBuildingPermit.com. To schedule an inspection, follow the steps below:

1. Open MyBuildingPermit.com in your browser

Log into your account and then go to the dashboard.

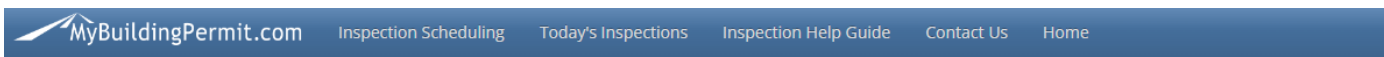
2. Start the scheduling process

On the dashboard, select “Schedule Inspections”.



3. Select Jurisdiction

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



Inspection Scheduling

Enter search criteria to find a permit. Once a permit is selected, inspections can be viewed, requested, and cancelled.

Jurisdiction:

Note: Re-inspection fees may be charged if the incorrect permit number or work site address is selected.

Search for Permit: By Permit Number By Address

Permit Number:
(exact match)

Example: BLD-14-0212

Please enter the permit number exactly as it shows on the permit with any dashes and/or spaces.
Note: If the permit was issued through MyBuildingPermit.com (permit number example: E14-01456), search by address. If the permit is not found, go to the [City of Burien website](https://www.burienwa.gov) to request your inspection.

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4. Search for Permit

Enter the project's address or permit number and select "Search".

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Jurisdiction:

Note: Re-inspection fees may be charged if the incorrect permit number or work site address is selected.

Search for Permit: By Permit Number By Address

Permit Number: (exact match)
Example: BLD-14-0212

Please enter the permit number exactly as it shows on the permit with any dashes and/or spaces.
Note: If the permit was issued through MyBuildingPermit.com (permit number example: E14-01456), search by address. If the permit is not found, go to the [City of Burien website](#) to request your inspection.

5. Select Permit

Choose the blue permit number from the generated list.

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Inspection Scheduling

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Jurisdiction:

Note: Re-inspection fees may be charged if the incorrect permit number or work site address is selected.

Search for Permit: By Permit Number By Address

Permit Number: (exact match)
Example: BLD-14-0212

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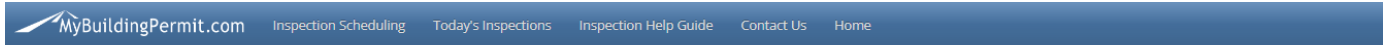
Permit Number	Project Name	Address
BLD-23-0994	VIDEO TEST PERMIT	400 SW 152ND ST 300

How to Request an Inspection in MyBuildingPermit



6. Request New Inspection(s)

For all of the requested inspections, choose a preferred day and time from the dropdown menu for each inspection type. A long list of inspection types will be provided, choose the information that applies to your type of permit.



Permit# BLD-23-0994

Close

Jurisdiction: Burien
Project Name: VIDEO TEST PERMIT
Address: 400 SW 152ND ST 300

Scheduled Inspections

No Inspections Scheduled.

Request New Inspections

NO ELECTRICAL INSPECTIONS ON MONDAYS. ELECTRICAL INSPECTIONS WILL BE PROVIDED TUESDAY THRU FRIDAY ONLY.

Inspection Type	Description	Inspection Date	Message to Inspector (max 100 characters)
Building	ESC 1 (Prior to Clearing)	-Select One	
Building	Footing/Setbacks	-Select One	

7. Enter a message to the inspector

If you have a message for the inspector (time preference of morning or afternoon, gate codes, directions, etc.), enter the message in the text field.

Request New Inspections

NO ELECTRICAL INSPECTIONS ON MONDAYS. ELECTRICAL INSPECTIONS WILL BE PROVIDED TUESDAY THRU FRIDAY ONLY.

Inspection Type	Description	Inspection Date	Message to Inspector (max 100 characters)
Building	ESC 1 (Prior to Clearing)	5/9/2023	Preference for mornings. To access gate, use code 1234. Home has huge monkey tail tree in the front.

8. Provide Inspection Site Contact

Enter the contact information for the inspection site contact.

Inspection Site Contact

Fields marked with * are required.

Name: * City of Burien

Phone: * (206)555-5555

Email: * cityofburien@burienwa.gov

400 SW 152nd St., Suite 300, Burien, WA 98166
Phone (206) 241-4647 • burienwa.gov/PermitCenter

How to Request an Inspection in MyBuildingPermit



9. Submit request

Select "Submit" to submit the inspection request.

Inspection Site Contact

Fields marked with * are required.

Name: *

Phone: *

Email: *