

# 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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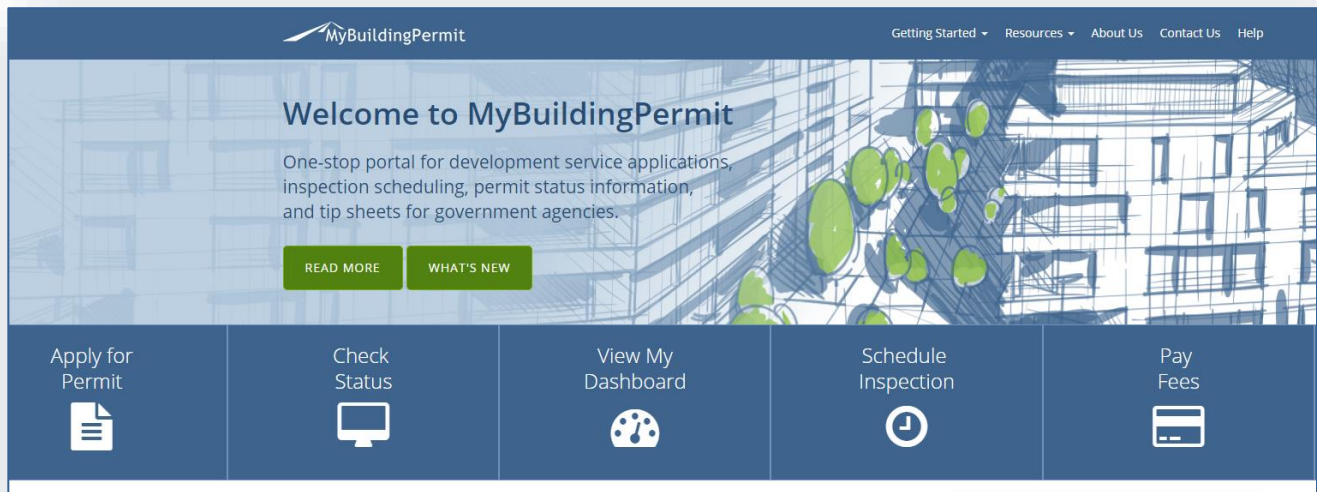
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## MyBuildingPermit.com

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.



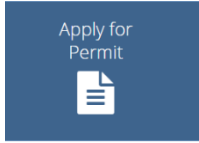
MyBuildingPermit.com gives property owners, professionals, and licensed contractors the ability to apply for over-the-counter and plan review permits easily and efficiently through the nation’s first multi-Jurisdictional online permitting portal.

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.



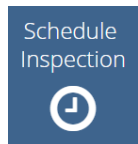
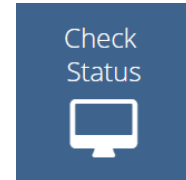
## Helpful Links

The following actions can be taken from [MyBuildingPermit.com](http://MyBuildingPermit.com) home page:



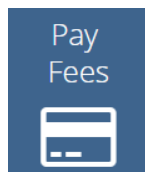
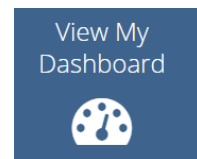
Users can register for a new user account, manage an existing account, and submit applications for both over-the-counter (no review) and plan review permit applications. Application types offered on the site vary by Jurisdiction. See [Account Registration](#) and [Application Process](#) sections of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

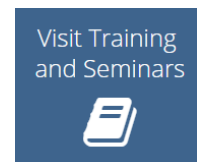


Users can view, schedule, and cancel inspections for permits. For more information see [here](#).

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](#).



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

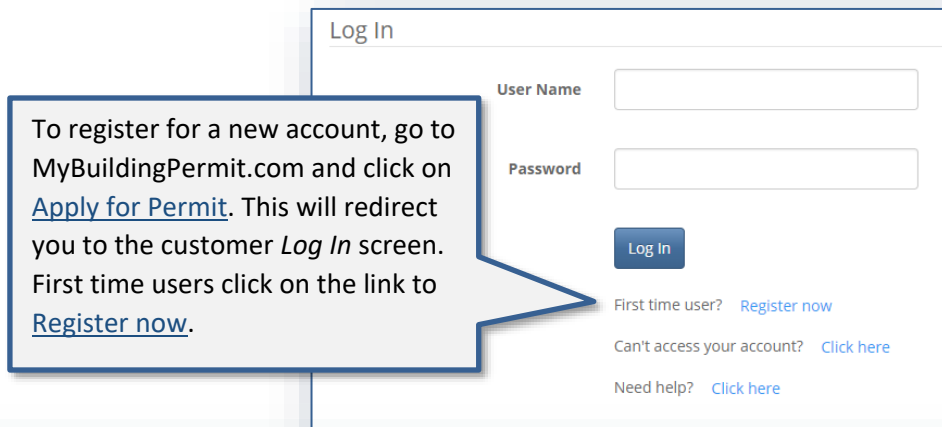


Users can view upcoming trainings and seminars. Links to other training opportunities are also provided. Suggestions for future trainings can be submitted via email as well.

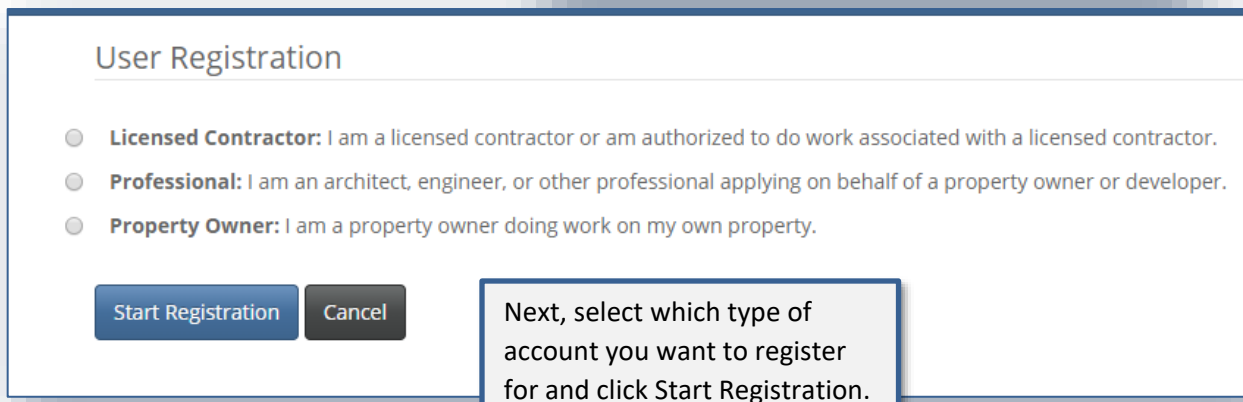
## Account Registration

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.



The screenshot shows the 'Log In' page. It has a title 'Log In' at the top. Below it are two input fields: 'User Name' and 'Password'. A blue 'Log In' button is positioned below the password field. At the bottom of the form, there are three links: 'First time user? Register now', 'Can't access your account? Click here', and 'Need help? Click here'. A callout box on the left contains the text: '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](#).'



The screenshot shows the 'User Registration' page. It has a title 'User Registration' at the top. Below it are three radio button options:

- 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.

At the bottom left, there are two buttons: 'Start Registration' (blue) and 'Cancel' (grey). A callout box on the right contains the text: '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:\*

Username:\*   
(User Name can contain letters, numbers and underscores only)

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

Confirm Password:\*

Email Address:\*

Verify Email Address:\*

Phone:\*

Complete all required fields as indicated by the red asterisk \*

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

Address Information

Company Name:  (if applicable)

Is address a PO Box?

Address Number:\*

Street Name or PO Box:\*

Apartment/Suite:

City:\*

State:\* -- Select One --

Zip Code:\*

Enter complete address and Click Submit Registration.

 MyBuildingPermit.com

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.



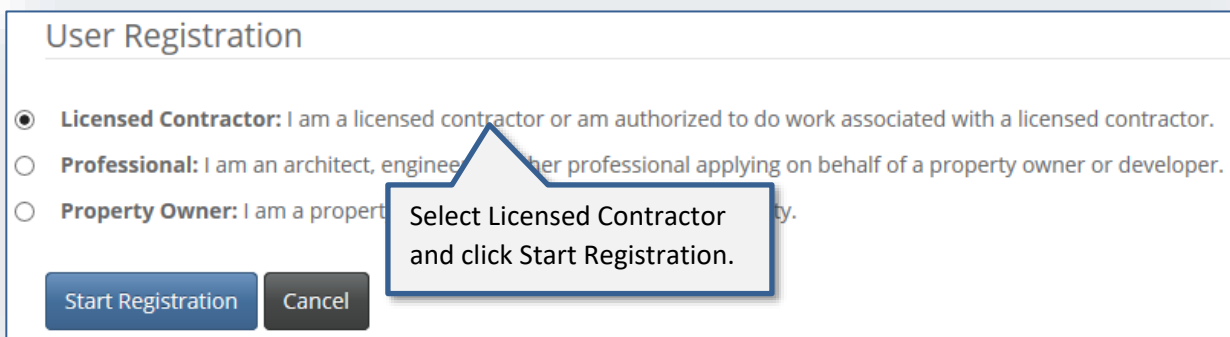
## Create a Licensed Contractor Account

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**

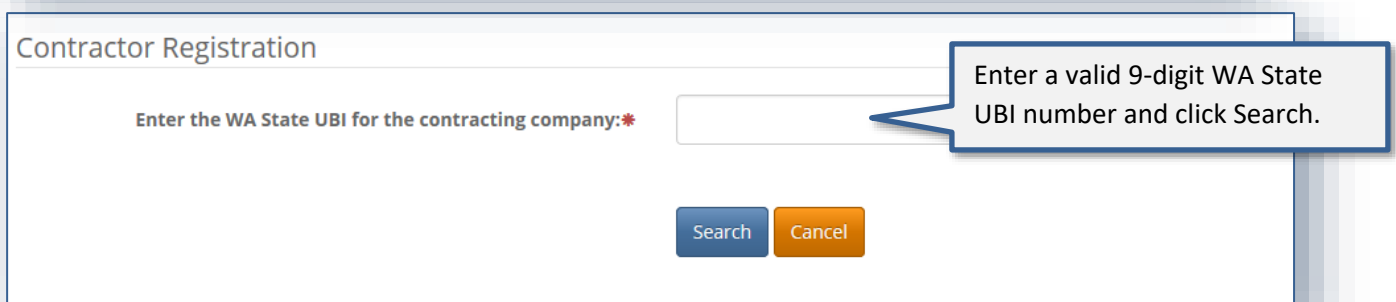
**Licensed Contractor:** I am a licensed contractor or am authorized to do work associated with a licensed contractor.

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

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

**Start Registration** **Cancel**

Select Licensed Contractor and click Start Registration.



**Contractor Registration**

Enter the WA State UBI for the contracting company:\*

**Search** **Cancel**

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

**Contractor Registration**

Enter the WA State UBI for the contracting company: \*

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

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

**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.**

**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: \*

Is this a PO Box?

Address Number:

Street Name or PO Box: \*

Apartment/Suite:

City: \*

State: \*

Zip Code: \*

Phone: \*

Addl Phone:

**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.**

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

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

**Click Next to continue.**

**State License Information**

License Type	License Number	Expiration Date
CONSTRUCTION CONTRACTOR	<input type="text" value="245245245"/>	10/31/2018

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"/>

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.

Click Next to continue.

User Information

First Name: \*

Last Name: \*

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

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:

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: \* -- Select One --

Zip Code: \*

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

Click Next to continue.

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).

Click checkbox to Certify and then Finish to complete registration.

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.

**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: \* -- Select One --

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).

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

Click checkbox to Certify and then Finish to complete registration.

Previous

Finish

Cancel

#### 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.

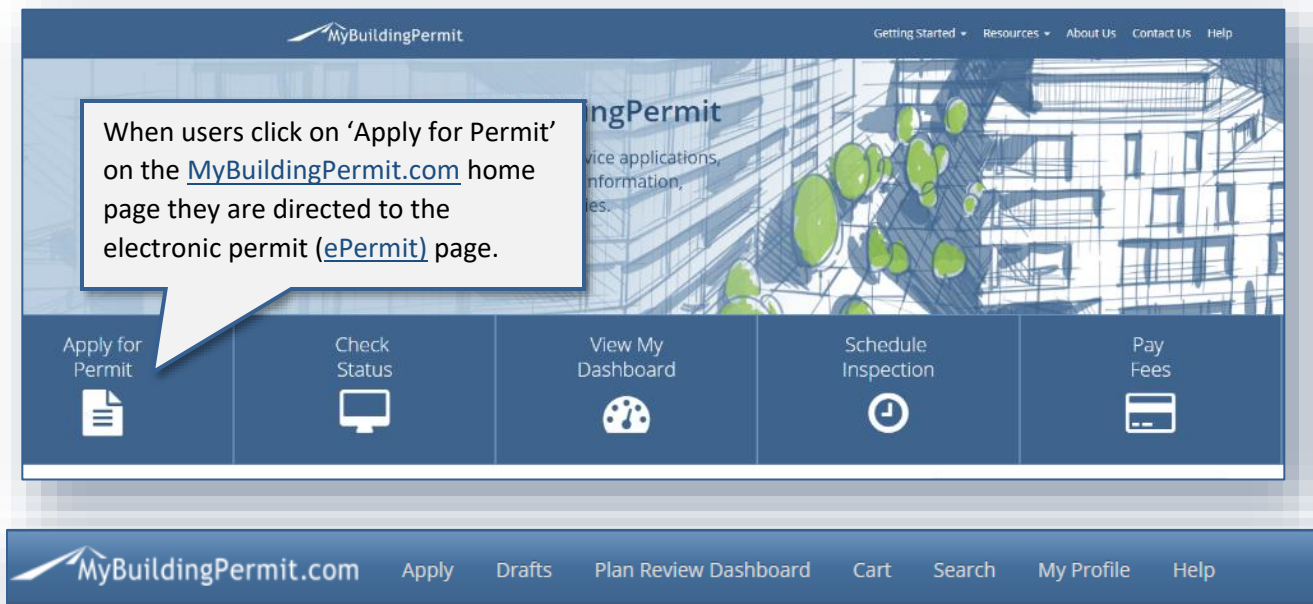


Thank you for your interest in MyBuildingPermit.com. You have been registered and can begin submitting applications. Your username is: arodrules. To view or change your profile, log in to your account at <https://epermit.mybuildingpermit.com/Login> and click **My Profile**.

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**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



Across the top of the ePermit page is a blue banner with quick links to related pages:

- **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

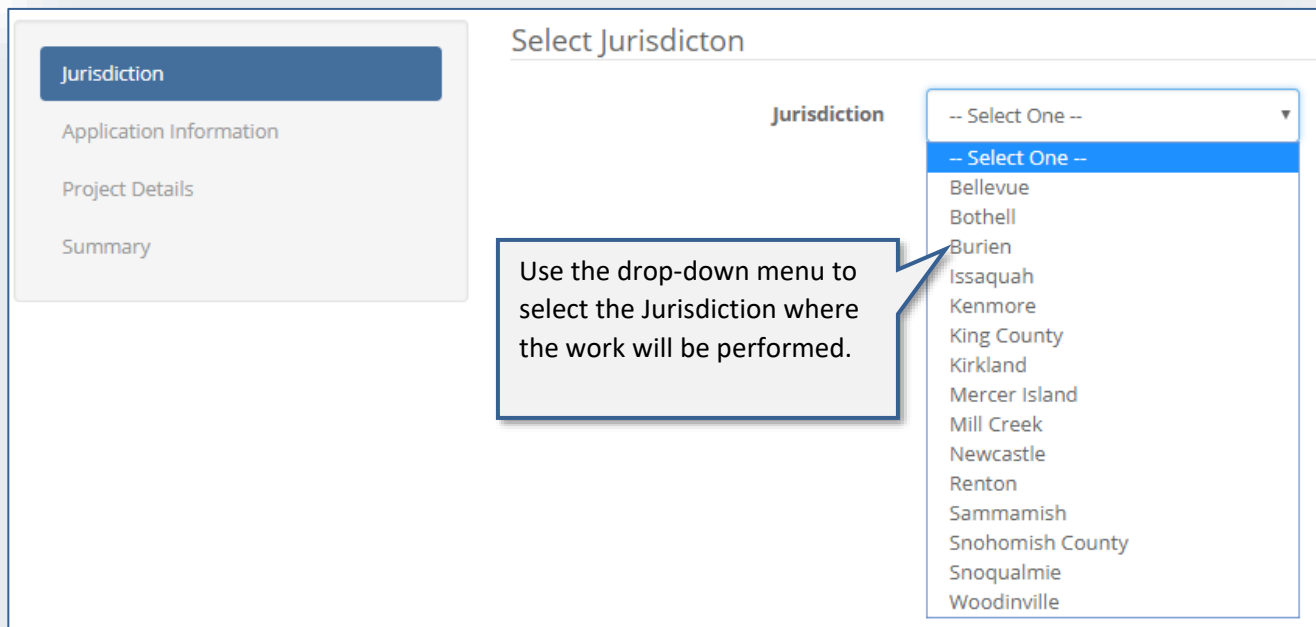
Before a user can apply for a permit online they must be registered with a Property Owner, Professional, or Licensed Contractor account on [MyBuildingPermit.com](http://MyBuildingPermit.com). Once registered users can apply for non-review (over-the-counter) and plan review permit applications online 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](http://MyBuildingPermit.com), click on [Apply For Permit](#). Log In to your customer account.



**Jurisdiction**

Application Information

Project Details

Summary

Select Jurisdiction

Jurisdiction

-- Select One --

-- Select One --

Bellevue

Bothell

Burien

Issaquah

Kenmore

King County

Kirkland

Mercer Island

Mill Creek

Newcastle

Renton

Sammamish

Snohomish County

Snoqualmie

Woodinville

Use the drop-down menu to select the Jurisdiction where the work will be performed.

- Then Click

[Start Application](#)



Application Information

- 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.
- 
- 
- 
- 
- 
- 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.

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).

Application Information

Application Type

Project Type

- 
- 
- 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.

Application Information

Application Type

Mechanical: Permits for mechanical equipment or systems.

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

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

Application Information

Application Type

Mechanical: Permits for mechanical equipment or systems.

Change Selection

Project Type

Single Family Residential: 1 or 2 unit dwellings and all buildings and structures


Change Selection

Activity Type

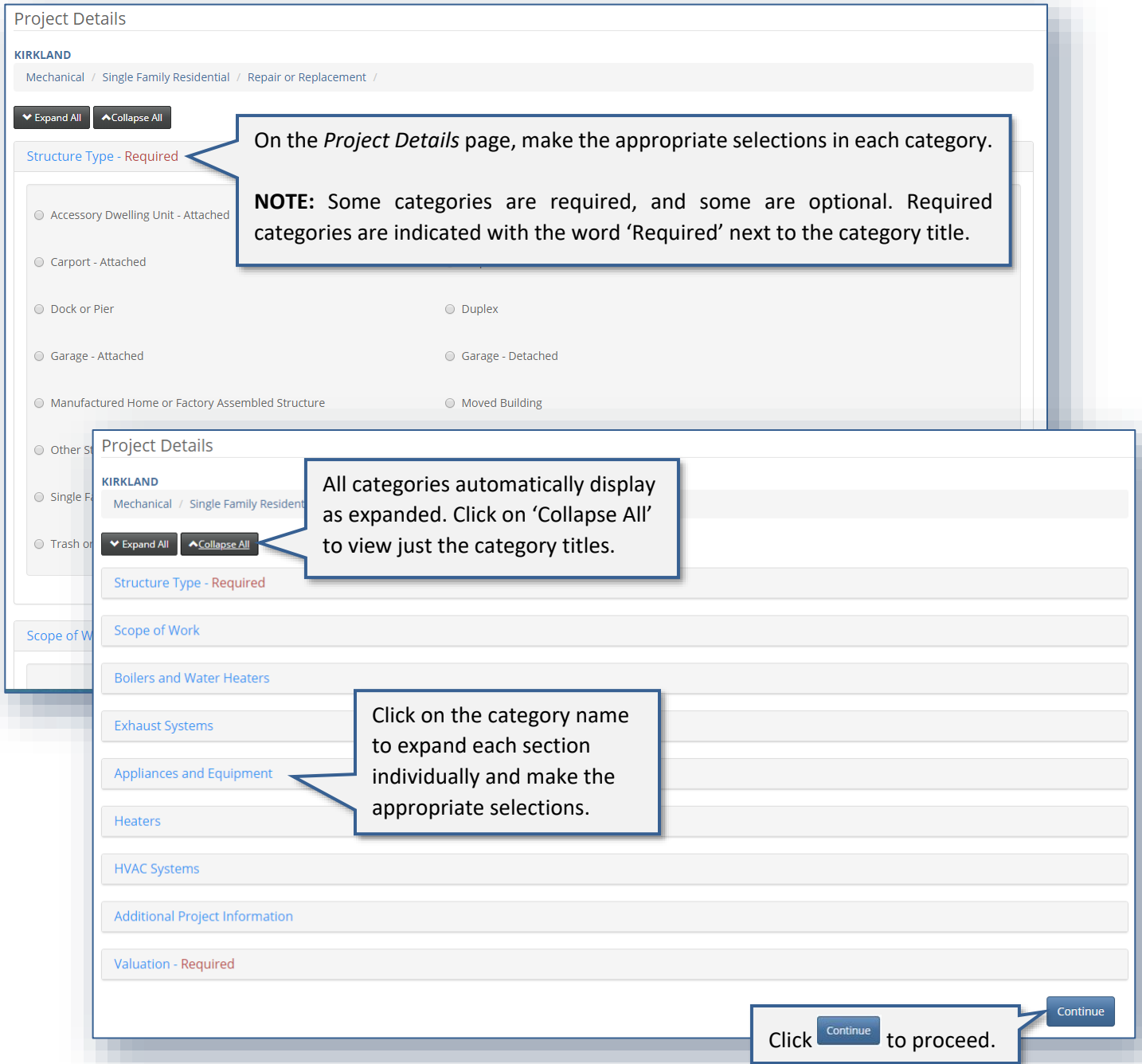
Repair or Replacement: Repairing or replacing an existing component or fixture

Change Selection

Continue

Click  to proceed.

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



**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

**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 /

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

Click Continue to proceed.

Continue

**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

1

#### Valuation

Fair Market Value of Mechanical Work

\$600.00

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)

Street Name:   
(similar match)

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
<b>Select</b>	3225059103	100	110TH AVE NE	BLDG NORTH	BELLEVUE	98004	*	SIR GALLAHAD LLC
<b>Select</b>	3225059057	103	110TH AVE NE		BELLEVUE	98004	*	TOYS 'R US-DELAWARE INC
<b>Select</b>	6729700005	106	110TH PL SE		BELLEVUE	98004	*	CPSRTA
<b>Select</b>	8146100585	106	110TH AVE SE		BELLEVUE	98004	Regan W & Rebecca C	Sidie
<b>Select</b>					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:

Click  to proceed.

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

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:

Phone Number:

Is this a PO Box?

\*Address Number:

\*Street Name or PO Box:

Unit:

\*City:

\*State or Province:

\*Zip or Postal Code:

Click  to proceed.

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

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  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.

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 your application is submitted, 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 contractor, and I understand the provisions of law and ordinances governing this type of construction work, whether specific home inspections are required to perform inspections. I understand that failure to comply with the above may result in revocation of my 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 / Order Summary / Payment & Billing Information / Transaction Summary

### Cart

Please select a payment type. Only one payment type will be accepted per transaction and require you to start over.

Visa/Mastercard  
 Electronic Check

[View Unpaid Invoices 1](#)

Select All	Payment Types Accepted	Jurisdiction	Project Address	Application Information	Total	
<input type="checkbox"/>	Credit Card	Sammamish	24503 SE 34TH PL	Plumbing	\$13.00	<a href="#">Delete Permit</a>
		<b>Description</b>		<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
		Bathroom Sink		1	13	13
						<b>Total: \$13.00</b>
<input type="checkbox"/>	Credit Card eCheck	Bellevue	450 110TH AVE NE	Mechanical	\$45.00	<a href="#">Delete Permit</a>
		<b>Description</b>		<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
		Air Conditioner		1	45	45
						<b>Total: \$45.00</b>

[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](#).

### Transaction Summary

Order Tracking Number	Jurisdiction & Address	Applica
1002977	Edmonds 8450 198TH PL SW	Electrica Permit # Project # Invoice #

**What To Expect Next:**

**Print:**  
Print your [Transaction Summary](#) for your personal records so you can reconcile any account statements.

**Transaction Errors:**  
Please try an alternate payment method or [contact the applicable jurisdiction](#) for assistance. Reference this transaction summary or as

**Receipt:**  
Typically, emailed within a few minutes. At any point, you may locate a copy of the receipt from your customer dashboard.

**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?**  
Please [contact the jurisdiction](#) directly to confirm or dispute any payments. Contact support via email [egovsupport@citygov.net](mailto:egovsupport@citygov.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 a *Transaction Summary* page with details on next steps.

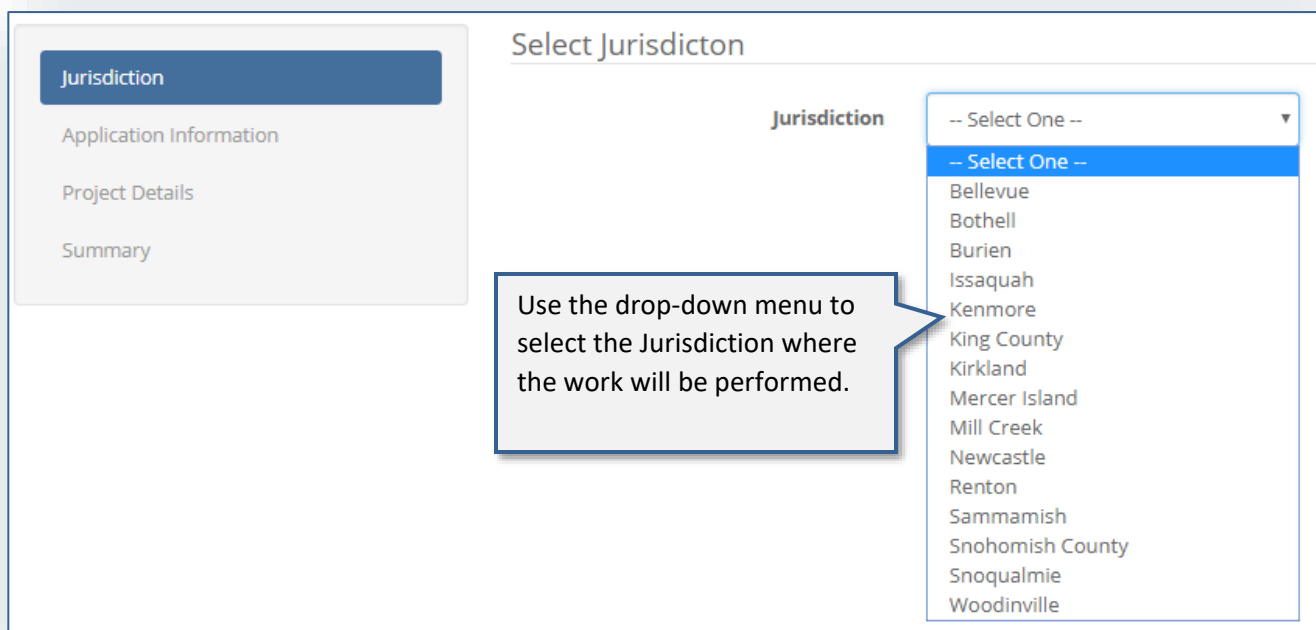
A PDF copy of your receipt and permit will be emailed to your email address on file within a few minutes. **Note:** You can also access a copy of your permit through your Plan Review Dashboard. More details available [here](#).

## Applying for a plan review permit

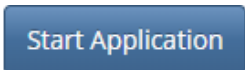
This process outlines the steps necessary to apply for a permit that requires review by the applicable Jurisdiction. If review is required the permit application and all required supplemental documentation can be submitted online but a permit cannot be issued until the Jurisdiction has reviewed the application 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](http://MyBuildingPermit.com), click on [Apply For Permit](#). Log In to your customer account.



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.

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.

Application Information

Application Type

Project Type

Application Information

Application Type

Project Type

Activity Type

Scope of Work

Application Information

Application Type

Project Type

Activity Type

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

Project Type

Activity Type

Scope of Work

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

Click  to proceed.

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  Flood hazard

Geologic hazard  Habitat associated with species of local importance

None  Shoreline

Streams  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 P

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.

Application Summary

Application Information

**BELLEVUE**  
Building / Single Family Residential / Structure Addition - Major / Residence and All Associated Structures

Based on your selections, this application will require review.  
→ Click **Continue** to proceed with the application. The next page will provide instructions.

Critical Area Information  
Shoreline

Electrical Included?  
Electrical work is included.

Mechanical Included?  
Mechanical work is included.

Plumbing Included?  
Plumbing work is included.

Utility Information  
The property has an existing septic system.

Click **Continue** to proceed.

Continue Cancel

\$100,000.00

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

Application Instructions

**Application Type:** Building  
**Project Type:** Single Family Residential  
**Activity Type:** New Construction  
**Scope of Work:** Deck or Porch  
Based on your selections, the following information and requirements apply to your application.

Submittal Information

You are applying for a Single Family Addition Building Permit for a Deck or Porch (a BR permit type). The documents listed below are the minimum necessary to proceed with the application process; however, you may be required to submit additional documents. Click on <http://www.bellevuewa.gov/Addition.htm> for important submittal requirements. Some of the requirements are listed above.

How to Request a Plan Waiver

If you believe that a required document listed below is not necessary for your application, then you may request a plan waiver.

- If you are working with a specific planner, please contact him/her directly via email or phone.
- Otherwise, please email or call the appropriate review department. You will get a response within 5 business days **for electronic applications only.**
  - Building: 425-452-4121 [P21\\_Building@bellevuewa.gov](mailto:P21_Building@bellevuewa.gov)
  - Clearing & Grading: 425-452-2019 [P21\\_ClearGrade@bellevuewa.gov](mailto:P21_ClearGrade@bellevuewa.gov)
  - Fire: 425-452-6800 [P21\\_Fire@bellevuewa.gov](mailto:P21_Fire@bellevuewa.gov)
  - Land Use: 425-452-4188 [P21\\_LandUse@bellevuewa.gov](mailto:P21_LandUse@bellevuewa.gov)
  - Right of Way: 425-452-4189 [P21\\_ROW@bellevuewa.gov](mailto:P21_ROW@bellevuewa.gov)
  - Utilities: 425-452-6932 [P21\\_Utilities@bellevuewa.gov](mailto:P21_Utilities@bellevuewa.gov)

Required Documents

- Architectural Plan
- Site Plan
- Storm Water Site Plan
- Structural or Lateral Calculations
- Structural Plan
- Value of Improvements Form

Please review the [Requirements for Electronic Plans](#) prior to uploading documents.

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.), additional information may be required. Call a Land Use Planner at (425) 452-4188. The city will provide reasonable assistance with physical site visits.

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

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

[Continue](#)

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
<a href="#">Select</a>						98004	*	SIR GALLAHAD LLC
<a href="#">Select</a>						98004	*	TOYS 'R US-DELAWARE INC
<a href="#">Select</a>	6729700005	106	110TH PL SE		BELLEVUE	98004	*	CPSRTA
<a href="#">Select</a>	8146100585	106	110TH AVE SE		BELLEVUE	98004	Regan W & Rebecca C	Slidie
<a href="#">Select</a>	3225059136							

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.

**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:

[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:

Phone Number:

Is this a PO Box?

\*Address Number:

\*Street Name or PO Box:

Unit:

\*City:

\*State or Province:

\*Zip or Postal Code:

Enter \* if owner is a company.

Save & Continue

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

Click  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  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 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.

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:

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

Click  to proceed.

**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:

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.

Click  to proceed.

**Supplementals**

**Acknowledgement**

\* I understand as the applicant, that the City of Bellevue will not de... and associated completion timelines will not commence during t... fees have been paid in full. Permit review

Select One

**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](mailto:PermitTechEplan@bellevuewa.gov) or 425-452-4898.

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



**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				<a href="#">Upload</a>
Site Plan				<a href="#">Upload</a>
Storm Water Site Plan				
Structural or Lateral Calculations				
Structural Plan				
Value of Improvements Form				

**Additional Documents**

Document Type	File Size	Date Uploaded	View	Action
Comment Response Letter				
Energy Code Sheet or Envelope Summary				
Geotechnical Report				
Revision Additions Form				<a href="#">Upload</a>
Storm Water Pollution Prevention Plan (SWPPP)				<a href="#">Upload</a>
Survey - Boundary and Topographic				<a href="#">Upload</a>
Utility Abandonment Form				<a href="#">Upload</a>

[Continue](#)

You must upload all required documents to proceed. Files must be a pdf and under 500 MB. For more details on document standards and electronic plans submittal criteria see [here](#).

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.

Click [Continue](#) to proceed.

**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	<a href="#">View File</a>	<a href="#">Delete</a>
Energy Code Sheet or Envelope Summary	0.13 (Mb)	12/6/2017 3:29 PM	<a href="#">View File</a>	<a href="#">Delete</a>
Site Plan	3.46 (Mb)	12/6/2017 3:29 PM	<a href="#">View File</a>	<a href="#">Delete</a>
Storm Drainage Report	0.13 (Mb)	12/6/2017 3:29 PM	<a href="#">View File</a>	<a href="#">Delete</a>
Storm Water Pollution Prevention Plan (SWPPP)	0.10 (Mb)			<a href="#">Delete</a>
Storm Water Site Plan	0.16 (Mb)			<a href="#">Delete</a>
Structural or Lateral Calculations				<a href="#">Upload</a>
Structural Plan				<a href="#">Upload</a>
Survey - Boundary and Topographic				<a href="#">Upload</a>

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

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

## Applying for a Registered Basic permit

Registered Basic plans are utilized by contractor companies to build the same approved plan on multiple plats or lots. Establishing a Registered Basic plan with Jurisdictions who have them available within MBP allows a contractor company to have the “basic” or “registered” building plan set reviewed and approved for future use with Site-Specific permits.

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**

**Registered Basic - Establish a New Plan:** Establish a NEW Registered Basic Plan

**Registered Basic - Site Specific Permit:** Create a Site Specific Permit from a Registered Basic Plan

There are two types of Registered Basic applications: Establish a New Plan and applying for a Site-Specific Permit. The first step is for a contractor to apply to establish a new Basic plan with the participating Jurisdiction. Once the Basic plan has been reviewed and approved, contractors can then apply for site-specific permits as needed once the project begins.

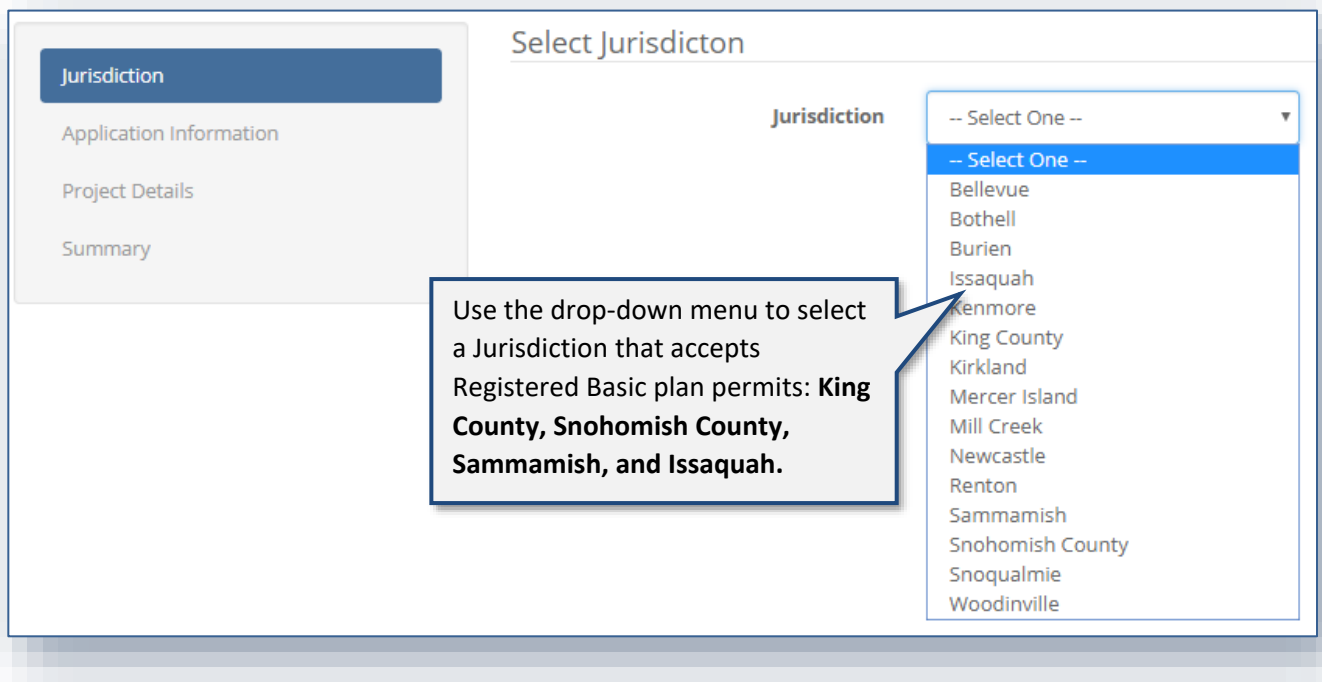
Each Jurisdiction that accepts Registered Basic applications determines the requirements needed for submitting Registered Basic plans. These will include: the specific base plan information, available options, documents needed, and other requirements necessary for submittal and approval. The base plan and option data will carry over to the site-specific permit application from the approved Registered Basic plan.

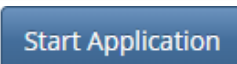
**Note:** Not all MBP Jurisdictions offer Registered Basic applications. Currently, only King County, Snohomish County, Sammamish, and Issaquah accept Registered Basic plan applications. Please contact the Jurisdiction directly if you need assistance when making selections to Establish a New Plan or applying for a Site-Specific permit.

**Steps to Establish a New Plan:**

To submit an Establish a New Pan application through MBP, you must have a Contractor type user account. Please see [Create a Licensed Contractor Account](#) section 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 contractor account.
2. Select the applicable Jurisdiction:



3. Click  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**

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

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

**Activity Type**  **Registered Basic - Establish a New Plan:** Establish a NEW Registered Basic Plan

**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 plan.

6. Click  to proceed.

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

**Establish a Registered Basic Plan - Basic Information**

**Jurisdiction:** Snohomish County

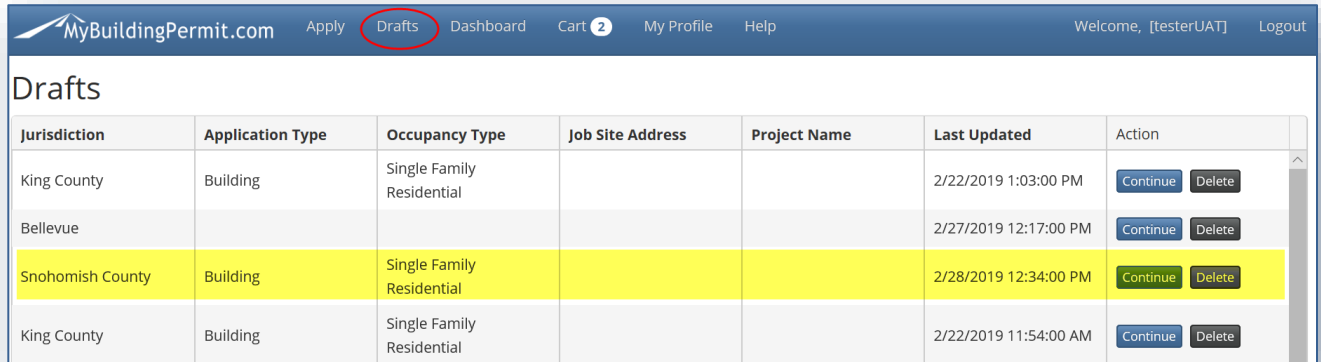
**Application Information:** Building, Single Family Residential, Registered Basic

**Enter the Plan Name:**   
Allowed characters: A-Z a-z 0-9 - \_ #

**Select Company:**

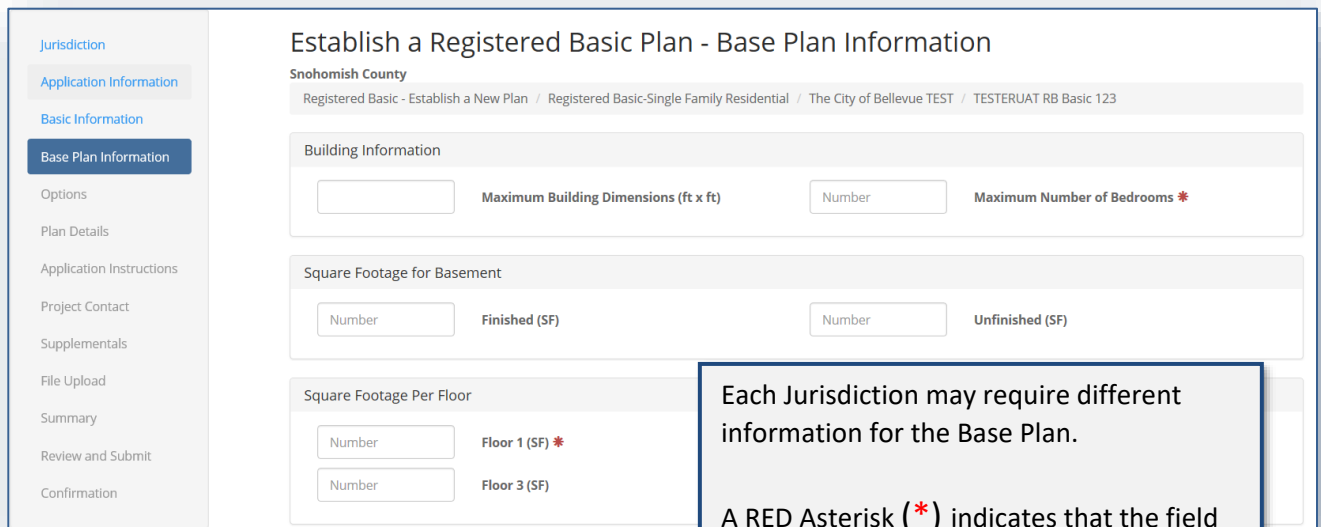
8. Click **Save & Continue** to proceed.

**Note:** If you are unable to complete your application in one session, MBP periodically saves and stores the data from your application as 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	<a href="#">Continue</a> <a href="#">Delete</a>
Bellevue					2/27/2019 12:17:00 PM	<a href="#">Continue</a> <a href="#">Delete</a>
Snohomish County	Building	Single Family Residential			2/28/2019 12:34:00 PM	<a href="#">Continue</a> <a href="#">Delete</a>
King County	Building	Single Family Residential			2/22/2019 11:54:00 AM	<a href="#">Continue</a> <a href="#">Delete</a>

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 may 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 Option 1 (SF) \*

Number Covered Front Porch Option 2 (SF) \*

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)

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.

**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 select on 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.

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):

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

15. Review the Application Instructions page:



16. Click **Continue** to proceed.

17. Complete the Project Contact page:

**Establish a Registered Basic Plan - Project Contact**  
Snohomish County  
Registered Basic - Establish a New Plan / Registered Basic-Single Family Residential / The City of Bellevue TEST /

Same as Applicant

First Name:

Last Name:

Company Name:

Email Address:

Phone Number:

Phone Extnsion:

Is the address a PO Box?

Address Number:

Street Name or PO Box:

Apartment or Suite Number:

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.

18. Complete Supplementals page (if applicable):

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

**Supplementals**

**Additional Structures on Property Information**

\* Please list and describe any additional location, and use:

**Next**

Complete all supplemental questions as 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.

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

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

All files need to be in PDF format, less than 500 MB in size, and have a security setting that allows editing.

**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
Energy Calculations	0.10 (Mb)	2/28/2019 4:01 PM	<a href="#">View File</a>	<a href="#">Delete</a>
Registered Architect Authorization Letter				<a href="#">Upload</a>
Structural Engineer Authorization Letter				
Structural or Lateral Calculations				
Structural Plan				

**Additional Documents**

Document Type	File Size
Engineering Calculations	
Other	

You must upload all required documents to proceed. Files must be a pdf and under 500 MB. For more details on document standards and electronic plans submittal criteria see [here](#).

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 the Summary page:

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

**Base Plan Information**

Building Information  
Maximum Number of Bedrooms: **5**

Square Footage for Basement  
Finished (SF): **1200**

Square Footage Per Floor  
Floor 1 (SF): **3500**  
Floor 2 (SF): **3500**  
Floor 3 (SF): **3500**

**Options**

Covered Deck Configurations  
Covered Deck Option 1 (SF): **100**

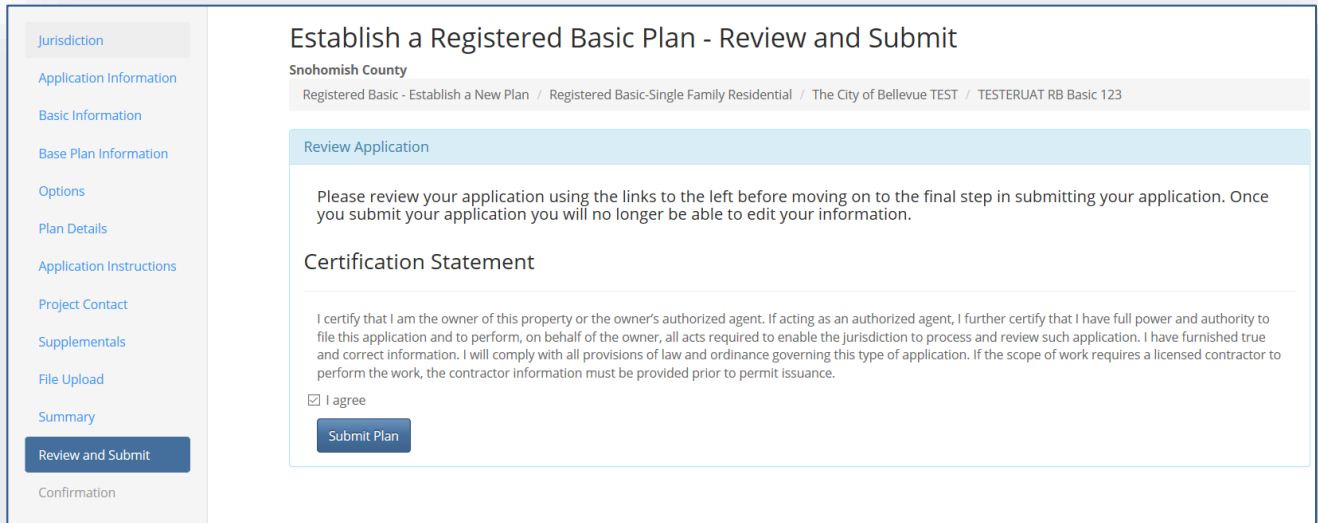
Covered Porch Configurations  
Covered Front Porch Option 1 (SF): **50**

Garage Configurations  
Garage Option 1 (SF): **500**

Validate all your information 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 indicate you agree to the Certification Statement:



**Establish a Registered Basic Plan - Review and Submit**

Snohomish County

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

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**

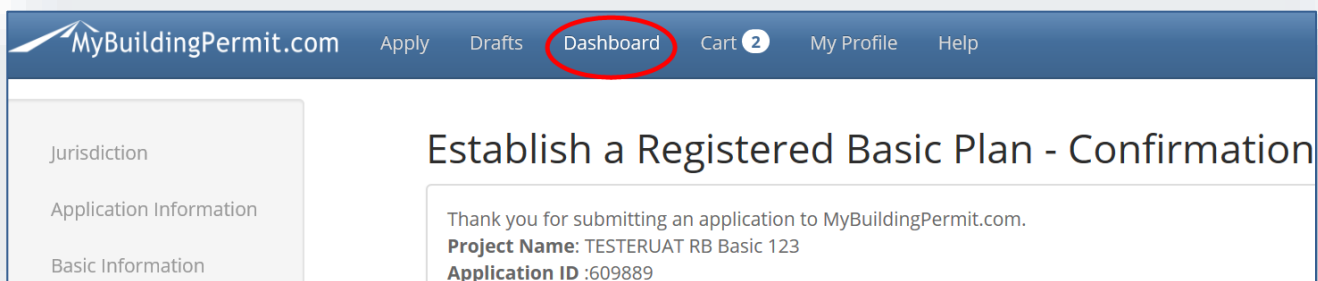
I certify that I am the owner of this property or the owner's authorized agent. If acting as an authorized agent, I further certify that I have full power and authority to file this application and to perform, on behalf of the owner, all acts required to enable the jurisdiction to process and review 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

**Submit Plan**

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:



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

**Establish a Registered Basic Plan - Confirmation**

Thank you for submitting an application to MyBuildingPermit.com.

**Project Name:** TESTERUAT RB Basic 123

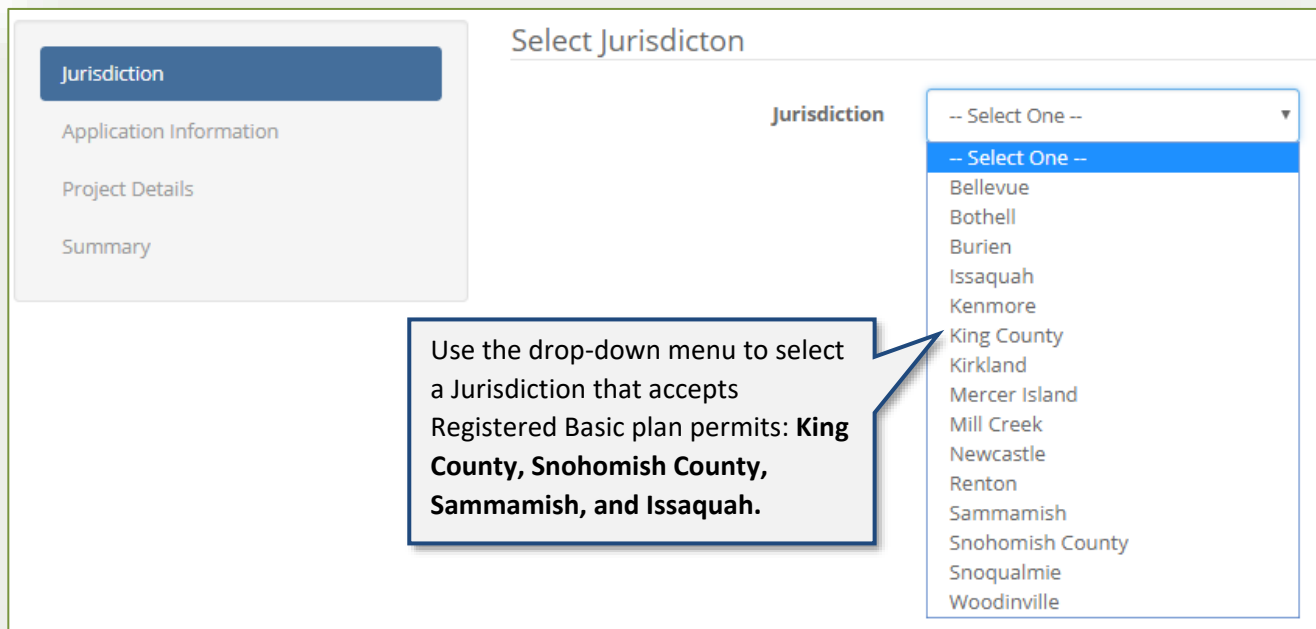
**Application ID :**609889

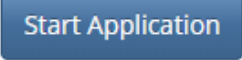
**Note:** For more details on navigating within the Dashboard—see detailed instructions [here](#).

**Steps to apply for a Site-Specific permit:**

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

1. Go to [MyBuildingPermit.com](http://MyBuildingPermit.com), click on [Apply For Permit](#). Log In to your contractor account.
2. Select the applicable Jurisdiction:



3. Click  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:

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 plan.

6. Click **Continue** to proceed.
7. Complete the Basic Information page:

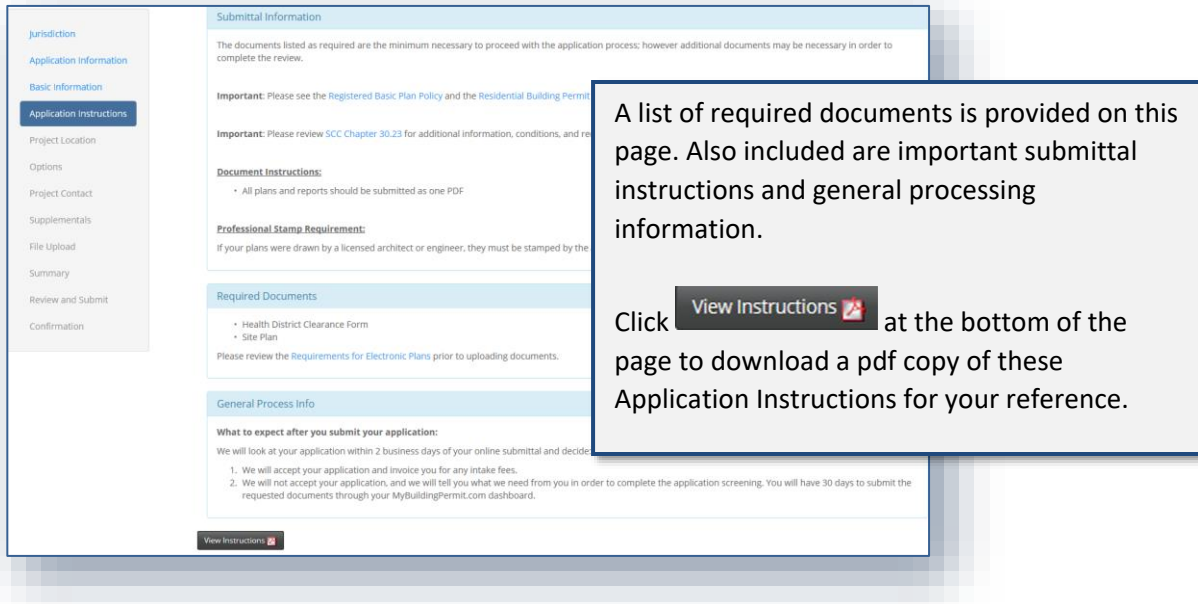
Select the appropriate contractor Company and Plan.


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

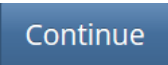
**Note:** Some Jurisdictions will require the Plan be approved before using it for a Site-Specific permit, other Jurisdictions allow using them before approval. Contact the Jurisdiction with any questions on their acceptance or approval requirements.

8. Click  to proceed.

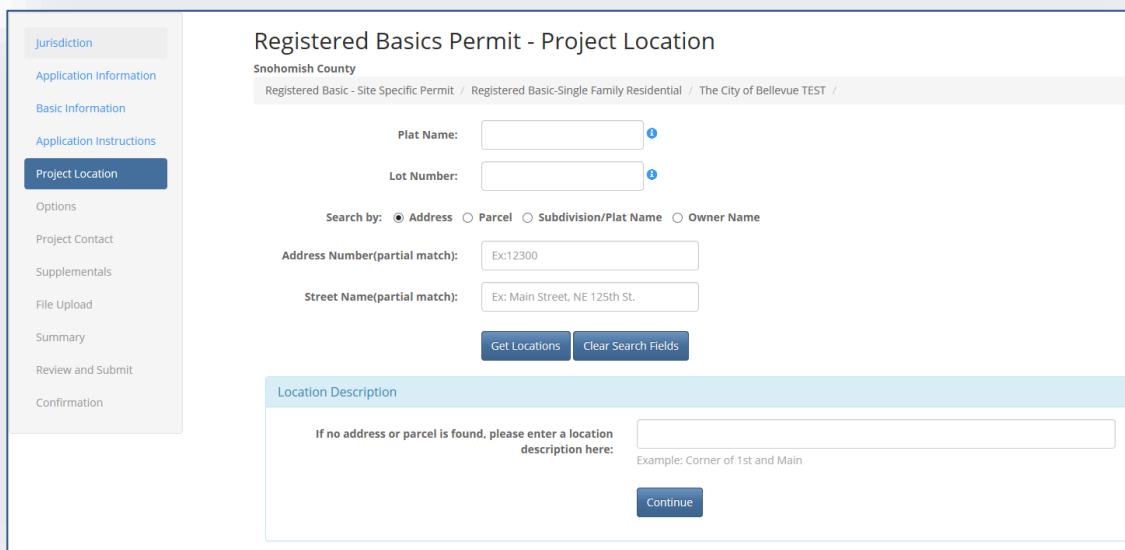
9. Review the Application Instructions page:



The screenshot shows the 'Application Instructions' page. On the left is a navigation menu with 'Application Instructions' selected. The main content area is divided into sections: 'Submittal Information', 'Required Documents', and 'General Process Info'. A callout box on the right contains the text: 'A list of required documents is provided on this page. Also included are important submittal instructions and general processing information. Click  at the bottom of the page to download a pdf copy of these Application Instructions for your reference.'

10. Click  to proceed.

11. Complete the Project Location page:



The screenshot shows the 'Registered Basics Permit - Project Location' page. The left navigation menu has 'Project Location' selected. The main content area includes a breadcrumb trail: 'Snohomish County / Registered Basic - Site Specific Permit / Registered Basic-Single Family Residential / The City of Bellevue TEST'. There are input fields for 'Plat Name' and 'Lot Number'. Below these are radio buttons for 'Search by' with options: Address (selected), Parcel, Subdivision/Plat Name, and Owner Name. There are also input fields for 'Address Number (partial match)' and 'Street Name (partial match)'. At the bottom, there is a 'Location Description' section with a text area and a 'Continue' button.

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.

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 Name

Address Number(partial match):

Street Name(partial match):

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
<a href="#">Select</a>	4502	164TH ST SW	LYNNWOOD	00372700800403		Kolbeck, Creighton
<a href="#">Select</a>	14504	MADISON WAY	LYNNWOOD	00373300400702	SP 112-78	Dunbar, Bryce & Audrey
<a href="#">Select</a>	14508	MADISON WAY	LYNNWOOD	00373300400706		Kayser, Catherine J
<a href="#">Select</a>	14508	17TH AVE W	LYNNWOOD	00373300401400	Greenbrook Ph 1	
<a href="#">Select</a>	14508	19TH AVE W	LYNNWOOD	00373300401400	Greenbrook Ph 1	
<a href="#">Select</a>	14504	17TH AVE W	LYNNWOOD	00373300401400	Greenbrook Ph 1	
<a href="#">Select</a>	14504	19TH AVE W	LYNNWOOD	00373300401400	Greenbrook Ph 1	
<a href="#">Select</a>	14505	17TH AVE W	LYNNWOOD	00373300401400	Greenbrook Ph 1	
<a href="#">Select</a>	14505	18TH PL W	LYNNWOOD	00373300401400	Greenbrook Ph 1	
<a href="#">Select</a>	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 when establishing a new basic plan.



**Building Information**

Maximum Number of Bedrooms: 3

**Square Footage for Basement**

Finished (SF): 1200

**Square Footage Per Floor**

Floor 1 (SF): 3500  
Floor 2 (SF): 3500  
Floor 3 (SF): 3500

**Options:**

Covered Deck Configurations

Covered Deck Option 1 (SF): 100

Covered Porch Configurations

Covered Front Porch Option 1 (SF): 50

Garage Configurations

Garage Option 1 (SF): 500

Uncovered Deck Configurations

Uncovered Deck Option 1 (SF): 120

**Site Specific Details:**

**Building Information**

Number  Number of Bedrooms \*

**Driveway Access**

- Existing Driveway - Access to Private Road
- Existing Driveway - Access to Public Road
- Existing Sidewalk and Curb Cut from Subdivision Construction - Access to Public Road
- New Driveway Proposed - Access to Private Road
- New Driveway Proposed - Access to Public Road

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

Make 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).

- Jurisdiction
- Application Information
- Basic Information
- Application Instructions
- Project Location
- Options**
- Project Contact
- Supplementals
- File Upload
- Summary
- Review and Submit
- Confirmation

**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.

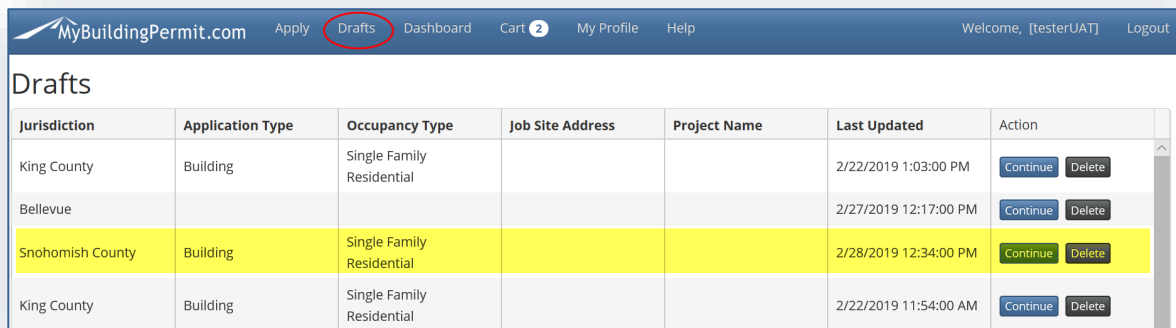
14. Click **Continue** to proceed.

15. Complete the Project Contact page:

16. Complete Supplementals page (if applicable):

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

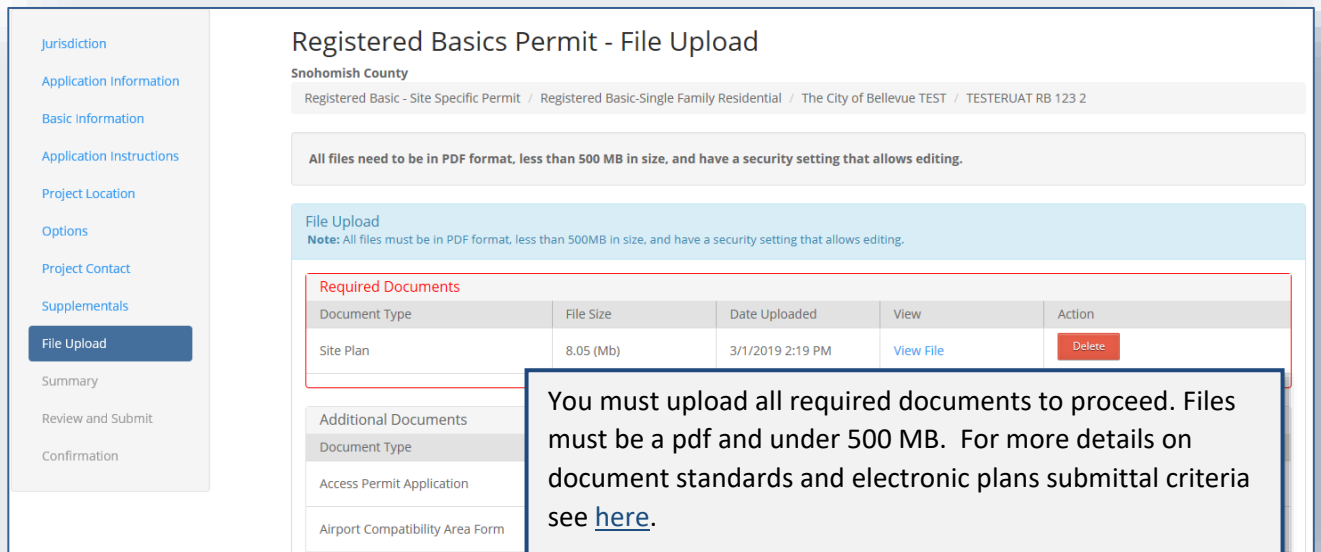
**Note:** If you are unable to complete your application in one session, MBP periodically saves and stores the data from your application as a **DRAFT** version which can be found on your DASHBOARD to continue at a later time:



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	<a href="#">Continue</a> <a href="#">Delete</a>
Bellevue					2/27/2019 12:17:00 PM	<a href="#">Continue</a> <a href="#">Delete</a>
Snohomish County	Building	Single Family Residential			2/28/2019 12:34:00 PM	<a href="#">Continue</a> <a href="#">Delete</a>
King County	Building	Single Family Residential			2/22/2019 11:54:00 AM	<a href="#">Continue</a> <a href="#">Delete</a>

27. Enter the Base Plan information:

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



**Registered Basics Permit - File Upload**  
Snohomish County  
Registered Basic - Site Specific Permit / Registered Basic-Single Family Residential / The City of Bellevue TEST / TESTERUAT RB 123 2

All files need to be in PDF format, less than 500 MB in size, and have a security setting that allows editing.

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

Document Type	File Size	Date Uploaded	View	Action
Site Plan	8.05 (Mb)	3/1/2019 2:19 PM	<a href="#">View File</a>	<a href="#">Delete</a>

**Additional Documents**

- Document Type
- Access Permit Application
- Airport Compatibility Area Form

You must upload all required documents to proceed. Files must be a pdf and under 500 MB. For more details on document standards and electronic plans submittal criteria see [here](#).

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:

**Registered Basics Permit - Summary**  
Snohomish County  
Registered Basic - Site Specific Permit / Registered Basic-Single Family Residential / The City of Bellevue TEST / TESTERUAT RB 123 2  
Plan Selected: TESTERUAT RB Basic 123

**Base Plan**

Summary of Options Selected

Building Information

Maximum Number of Bedrooms: 3

Square Footage for Basement

Finished (SF): 1200

Square Footage Per Floor

Floor 1 (SF): 3500

Floor 2 (SF): 3500

Floor 3 (SF): 3500

**Options**

Building Information

Number of Bedrooms: 3

Driveway Access

Driveway Access: Existing Driveway - Access to Private Road

Septic or Sewer

Septic or Sewer: Site is serviced by public sewer

Site Information

Lot size in square feet: 3000

Water Source

Water Source: Alternative Water Source

**Project Location**

14508 MADISON WAY, LYNNWOOD WA 6006

Validate all your information 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.

21. Click **Continue** to proceed.

22. Read and indicate you agree to the Certification Statement:

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

**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.

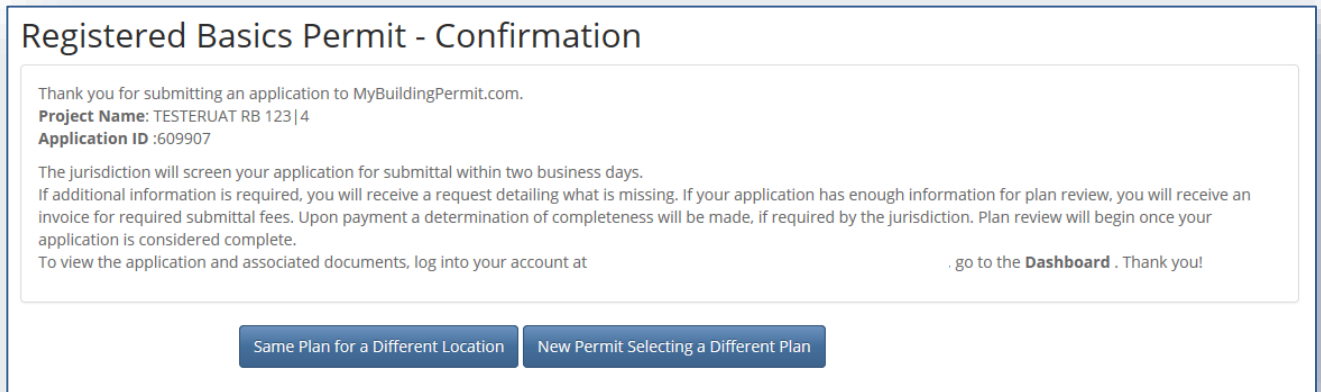
**Certification Statement**

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

**Submit Plan**

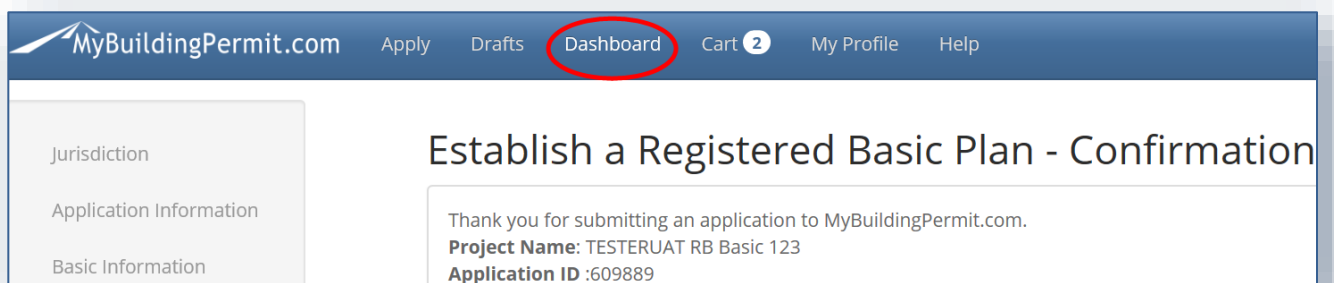
23. Click  to complete the application and submit to the Jurisdiction for review.
24. View the confirmation screen for information regarding next steps, make note of the Application ID as a reference in case you need to contact the Jurisdiction with questions or to follow-up.



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:



**Note:** For more details on navigating within the Dashboard—see detailed instructions [here](#).

## **Frequently Asked Questions:**

### **1. What do I do if my Established Plan is not showing on the drop-down list?**

- Verify the contractor company is the one for which this plan was established.
- Check with the Jurisdiction on acceptance/approval status.

### **2. How do I register as a Contractor?**

- See Create a Licensed Contractor section in this guide or click [here](#).

### **3. Do I need a local (City or County) business license to create permits?**

- Some Jurisdictions do require a valid local business license. Check your Contractor Profile for where to enter the license information and to determine if that Jurisdiction requires a local license. Contact the applicable Jurisdiction with questions.

### **4. What if my plan options are not available to select?**

- All options will come over from the Established Plan, so if an option is not listed, your original plan did not include it. Contact the Jurisdiction for which you are applying for details on how to correct that issue.

### **5. What if I need to change my Base Plan information?**

- Base plan information on the Site-Specific permit application cannot be changed once the Established Basic plan has been submitted and approved. You must contact the Jurisdiction directly to determine how to correct the information.

### **6. What if I cannot find the address or parcel number for my Site-Specific Location?**

- Enter less data on the search screen or try using a different search method (address, parcel, owner). If still unable to find the correct address, enter a location description instead.

### **Who do I call for help?**

- For Technical Help (issues with the system), contact the MyBuildingPermit Support desk. Please email [eGovSupport@ecitygov.net](mailto:eGovSupport@ecitygov.net) or call 425-452-4340.
- Visit our [Help](#) page for MyBuildingPermit User Guides.
- For questions or assistance filling out Plan data, Business Licenses, Addresses, etc., please contact the Jurisdiction directly.
- For a listing of Jurisdiction contact information see our [Contact Us](#) page.

## **Resubmitting a Permit Application**

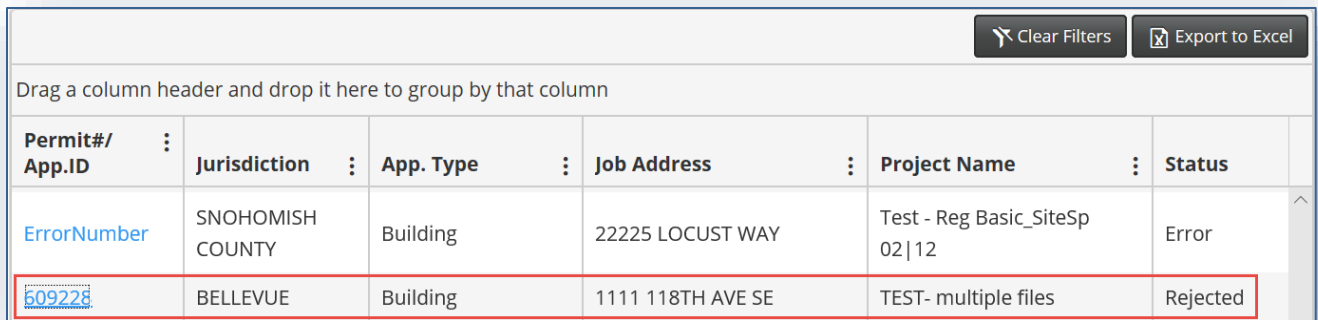
In some cases, a submitted permit application cannot be accepted by the Jurisdiction and you will receive a notification explaining the reason the application could not be accepted. Any questions regarding why the application was not accepted should be directed to the applicable Jurisdiction.

**Steps to resubmit:**

1. Go to MyBuildingPermit.com, click on Apply For Permit. Log In to your customer account.
2. After logging in, click on the Dashboard link to access your personal dashboard:



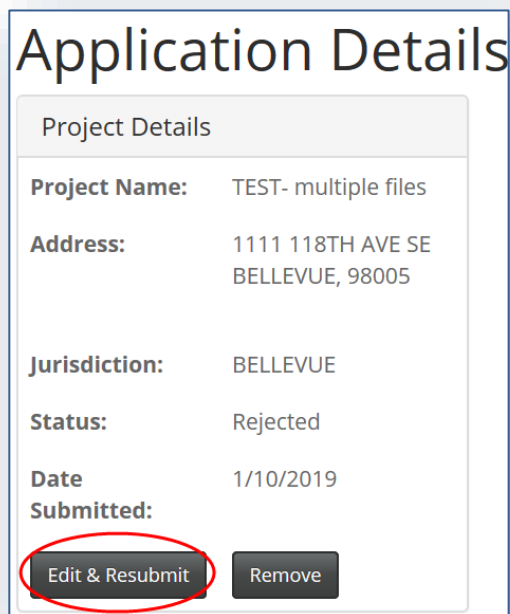
3. Click on the hyperlinked Application ID with a Status of Rejected from your list of permits:



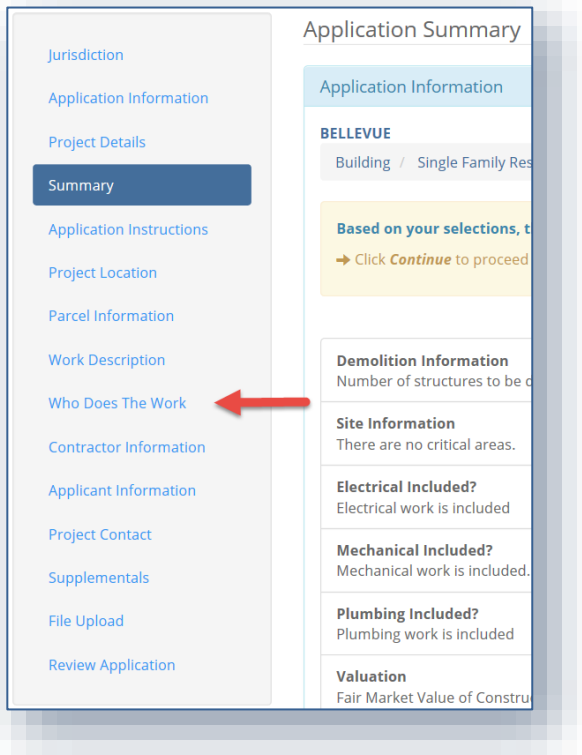
The image shows a table with columns: Permit#/App.ID, Jurisdiction, App. Type, Job Address, Project Name, and Status. The row with Application ID 509228 and Status Rejected is highlighted with a red border. Above the table are buttons for 'Clear Filters' and 'Export to Excel'. Below the table is a note: 'Drag a column header and drop it here to group by that column'.

Permit#/App.ID	Jurisdiction	App. Type	Job Address	Project Name	Status
ErrorNumber	SNOHOMISH COUNTY	Building	22225 LOCUST WAY	Test - Reg Basic_SiteSp 02 12	Error
<a href="#">509228</a>	BELLEVUE	Building	1111 118TH AVE SE	TEST- multiple files	Rejected

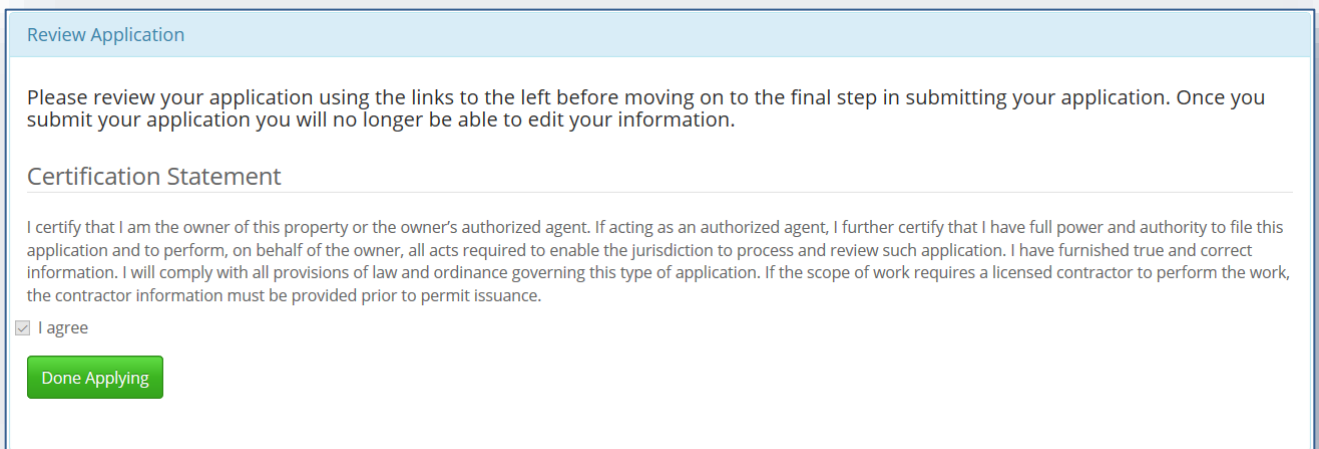
4. Click on the Edit & Resubmit button under the Project Details section on the Details page:



5. This opens your previously submitted application as a draft on the Application Summary page. Use the left-hand links to navigate to applicable pages to make any required changes or to upload any missing documents:



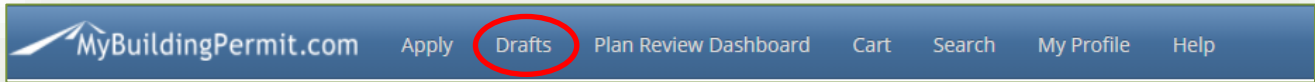
6. Click on Review Application, then click the checkbox next to I Agree, and Done Applying when ready to submit changes:





## 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 9:42:00 AM	Continue Delete
Bellevue		Single Family Residential			2/20/2018 2:08:00 PM	Continue Delete
		Single Family Residential			3/16/2018 9:09:00 AM	Continue Delete
		Multifamily Residential			3/16/2018 3:17:00 PM	Continue Delete
		Any Project Type			3/22/2018 1:45:00 PM	Continue Delete
		Single Family Residential			3/22/2018 1:52:00 PM	Continue Delete
		Single Family Condominium Unit				Continue Delete
		Single Family Residential				Continue Delete
		Nonresidential			1/4/2018 1:35:00 PM	Continue Delete
	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

App Id or Permit # Search

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 #:

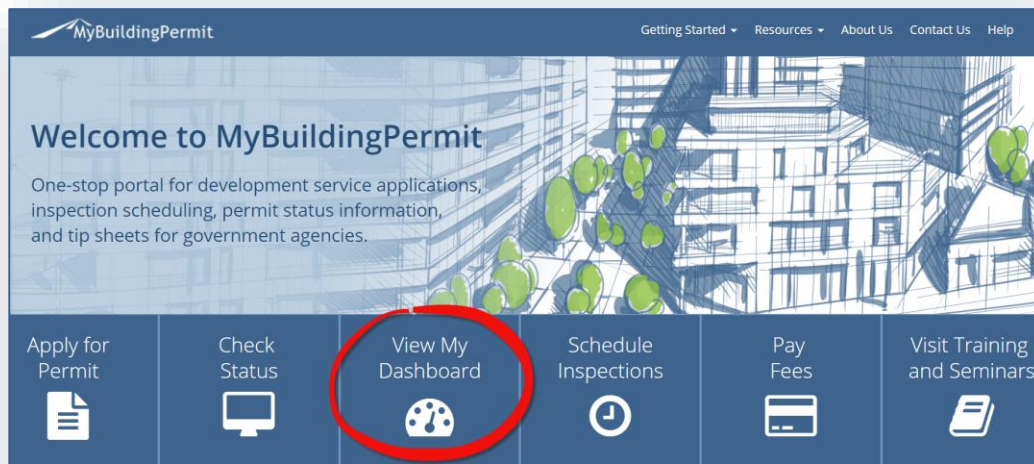
Users can elect to 'Continue' or 'Delete' the application. If you select 'Continue' you will be taken to the point in the application where you left off.

## User Dashboard

Your personal dashboard contains important information on submitted permit applications. The dashboard is used to check the status of an application, submit documents and revisions when required, assign delegates, and view/pay invoices. **Note:** Records on the dashboard are removed 180 days after closure of the permit/application by the Jurisdiction.

Access your personal dashboard by following these steps:

1. Click on View My Dashboard from the MBP's home site: [www.mybuildingpermit.com](http://www.mybuildingpermit.com)



2. After logging in, click on the Dashboard link in the top menu bar:



## Main Dashboard page

mntest02's Dashboard

**Unpaid Invoices** 1

Permit #	Amount	Action
E18-21809 [View]	\$8.00	<span style="color: red;">i</span>
E18-21809 [View]	\$2.00	Add to Cart
E18-21809 [View]	\$3.00	Add to Cart
E18-21809 [View]	\$4.00	<span style="color: red;">i</span>
E18-21809 [View]	\$5.00	Add to Cart

**Needs Attention** 2

Permit #	Project Name	Description
None	MnTest02 - Reject Test 01	Not Accepted
E18-21817	MnTest02 _Delegate Test#01	Document(s)
	MnPropOwn...	

**Current Drafts** 3

Jurisdiction	App.Type	Date +
Bellevue	Building	10/08/2018
Bellevue		10/02/2018

Key word search 4

Clear Filters

Drag a column header and drop it here to group by that column 5

Permit#/ App.ID	Jurisdiction	App. Type	Job Address	Project Name	Status <span style="color: yellow;">7</span>
E18-21832	ISSAQUAH	Plumbing	1333 HIGHLANDS DR NE		Issued
E18-21831	ISSAQUAH	Mechanical	1111 NE PARK DR		Issued
E18-21830	BELLEVUE	Plumbing	1234 158TH AVE SE		Issued
E18-21827	BELLEVUE	Mechanical	1234 158TH AVE SE		Issued
569392	BELLEVUE	Building	123 146TH AVE SE	MnTest02- ProjectDetails and Contacts Test	Submitted
E18-21818 <span style="color: yellow;">8</span>	BELLEVUE	Building	1111 166TH AVE SE	MnTest03 - First Test	Screened
569390	BELLEVUE	Building	1234 149TH PL SE	MnTest02 - Reject Test 01	Rejected
E18-21817	BELLEVUE	Building	1234 158TH AVE SE	MnTest02_Delegate Test#01	Screened
E18-21815	BELLEVUE	Mechanical	1234 158TH AVE SE		Issued
E18-21813	ISSAQUAH	Building	121 FRONT ST N	MnPropOwner- Can26_PBlccgash	Screened

Total: 15

Records on this dashboard are removed 180 days after closure of the application by the jurisdiction.

### 1. Unpaid Invoices

This quick view contains a list of all outstanding invoices that need to be paid before a permit can be issued. Lines highlighted **red** reflect invoices older than 30 days; lines highlighted **yellow** are older than 7 days but less than 30 days. If line is white, then invoice has recently been added or has already been paid.

**Unpaid Invoices**

Permit #	Amount	Action
<span style="color: red;">A</span> E18-21809 [View]	\$8.00	<span style="color: red;">C</span> Add to Cart
<span style="color: red;">B</span> E18-21809 [View]	\$2.00	Add to Cart
E18-21809 [View]	\$3.00	Add to Cart
E18-21809 [View]	\$4.00	<span style="color: red;">D</span> <span style="color: red;">i</span>
E18-21809 [View]	\$5.00	Add to Cart

A Click the Permit # link to view permit details

B Click View to review a copy of the invoice

C Click Add to Cart will move the invoice into your cart—an option to Pay Now will appear

D This icon indicates that the invoice listed is already in a delegate's cart

### Invoice Details Page

Close Export to PDF **E**

**CITY OF ISSAQUAH WASHINGTON** MyBuildingPermit.com

Invoice #: 104491 Status: Unpaid  
 Permit #: E18-21813 Status: Unpaid  
 Project Name: MnPropOwner-Sep26\_PRIssaquah Paid Date:  
 Invoice Date: 9/26/2018

Description	Bill #	Amount
Blah	45	\$1.00
<b>Total</b>		<b>\$1.00</b>

Please send payments to (include permit number on check):  
 City of Issaquah  
 Attn: Permit Center **F**  
 1775 12th Ave NW  
 Issaquah, WA 98027  
 Please be aware, fees exceeding \$2,000 must be paid by check.

On the Invoice Details page, you can:

- E** Export a PDF copy of the invoice for your records
- F** View important messages from the Jurisdiction

### 2. Needs Attention

Here you will find a list of items that need your attention. Some are informational, and some require action to be taken:

Needs Attention		
Permit #	Project Name	Description
None	MnTest02 - Reject Test 01	Not Accepted <b>B</b>
<a href="#">E18-21817</a> <b>A</b>	MnTest02 _Delegate	Document(s)
<a href="#">E18-21813</a>	MnPro	

**A** Click on the Permit # link to view/access the Permit Details page

**B** The description column will reference one of the following:

- Not Accepted** = Application was not accepted and needs to be edited and resubmitted.
- Document(s)** = New documents have been uploaded by the Jurisdiction and are ready to view.
- Permit Issued** = Issued permit has been uploaded by the Jurisdiction.

### 3. Current Drafts

Applications are automatically saved as you go through the application process. This is a list of your unfinished, draft applications:

Current Drafts		
Jurisdiction	App.Type	Date ↓
Bellevue <b>A</b>	Building	10/08/2018
Bellevue		10/02/2018
King County	Land Use	09/18/2018
Bellevue	Building	09/14/2018
Kenmore	Right-of-Way	09/13/2018

**Manage Drafts** **B**

- A** Click the Jurisdiction name to continue application from the point it was last saved.
- B** Click Manage Drafts to view a list of all pending drafts.
- C** On the Drafts page you can take the following actions on the application: Continue or Delete.

Jurisdiction	Application Type	Occupancy Type	Job Site Address	Project Name	Last Updated	Action
Renton	Plumbing	Single Family Residential			9/13/2018 10:26:00 AM	<a href="#">Continue</a> <a href="#">Delete</a> <b>C</b>
King County	Land Use	Any Project Type			9/18/2018 2:11:00 PM	<a href="#">Continue</a> <a href="#">Delete</a>
Kenmore	Right-of-Way	Any Project Type			9/13/2018 10:28:00 AM	<a href="#">Continue</a> <a href="#">Delete</a>
Bellevue	Building	Single Family Residential	1234 158TH AVE SE BELLEVUE		10/8/2018 9:25:00 AM	<a href="#">Continue</a> <a href="#">Delete</a>
Kirkland	Plumbing	Single Family Residential			9/13/2018 10:27:00 AM	<a href="#">Continue</a> <a href="#">Delete</a>
Bellevue					10/2/2018 1:45:00 PM	<a href="#">Continue</a> <a href="#">Delete</a>
Bellevue	Building	Single Family Residential			9/14/2018 7:58:00 AM	<a href="#">Continue</a> <a href="#">Delete</a>

### 4. Keyword Search

**A** Search

Clear Filters **B**
Export to Excel

- A** New keyword search capabilities: search your list of permits by partial permit #, project address, key terms from a project name, etc.  
**Search Tips:**  
  - Addresses** – Exclude the street types/suffixes (i.e. DR, RD, AVE, etc.)
  - Permit #** – Partial permit numbers are allowed but remember the less entered, the more returned results
- B** Easily clear search results by clicking on 'Clear Filters' to reset to default display.

## 5. Grouping Columns

Grouping columns allows you to visually group permits together in the displayed grid. You can close or open groupings to hide or show data as needed.

The screenshot shows a table with columns: Permit#/App.ID, Jurisdiction, App. Type, Job Address, Project Name, and Status. The 'App. Type' column is grouped into 'Building', which is further grouped by 'Status' into 'Rejected' and 'Screened'. Callout A points to the grouping header, B to the status sub-header, and C to the 'Export to Excel' button.

**A** Drag and drop the column in the Grouping header to group the permits by the selected column(s).

**B** Order of the columns in the Grouping header matters. In this example, the permits are grouped first by Application Type, then within Application Type by Status.

**C** Click here to export a list of your permits to Excel. **Note:** Any filters or groupings applied will be maintained in the Excel workbook.

## 6. Column Settings

The screenshot shows a table with columns: Permit#/App.ID, Jurisdiction, App. Type, Job Address, Project Name, and Status. The 'Job Address' column has a settings menu open with options: Sort Ascending, Sort Descending, Columns, and Filter. Callout A points to the settings menu icon, and B points to the 'Filter' option.

**A** Each column header has a settings menu, accessed by clicking on the 3 vertical dots.

**B** The following setting options are available:

- **Sort Ascending/Descending** = Sort the column data from lowest to highest or highest to lowest (**Note:** You can also apply a sort by clicking on the column header).
- **Columns** = Contains a list of additional columns containing information obtained during the application process. You can add or remove columns from the grid display. For a list of column definitions see [here](#).
- **Filter** = Limit permits displayed in the grid by certain values (i.e. under App. Type, only display Plumbing permits).

## 7. Changing Column Order

Drag a column header and drop it here to group by that column

Permit#/ App.ID	Jurisdiction	App. Type	Job Address	Project Name	Status
E18-21832	ISSAQUAH	Plumbing	1333 HIGHLANDS DR NE		Issued

Drag a column header and drop it here to group by that column

Permit#/ App.ID	Jurisdiction	Status	App. Type	Job Address	Project Name
E18-21832	ISSAQUAH	Issued	Plumbing	1333 HIGHLANDS DR NE	
E18-21831	ISSAQUAH	Issued	Mechanical	1111 NE PARK DR	
E18-21830	BELLEVUE				
E18-21827	BELLEVUE				
569392	BELLEVUE				

**A** Change the order of columns in the grid by clicking and dragging the column header to the desired location.

**B** In this example, Status column was moved from the last position to the third.

**C** Columns can be moved either to the left or the right if they are within the grid dimensions. A '+' will appear in the header to indicate it is okay to insert.

## 8. Delegate Indicator

569392	BELLEVUE	Building	123 146TH AVE SE
E18-21818	BELLEVUE		
569390	BELLEVUE		

**A** The people symbol next to a permit number indicates you are a delegate assigned to the permit. As a delegate you can upload documents and pay invoices on the behalf of the applicant.

## Column Definitions

The following columns are default displayed when you first load your dashboard:

- **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 *Details* 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.).
- **Job Address**  
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.
- **Project Name**  
This is the name given to the project by the applicant when the application was submitted.
- **Status**  
This indicates the status assigned to the application by the Jurisdiction's internal permit tracking system.

Users have the option from the Column Settings menu to add additional columns

- **Project Type**  
This is the occupancy type of the project/application submitted (single family residential, commercial, etc.).
- **Activity Type**  
This is the type of work to be performed with the permit. The selection will vary depending on the application and project type selected (i.e. for a Building permit, the activity type might be Remodel or Reroof Replacement).
- **Scope of Work**  
This is a more detailed description of the type of work to be performed (if applicable). The selection is influenced by what application, project, and activity types are selected.
- **Job Parcel Number**  
This is the associated parcel number where work on the permit will be performed.



➤ **Job Tenant Name**

This is the name of the tenant in the job address space (i.e. Subway).

➤ **Proj. 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.

➤ **Submitted Date**

The date the application was submitted to the Jurisdiction.

## Details Page

Complete application information is available on the application/permit details page. On this page you will find details about the project, including project contact information. You can add delegates, pay invoices, and view and upload documents on this page.

### E18-21817 ▾ Details

**Project Details**

Project Name: MnTest02\_Delegate Test#01

Address: 1234 158TH AVE SE BELLEVUE, 98008

Jurisdiction: BELLEVUE

Status: Screened

Date Submitted: 10/2/2018

---

**Contacts**

**Project Contact**  
MnTest02\_TestEnvironment  
(425)666-8888  
mnair@bellevuewa.gov

**Contractor**  
The City of Bellevue TEST  
MnTest02\_TestEnvironment  
(555) 700-9999  
mnair@bellevuewa.gov

Add a Contractor

---

**Delegates**

sher1 test  
BISHOP HEATING AND ELECTRIC  
(425)753-2601  
sgalloway@bellevuewa.gov

MnProdTest Contractor  
Prod User Company  
(425)246-1594  
MNair@bellevuewa.gov

Manage Delegate(s)

---

**Application Details**

App ID: 569388

App. Type: Building

Project Type: Single Family Condominium Unit

**Invoices**

Invoice #	Invoice Date	Amount	Created By	Status	Age	Action
104495	10/02/2018	\$22.00	Nair, Manju	Unpaid	43 days	View Add to Cart Pay Now
104496	10/02/2018	\$23.00	Nair, Manju	Unpaid	43 days	View Add to Cart Pay Now
104497	10/02/2018	\$100.00	Nair, Manju	Unpaid	43 days	View In Cart
104498	10/04/2018	\$50.00	Nair, Manju	Unpaid	41 days	View In Cart
104511	10/15/2018	\$999.00	Nair, Manju	Unpaid	30 days	View Add to Cart Pay Now

Total: 5 records

**Files & Documents**

Document Type	Date	Uploaded By	File Size
Additional File Submittal	10/23/2018 4:39:33 PM	Mntest02	0.07 (MB)
Value of Improvements Form	10/23/2018 4:39:27 PM	Mntest02	0.07 (MB)
Site Plan	10/23/2018 4:39:27 PM	Mntest02	83.89 (MB)
Additional File Submittal	10/23/2018 4:38:14 PM	Mntest02	0.07 (MB)
Site Plan	10/23/2018 4:38:07 PM	Mntest02	83.89 (MB)
Additional File Submittal	10/23/2018 3:12:11 PM	Mntest02	0.07 (MB)

Total: 27 records

**Reviews & Activities**

Review/Activity	Staff	Assigned Date	Status	Completed Date	Notes
No reviews or activities information available for this permit					

No items to display

**Inspections**

Inspection	Date	Status	Staff	Notes	Documents
No inspections information available for this permit					

No items to display

The page contains the following:

- Project and Application details, including project contacts.
- 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.
- Information on permit delegates, and a link to add/remove delegates (if you are the applicant).
- Files & Documents associated with the permit (uploaded by customer and Jurisdiction).
- If applicable, a list of any invoices (both paid and unpaid).
- If applicable, a list of reviews and activities taken on the permit.
- A list of completed inspections, with links to view Schedule an Inspection and view Today's inspections.

Customer User Guide

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## 1. Project Details

### E18-21817 ▾ Details

Project Details

**Project Name:** MnTest02\_Delegate Test#01

**Address:** 1234 158TH AVE SE  
BELLEVUE, 98008 **A**

**Jurisdiction:** BELLEVUE

**Status:** Screened **B**

**Date Submitted:** 10/2/2018

---

**Contacts** **C**

**Project Contact**  
MnTest02 TestEnvironment  
(425)666-8888  
[mnair@bellevuewa.gov](mailto:mnair@bellevuewa.gov) **Edit**

**Contractor**  
The City of Bellevue TEST  
MnTest02 TestEnvironment  
(555) 700-9999  
[mnair@bellevuewa.gov](mailto:mnair@bellevuewa.gov)

**Add a Contractor** **D**

### Application Details

**App ID:** 569388

**App. Type:** Building

**Project Type:** Single Family Condominium Unit

**Activity Type:** Remodel

**Scope of Work:** Residence

**Cancel Application** **E**

On the left side of the screen is a summary of the project and contact information collected on the Application.

- A** The project address selected is now displayed on the Details page.
- B** This is the Jurisdiction status of the permit/application. For questions regarding this status, contact the applicable Jurisdiction.
- C** This section lists important contacts submitted while applying.
- D** Click here to complete the Contractor submittal form, which is emailed to the Jurisdiction and attached as a PDF form under the Files & Documents section. Click [here](#) for more details.
- E** Click here to submit a request to cancel the application to the Jurisdiction. Click [here](#) for more details.

**Steps to Submit Contractor Information:**

**Contacts**

**Project Contact**  
Applicant01Stg Applicant02 Mn  
4256667777  
[mnair@bellevuewa.gov](mailto:mnair@bellevuewa.gov) Edit

**Contractor**  
The City of Bellevue TEST  
Applicant01Stg Applicant02 Mn  
(555) 555-5555  
[mnair@bellevuewa.gov](mailto:mnair@bellevuewa.gov)

**A** Add a Contractor

**A** To submit new contractor information, or make a change to previously submitted contractor info, click on Add a Contractor to notify the Jurisdiction. This button is in the Contacts section along the left-hand side of the page.

**Contractor Information**

[Home](#) / [Permit Detail](#)

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 \* **B**

State Contractor License # \*

State License Expiration Date \* 12/24/2018

City Business License# (if applicable)

State UBI# \*

Construction Contact Name \*

Construction Contact Phone # \*

Construction Contact Email \*

**C** Submit to Jurisdiction Cancel

**B** Complete all required fields, as indicated by a red asterisk.

**C** Click Submit to Jurisdiction when form is complete.

**Files & Documents**

Document Type	Date	Uploaded By	File Size
Contractor Information <b>D</b>	12/24/2018 9:09:18 AM	a	

**D** The submitted form is attached as a pdf to the Files & Documents section, and an email is sent to notify the Jurisdiction of the newly uploaded document.

### Steps to Cancel a Submitted Application:

Application Details

**App ID:** 609250

**App. Type:** Building

**Project Type:** Single Family Residential

**Activity Type:** Structure Demolition

**Scope of Work:** Residence and All Associated Structures

**Cancel Application**

**A** To submit a request to cancel an application or permit, click on Cancel Application in the Application Details section on the left-hand side of the page.

### Cancellation Request

[Home](#) / [Permit Detail](#)

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: \*

Reason for Cancellation

**Submit to Jurisdiction** **Cancel**

**B** Complete all required fields, as indicated by a red asterisk.

**C** Click Submit to Jurisdiction when form is complete.

### Files & Documents

Document Type	Date	Uploaded By	File Size
Cancellation Request	12/24/2018 9:08:07 AM	a_rodriguez	

**D** The submitted form is attached as a pdf to the Files & Documents section, and an email is sent to notify the Jurisdiction of the newly uploaded document.

**Note:** Any questions regarding cancelling a permit should be directed to the applicable Jurisdiction. If a refund is due, it will be processed in accordance with the Jurisdiction's code(s).

## 2. Invoices

Invoices							Export to Excel
Invoice #	Invoice Date	Amount	Created By	Status	Age	Action	
104485	09/17/2018	\$8.00	Nair, Manju	Unpaid	64 days	View In Cart ⓘ	
104486	09/24/2018	\$2.00	Nair, Manju	Unpaid	57 days	View Add to Cart Pay Now	
104487	09/24/2018	\$3.00	Nair, Manju	Unpaid	57 days	View Add to Cart Pay Now	
104488	09/24/2018	\$4.00	Nair, Manju	Unpaid	57 days	View In Cart ⓘ	
104489	09/24/2018	\$5.00	Nair, Manju	Unpaid	57 days	View Add to Cart Pay Now	
104490	09/24/2018	\$6.00	Nair, Manju	Unpaid	57 days	View In Cart ⓘ	
104512	10/23/2018	\$9.00	Nair, Manju	Unpaid	28 days	View Add to Cart Pay Now	

Total: 7 records

**A** Click on the Invoice number to view a copy of the invoice that can be exported to PDF. Click [here](#) for more info.

**B** Rows highlighted **red** reflect invoices older than 30 days; rows highlighted **yellow** are older than 7 days but less than 30 days. If row is white (no highlight), then invoice has recently been added or has already been paid.

**C** The following actions can be taken on each invoice:

- **View** = Click to view a copy of the applicable invoice
- **Add to Cart** = Click to add invoice to your cart to pay later
- **Pay Now** = Click to add invoice to your cart and be taken directly to cart to pay the invoice.

For instructions on navigating the cart and paying online, click [here](#).

**D** The ⓘ symbol indicates the invoice has been added to a delegate's cart (hovering over the icon will show the username of the owner of the cart).

### 3. Files & Documents

The screenshot shows a table with columns: Document Type, Date, Uploaded By, and File Size. A 'Submit Documents' button is in the top right. Callout A points to a document type 'Additional File Submittal'. Callout B points to the 'Submit Documents' button.

Document Type	Date	Uploaded By	File Size
<a href="#">Additional File Submittal</a>	10/23/2018 4:39:33 PM	Mntest02	0.07 (MB)
<a href="#">Value of Improvements Form</a>	10/23/2018 4:39:27 PM	Mntest02	0.07 (MB)
<a href="#">Site Plan</a>	10/23/2018 4:39:27 PM	Mntest02	0.07 (MB)
<a href="#">Additional File Submittal</a>	10/23/2018 4:38:58 PM	Mntest02	0.07 (MB)
<a href="#">Site Plan</a>	10/23/2018 4:38:58 PM	Mntest02	0.07 (MB)
<a href="#">Additional File Submittal</a>	10/23/2018 3:12:58 PM	Mntest02	0.07 (MB)

**A** Click on the hyperlinked document type name to view the document. **Note:** Bold font names are documents that have not yet been viewed.

**B** Click on Submit Documents to upload additional files for the permit. See below for detailed instructions on uploading files.

### Steps to add Additional Files

When you click on the Submit Documents button, you will be directed to the File Upload page where you can submit additional files on the selected permit/application.

The screenshot shows a form titled '18 130308 BE File Upload'. On the left is a 'Project Details' sidebar. The main form area contains several fields: 'Description of Changes \*', 'Name of Jurisdiction Contact(s)', 'Reason for Submittal \*', and 'Document Type \*'. Below these is a file upload section with a 'Select file..' button, a list of uploaded files (e.g., '(Demolition Plan) I-864a.pdf'), and 'Clear all' and 'Submit to Jurisdiction' buttons. Callouts A-E highlight specific elements: A (Description of Changes), B (Document Type dropdown), C (Select file button), D (File list), and E (Submit to Jurisdiction button).

**A** Description of Changes \*

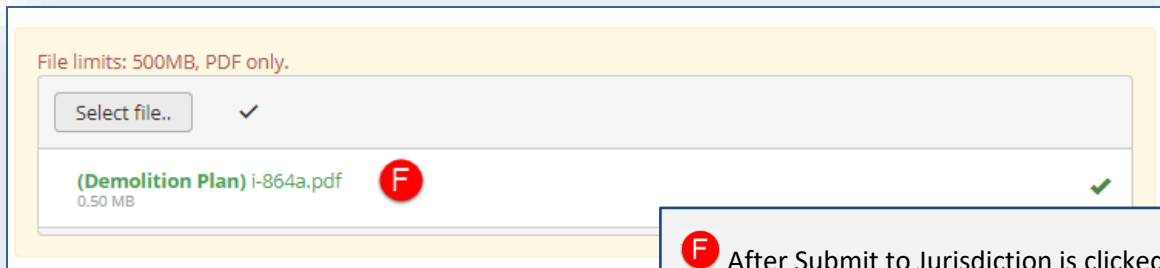
**B** Document Type \*

**C** Select file..

**D** (Demolition Plan) I-864a.pdf

**E** Submit to Jurisdiction

- A** Complete all the required fields:
  1. Enter a brief description of change within document.
  2. Enter Jurisdiction contact, if applicable.
  3. Select a reason for submittal.
- B** Select the appropriate Document Type from the available selections in the drop-down list.
- C** Click on Select File to attach applicable document. Repeat above steps to upload all necessary documents at once. **Note:** You will have to select a new Document Type for each document you attach.
- D** As files are added they will appear in this list. If a file is attached in error, click on the 'X' to remove from the list before you Submit to Jurisdiction.
- E** Click Submit to Jurisdiction to upload the file(s) in the list to the Files & Documents section of the details page.



**F** After Submit to Jurisdiction is clicked, the file name will turn **green** and a checkmark will appear to indicate the file was uploaded successfully.

Document Type	Date	Uploaded By	File Size
Additional File Submittal	12/20/2018 10:28:18 AM	applicant01stg	0.07 (MB)
<b>Demolition Plan</b>	12/20/2018 10:28:13 AM	applicant01stg	0.50 (MB)
Application Instructions	12/17/2018 3:14:04 PM	System	2.46 (MB)

**G** The new documents will now display at the top of the documents list in the Files & Documents section.



#### 4. Reviews & Activities

Review/Activity	Staff	Assigned Date	Status	Completed Date	Notes
Building Review (Assigned: 03/22/2018) (Target: 04/05/2018)	Ben VanDuine	04/18/2018	Returned to Applicant for Correction	04/18/2018	PLM2018-12100 - Building Review, Plumbing Review...
Building Review (Assigned: 05/21/2018) (Target: 05/29/2018)	Ben VanDuine	06/04/2018	Approved	06/04/2018	PLM2018-12100 - Building Review, Plumbing Review...

**A** This is a list of the any reviews or activities on the permit as provided by the Jurisdiction.

**B** To view all notes, click on the line to expand.

**C** You can export a list of the information contained in each section by clicking on the Export to Excel button.

#### 5. Inspections

This section contains a record of the inspections completed on the permit. Any questions regarding the information contained in this section should be directed to the applicable Jurisdiction.

Inspection	Date	Status	Staff	Notes	Documents
516 Plbg-Rough In	05/25/2018	Partial Approval		above floor only	
516 Plbg-Rough In	05/29/2018	Inspection		IVR CONFIRM #=198746-01	

**A** Click here to schedule an Inspection. You will be directed to the Inspection Scheduling site. Click [here](#) for more details.

**B** Click on this button to view inspections scheduled for the current day for the applicable Jurisdiction. Click [here](#) for more details.

**C** There may be a delay for new or recently scheduled inspections to appear in this section.

### Inspection Scheduling

When you click Schedule Inspections from the Details page, you will be directed to the Inspection Scheduling page. **Note:** System will return results **only** if there are inspections available to schedule for the specific permit number entered.

The screenshot shows the 'Inspection Scheduling' page. At the top, there is a search bar with the text 'Enter search criteria to find a permit. Once a permit is selected, inspections can be viewed, req...'. Below this, the 'Jurisdiction' is set to 'Kirkland' (callout A). A note indicates 'Re-inspection fees'. The 'Search for Permit' section is set to 'By Permit Number'. The 'Permit Number' field contains 'ESF18-02976' (callout B), with an example 'BSF14-01234' and a prompt 'Please enter the permit nu...'. 'Search' and 'Cancel' buttons are at the bottom. Below the search area is a table with columns 'Permit Number' and 'Project Name'. The first row shows 'ESF18-02976' (callout C) and 'Electrical Single Family, Alterati...'. A callout box on the right contains the following text:

- A** The Jurisdiction is auto selected with applicable Jurisdiction (from permit details page).
- B** The permit number is automatically entered with the permit number (from the details page).
- C** If there are inspections available to schedule on the specific permit, a hyperlinked permit number will appear in the search results. Click on the permit number to proceed to schedule inspection.

### Today's Inspections

The screenshot shows the 'Today's Inspections' page. It prompts the user to 'Please select a jurisdiction to see the scheduled...'. The 'Jurisdiction' dropdown is set to 'Kirkland' (callout A). Below this, a note states 'Inspection list is sorted by permit number. The order of this list is not an indication...'. A table with columns 'Permit Number' and 'Description' is shown. The first row is 'BMF17-03180' with description 'Footings Setback U...'. The second row is 'BMF17-07274'. The third row is 'BMF18-00763'. A callout box on the right contains the following text:

Click on Today's Inspections from the Details page to view all scheduled inspections for the current day at the applicable Jurisdiction.

- A** Click to select a different Jurisdiction to view their scheduled inspections for the current day.

## 6. Delegates

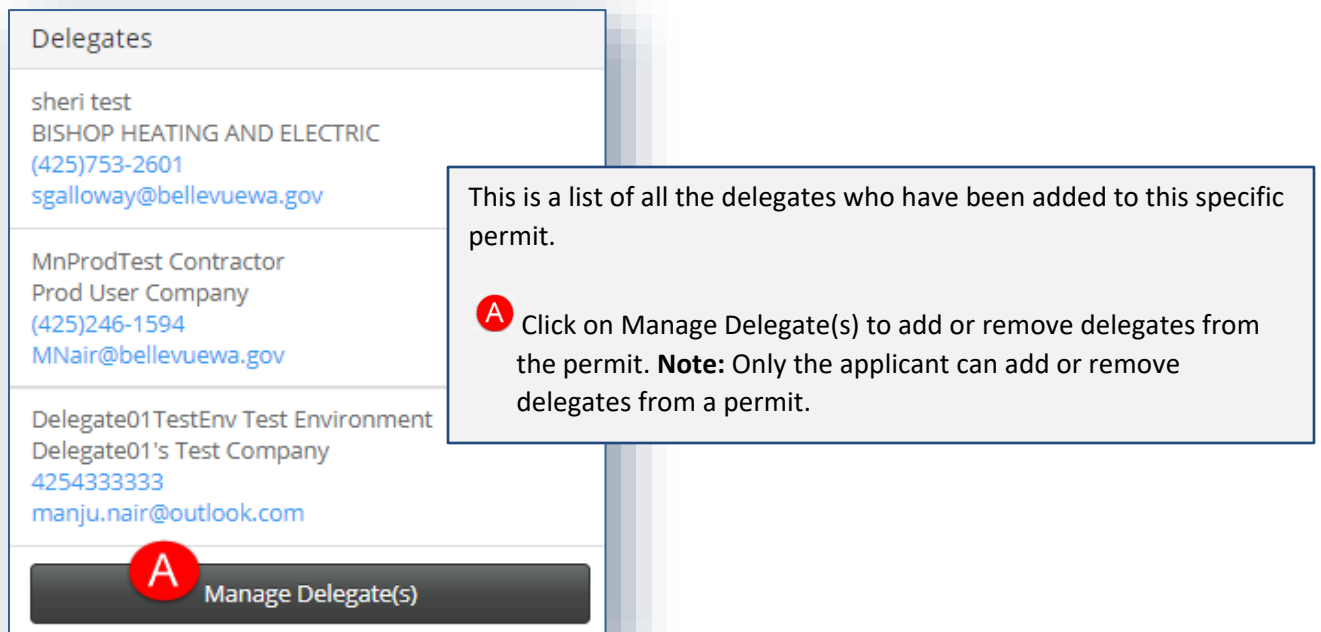
Adding a delegate to your permit authorizes someone else to perform the duties and responsibilities you have as the applicant and vies the individual(s) authority to:

- Pay invoices
- Upload new documents
- View all documents uploaded by the Jurisdiction

Delegates:

- Must be a registered user with a separate account profile on MyBuildingPermit.com.
- 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.

### Managing Delegates:



The screenshot shows a 'Delegates' section with three entries:

- sherri test  
BISHOP HEATING AND ELECTRIC  
(425)753-2601  
[sgalloway@bellevuewa.gov](mailto:sgalloway@bellevuewa.gov)
- MnProdTest Contractor  
Prod User Company  
(425)246-1594  
[MNair@bellevuewa.gov](mailto:MNair@bellevuewa.gov)
- Delegate01 TestEnv Test Environment  
Delegate01's Test Company  
4254333333  
[manju.nair@outlook.com](mailto:manju.nair@outlook.com)

At the bottom of the list is a button with a red circle containing the letter 'A' and the text 'Manage Delegate(s)'. An annotation box points to this button with the following text:

This is a list of all the delegates who have been added to this specific permit.

**A** Click on Manage Delegate(s) to add or remove delegates from the permit. **Note:** Only the applicant can add or remove delegates from a permit.

Adding a delegate to your application authorizes someone else to perform the duties and responsibilities you have as the applicant and gives the individual(s) authority to:

- Pay invoices
- Upload new documents
- View all documents uploaded by the Jurisdiction

Search:  **B**

Suggested Project Delegates	Current Project Delegates
<b>Darci D</b> (DarciContr The City of Bellevue <b>C</b> )	<b>sheri test</b> (sheri55) <b>D</b>
<b>Sheri GallowayTest</b> (sheri42) The City of Bellevue TEST	BISHOP HEATING AND ELECTRIC
<b>Sheri GallowayTest</b> (MnContractor01_new) The City of Bellevue TEST	<b>MnPodTest Contractor</b>
<b>Bubba Gump</b> (gqcontractor) The City of Bellevue TEST	(MnP
<b>Linh Kang</b> (lkang8611) The City of Bellevue TEST	Prod
<b>Missy Marshall May</b>	Dele
	Envi
	(Dele
	Dele

**B** On the Delegates page, you can search for a specific username or email of an active, registered MBP user you would like to add. If search is successful, the user will be added to the list of Suggested Project Delegates and can then be added to the Current Project Delegates (see below).

**C** This is a list of registered users who are associated with your company (i.e. as a delegate on another permit, an associated user, etc.). To add a delegate, click on the bold name to highlight, and then click on the ► arrow to move to Current Project Delegates list.

**D** This is the list of current delegates added to permit. To remove a delegate, click on the bold name to highlight, and then click on the ◀ arrow to move to Suggested Project Delegates list.

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

**MyBuildingPermit.com**


You have been added as a delegate to this application by Freda Flinstone. As a delegate, you can perform the same actions as the applicant. To view application details log into your account at <https://epermit.mybuildingpermit.com/Login>, go to the **Plan Review Dashboard** and enter the Permit # in the **Quick Search Field**.


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

**MyBuildingPermit.com**

You have been removed as a delegate to this application by Freda Flinstone.

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

On the Delegate’s dashboard, applicable applications are designated with an  icon next to the Permit #/App. ID:

Permit#/ App.ID	Jurisdiction	App. Type	Job Address	Project Name	Status
18 130305 BE 	BELLEVUE	Building	1213 145TH PL SE	In Process Test	Screened

## Cart

Users can view and pay all applicable permit fees from their Cart. For non-plan review (over-the-counter) permit applications, 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 when you are logged into your MyBuildingPermit account:

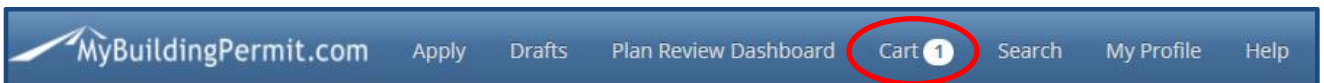


## Paying Invoices

Below are instructions on how to pay an invoice on [MyBuildingPermit.com](http://MyBuildingPermit.com). To pay invoices online an active customer account and an accepted form of payment (credit card or electronic check) are required.

### Steps to Pay an Invoice Online:

1. Log in to [MyBuildingPermit.com](http://MyBuildingPermit.com).
2. Click on Cart within the navigation bar at the top of the page.



3. Select a form of payment you will use to complete your transaction. Options may include credit card (Visa or Mastercard) or electronic check. A label of what forms of payment are accepted by the jurisdiction appear next to your available options.
4. Select the checkbox(es) to the left of the invoice(s) you elect to pay.

Cart

Please select a payment type. Only one payment type will be accepted per transaction. Changing payment type during the checkout process may alter available selections and require you to start over.

Visa/Mastercard  
 Electronic Check

[View Unpaid Invoices 1](#)

Select All	Payment Types Accepted	Jurisdiction	Project Address	Application Information	Total	
<input type="checkbox"/>	<a href="#">Credit Card</a>	King County	4500 S 290TH ST	Mechanical	\$159.00	<a href="#">Delete Permit</a>
<b>Description</b>				<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
Mechanical Permit Fee				1	159	159
						<b>Total: \$159.00</b>

**Note:** If you select electronic check as your Payment Method and it is currently not a valid payment method for the jurisdiction of the permit/invoice you are attempting to pay for, this item will not be available to select. Change your method of payment and remake your transaction selections.

Cart

Please select a payment type. Only one payment type will be accepted per transaction. Changing payment type during the checkout process may alter available selections and require you to start over.

Visa/Mastercard  
 Electronic Check

[View Unpaid Invoices 1](#)

Select All	Payment Types Accepted	Jurisdiction	Project Address	Application Information	Total	
This jurisdiction is not accepting electronic check payments at this time. Please select another payment type or call this jurisdiction directly for assistance.						
<input type="checkbox"/>	<a href="#">Credit Card</a>	King County	4500 S 290TH ST	Mechanical	\$159.00	<a href="#">Delete Permit</a>
<b>Description</b>				<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
Mechanical Permit Fee				1	159	159
						<b>Total: \$159.00</b>
<input type="checkbox"/>	<a href="#">Credit Card</a> <a href="#">eCheck</a>	Bellevue	6000 145TH AVE SE	Mechanical	\$52.00	<a href="#">Delete Permit</a>
<b>Description</b>				<b>Quantity</b>	<b>Unit Price</b>	<b>Total Price</b>
Mechanical Issuance Fee				1	8	8
Water Heater - Gas Less than 60 Gallons				1	44	44
						<b>Total: \$52.00</b>

5. Click [Check Out](#)

6. Verify information on the *Order Summary* page is correct. Click [Next](#) to proceed or [Previous](#) to go back and edit your cart.

7. For transactions paid for by credit card, enter all required information indicated with a red \*.

Payment Information

\* - Indicates a required field

Name on card:\*

Card Number:\*

CSC:\*  ?

Type:\*

Expiration Date:\*

Expiration Year:\*

[Previous](#) [Submit Payment](#)

8. For transactions paid for by electronic check, enter all required information indicated with a red \*.

Payment Information

\* - Indicates a required field

Bank Account Type:\*

Name on Bank Account:\*

Bank Routing Number:\*  ?

Bank Account Number:\*  ?

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

**Billing Address**

[+ Add Billing Address](#)

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

10. Click Submit Payment to complete your transaction.

11. A *Transaction Summary* page displays when the transaction is complete.  
 Note: If your transaction did not process successfully, an error message will display under **Order Tracking Number** and provides additional information about actions to take to reattempt your transaction.

Order Tracking Number	Jurisdiction & Address	Application Information	Total Price
Failure to complete transaction. Error: Declined: Transaction Aborted. One or more transactions for the same Account and ABA # have been returned earlier. Select another payment method to try your transaction again.	Bellevue 1237 96TH AVE SE	Plumbing	\$39.00

12. A receipt will be emailed to the email address on file within a few minutes. A copy of the receipt will also be added to the Files & Documents section on the permit details page of your dashboard for your records. If you paid by electronic check, the authorization statement acknowledgement is appended to your receipt.




PAYMENT RECEIPT

Order Details for Mercer Island Electrical e-Permit

Application ID: 609880

Application Type	Product Description	Fee
Electrical	Electrical Issuance Fee	\$37.00
Electrical	Electrical Min. Adjusted Amount	\$84.78
Electrical	Electrical Technology Upgrade Fee	\$5.04
Electrical	Service Change	\$46.22
		Amount Charged: \$173.04

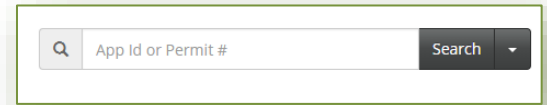
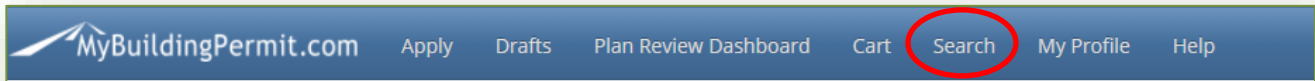
**Payer**

Contractor TesterUAT  
450 110th Avenue NE  
Bellevue, WA 98009



## 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

to

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**

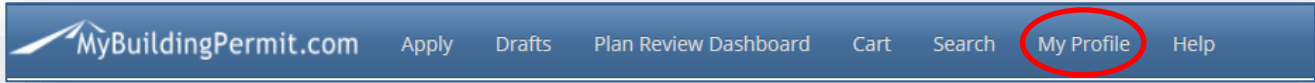
Users can click on the linked Application ID to access the *Application Detail* page.



App. ID	Permit #	Parcel #	Address
<a href="#">423958</a>	17 128542 BS	3225059103	100 110TH AVE NE
<a href="#">420621</a>	17 128514 BK	3225059103	100 110TH AVE NE

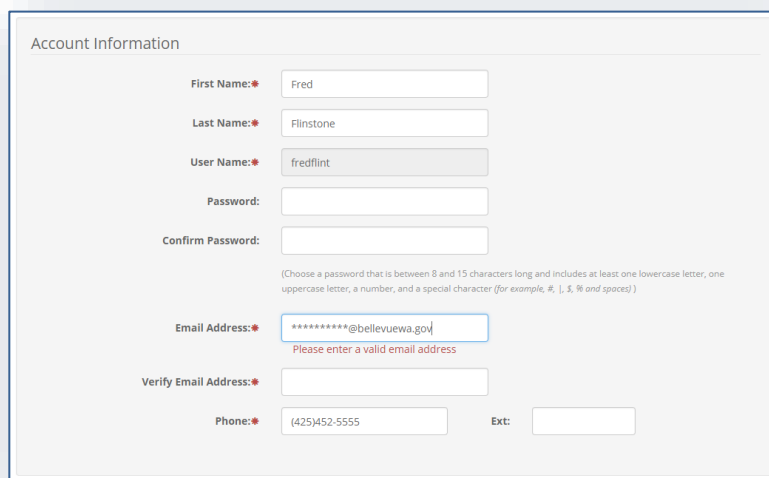
## My Profile

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

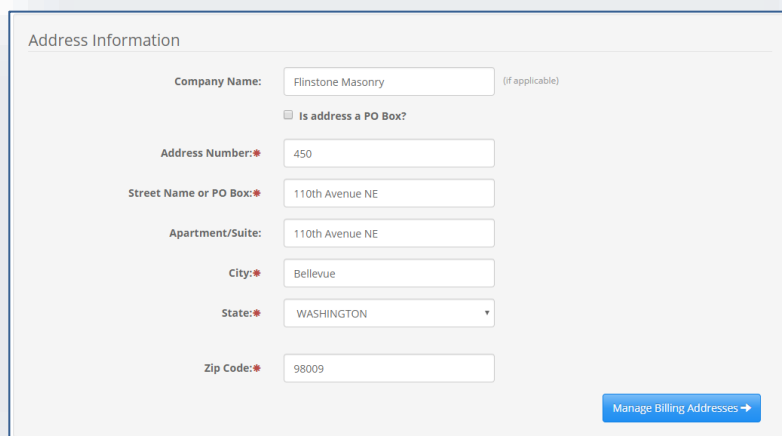


Under the *My Profile* link in the top menu bar, users can manage the following in their account profile:

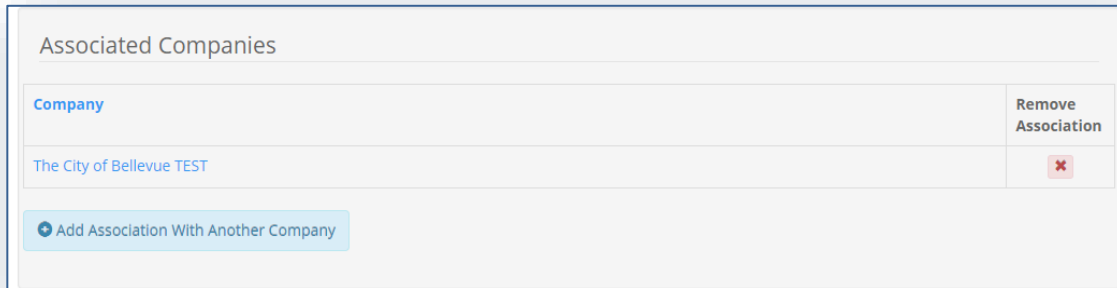
- **Account Information** including User name, password, and email address.

A form titled 'Account Information' with the following fields: First Name (Fred), Last Name (Flinstone), User Name (fredflint), Password (empty), Confirm Password (empty), Email Address (\*\*\*\*\*@bellevuewa.gov), Verify Email Address (empty), and Phone (425)452-5555 with an Ext. field. A note below the password fields reads: '(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))'. A red error message below the email field says 'Please enter a valid email address'.

- **Address Information** including adding billing addresses (US and Canada accepted).


A form titled 'Address Information' with the following fields: Company Name (Flinstone Masonry), Is address a PO Box? (checkbox), Address Number (450), Street Name or PO Box (110th Avenue NE), Apartment/Suite (110th Avenue NE), City (Bellevue), State (WASHINGTON), and Zip Code (98009). A blue button labeled 'Manage Billing Addresses' with a right-pointing arrow is at the bottom right.

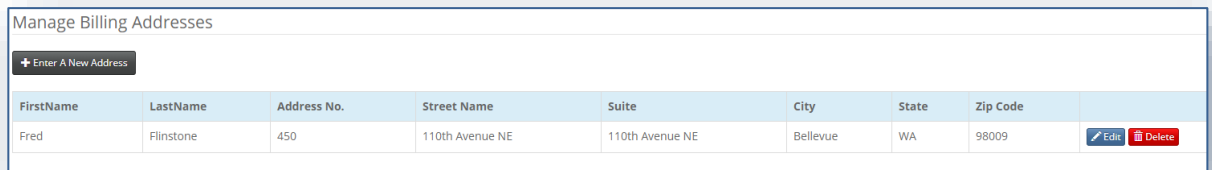
- **Associated Companies** including adding and removing company associations.





### 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.

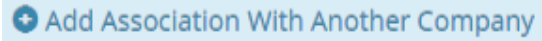


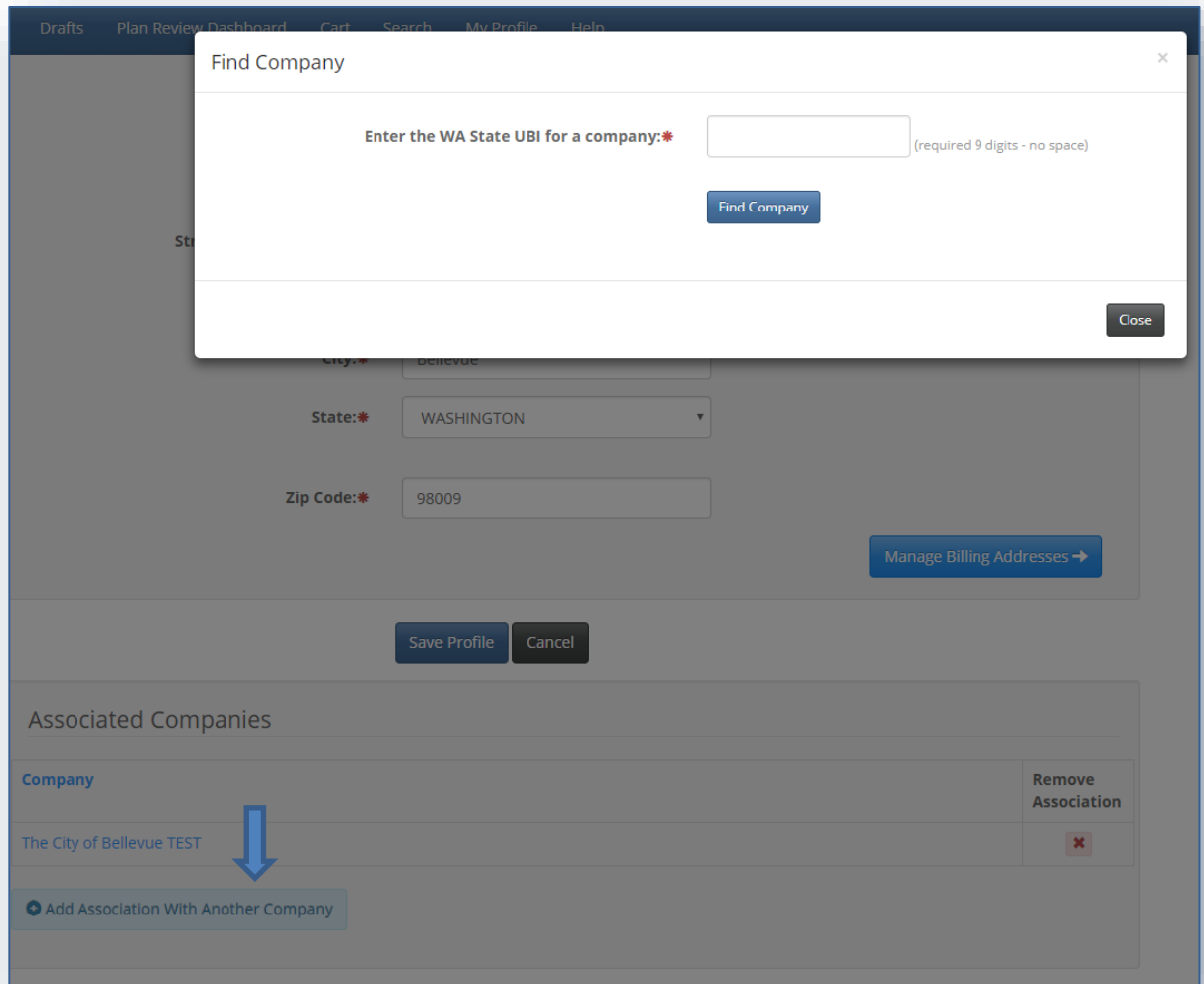
- a. Click 
- b. Complete all required fields as indicated with a red asterisk \*.
- c. Click 
- d. Current billing addresses can be edited or deleted.

#### 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

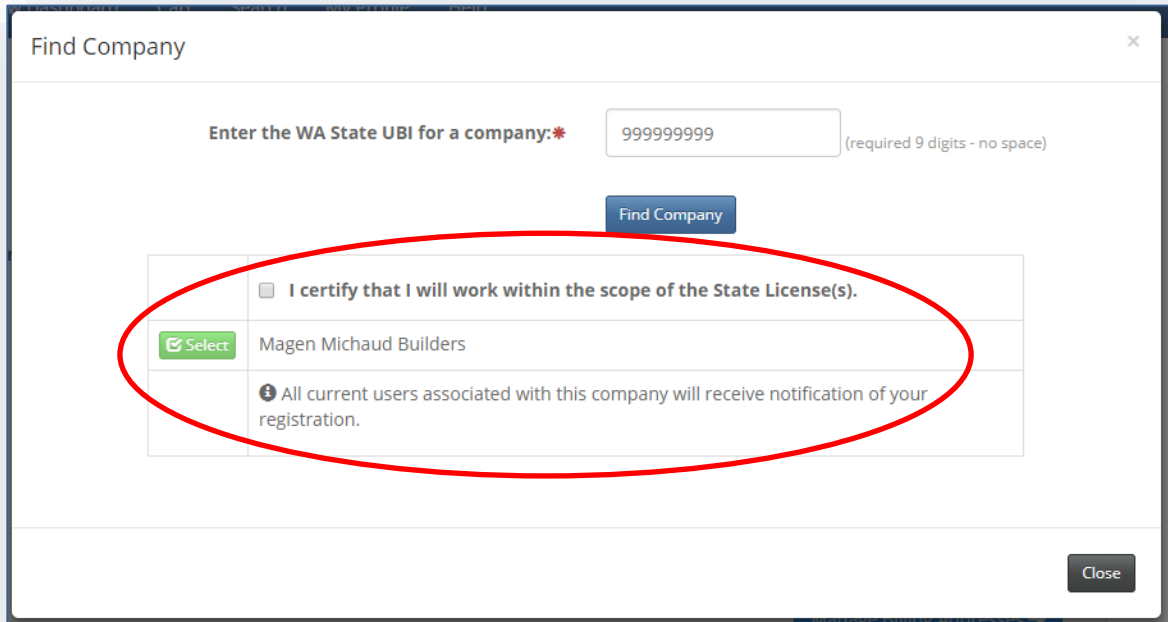




c. A window will pop up, enter the 9-digit WA UBI number and click



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



Find Company

Enter the WA State UBI for a company:\* 999999999 (required 9 digits - no space)

Find Company

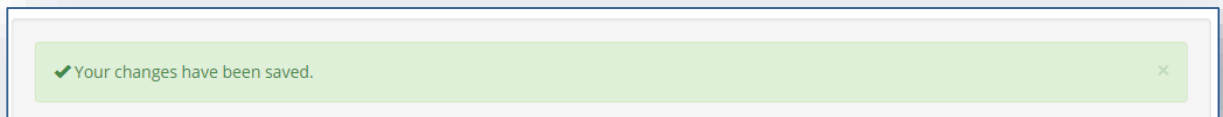
Select	Magen Michaud Builders	<input type="checkbox"/> I certify that I will work within the scope of the State License(s).
--------	------------------------	---

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

Close

5. Click 

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.



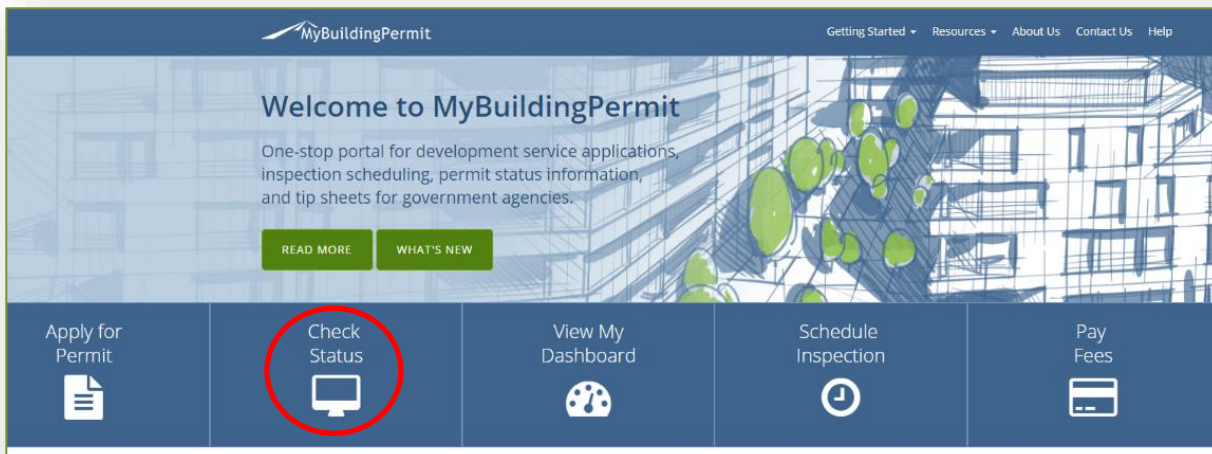
## Status Site

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, Finald).
- 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@ecitygov.net](mailto:egovsupport@ecitygov.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
Permit Number (partial match):*	Enter the permit number	<b>Enter all or part of a permit number.</b>
Date Type:	-- Select One --	<b>Optional: Enter a date type (Applied, Issued, Finaled) and date range to filter results.</b>
From:	Click Calendar	
To:	Click Calendar	

Jurisdiction is a required field Search Cancel

**Search button is disabled until Jurisdiction is selected.**

### Searching by Project Info

Permit/Application Status Search

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

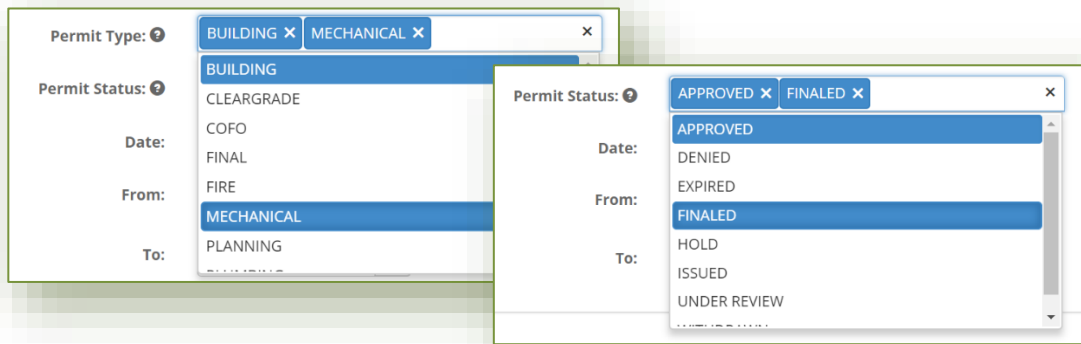
Search by:

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

Jurisdiction is a required field 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'.



### Searching by Location

#### Permit/Application Status Search

Jurisdiction:\*  \* - Indicates a required field

Search by:

Permit #	Project Info	Location	People
Number (partial match):	<input type="text" value="Enter the house or building number"/>	<div style="border: 2px solid #007bff; padding: 5px; background-color: #e6f2ff;"> <p><b>Enter <i>at least one</i> of these fields to search: House/Building number, Street name, parcel number.</b></p> <p><b>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.</b></p> </div>	
Street Name (partial match):	<input type="text" value="Enter the street name"/>		
Parcel (partial match):	<input type="text" value="Enter the parcel number"/>		
Date Type:	<input type="text" value="-- Select One --"/>		
From:	<input type="text" value="Click Calendar"/> <input type="calendar"/>		
To:	<input type="text" value="Click Calendar"/> <input type="calendar"/>		

i Jurisdiction is a required field



## Searching by People Permit/Application Status Search

Jurisdiction:\*

\* - 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:\*  \* - 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...				
<b>Description:</b> 2 Culvert replacements in Coal Creek and on ... ttfall 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](mailto: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/Description**

Information for Permit #: 17105604BU

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

**Description**

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

**Callout 1:** Project Name is provided by Jurisdiction and might not match what was entered by applicant when applying for permit.

**Callout 2:** Click to view definition of Type or Status (if available).

## 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.**

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

## 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 ...
▶ Plan Review - S...	Jan Conklin	2/18/2016	Denied	2/18/2016	Plan Review - SFR New - Stand Al...

Total: 10 records

**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 setter 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**

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**

Permit #	Status	Description
▶ <a href="#">1711081555</a>	Open	Install frontage improvements per app... plans for proposed short plat 10-1068895P.
▲ <a href="#">17105610LDA</a>	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.
▶ <a href="#">17105619AB</a>	Open	Retaining Wall. Replaces 13-114469CBP.
▶ <a href="#">17105623AB</a>	Open	Vault - Replaces 13-114468CBP
▲ <a href="#">13114467LDA</a>	Expired	Land Disturbing Activity of 4,500 cy cut and fill with 190,877 sf of total impervious for proposed 3 lot short ...

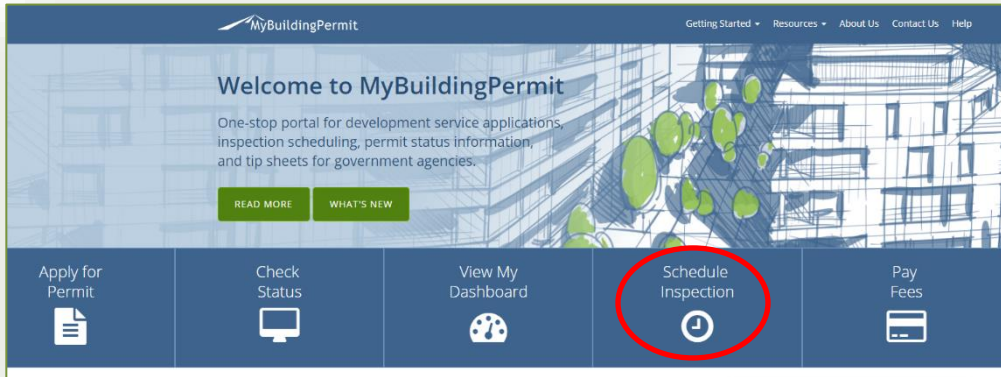
Total: 9 records

**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.



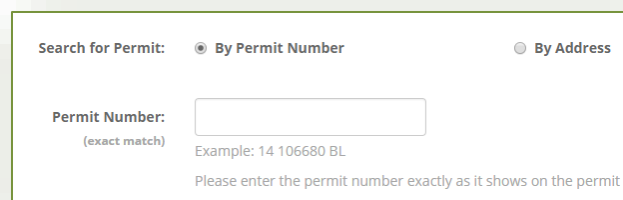
**Note:** Inspection scheduling information and rules are managed by the individual Jurisdictions. If a permit does not display or any other related information is not readily available through the Schedule Inspection site, contact the Jurisdiction that issued the permit for assistance.

## 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.

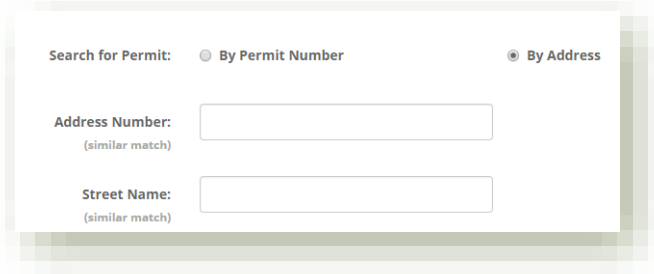
3. Select Search for Permit method: **By Permit Number** or **By Address**.
  - a. **Permit Number**—must be an exact match as it appears on the permit (including any dashes and/or spaces).

A screenshot of the 'Search for Permit' form. It features two radio buttons: 'By Permit Number' (selected) and 'By Address'. Below the radio buttons is a text input field labeled 'Permit Number: (exact match)'. An example value '14 106680 BL' is provided. A note at the bottom of the form reads: '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.

4. Click 

**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
<a href="#">17 127905 BK</a>	106 110TH AVE SE
<a href="#">17 117859 BF</a>	110 110TH AVE NE
<a href="#">16 138926 BF</a>	1019 110TH AVE SE
<a href="#">16 134968 CD</a>	WAVE G - TRULIA CENTER
<a href="#">16 132057 TJ</a>	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:**

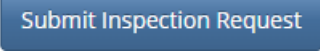
- 7. On the *Inspection Details* screen, select the desired Inspection Date from the options available.

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

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

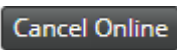


9. Complete the Inspection Site Contact information at the bottom of the page.

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.

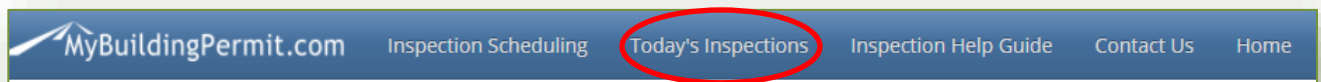
13. Acknowledge the pop-up message asking to confirm the cancelation.

14. A confirmation page will appear, print for your records.

### Steps to View Today's Inspections

1. On the [MyBuildingPermit.com](http://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

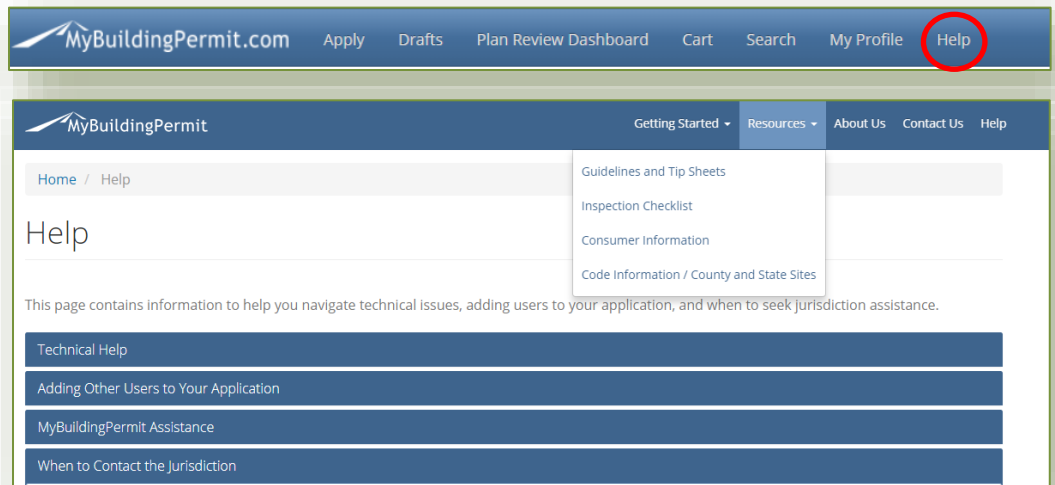
4. A list of all scheduled inspections will display:

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

## Help

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

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



## Technical Assistance

Contact the Support Desk at [egovsupport@ecitygov.net](mailto: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

## Frequently Asked Questions

**Q. Why do the changes I made to the columns not go away when I log off or refresh the page?**

Any changes to the grid related to the layout or design (i.e. rearranging the order of the columns, adding or removing columns displayed, etc.) are saved as a user preference behind the scenes. To reset the grid to its default display and undo any changes made, log out and clear the cache. When you log back in, the display will be returned to its default state (but will again save any changes made to the layout).

**Q. I searched for a delegate to add but am not sure it worked. How can I tell if my search was successful?**

If a search by username or email is successful, the returned result will appear at the top of the Suggested Project Delegates list and will be highlighted. To add the returned result to your Current Project Delegates list, click on the ► arrow. If no users were found with the username and/or password provided, or if the user has already been added to the Suggested or Current list, an error message will appear. **NOTE:** If multiple users are associated with the same email address, only those not currently on one of the two lists will be added.

**Q. How can I tell if a Jurisdiction received my Cancel Application request?**

When you click on Cancel Application, complete the applicable form, and select 'Submit to Jurisdiction' you will be returned to the details page. You will see a new document type labelled 'Cancellation Request' in the Files & Documents section of the permit. The Jurisdiction is notified via email of your request. Any questions about the cancellation process should be directed to the applicable Jurisdiction.

**Q. I submitted info to Add a Contractor, but I am not sure if it was successful. How can I verify my request was received by the Jurisdiction?**

When you click on Add a Contractor to complete the applicable form and select 'Submit to Jurisdiction', you will be returned to the details page. You will see a new document type labelled 'Contractor Information' in the Files & Documents section of the permit. The Jurisdiction is notified via email of your request. Any questions about adding or updating contractor information on a permit should be directed to the applicable Jurisdiction. **NOTE:** 'Add a Contractor' just sends the information to the Jurisdiction to insert into their permitting system, it will not update the Contacts section on the details page. Only contractor information entered when applying will display in this section.

**Q. I have read a document on the permit, but it is still listed under the Needs Attention section. When will this drop off the list?**

Make sure that *all* documents have been read under the Files & Documents section on the details page. If multiple files are uploaded on a permit, it will only display once under the Needs Attention section, but it will not clear off this list until all the uploaded documents have been viewed. Also, a permit might be listed in the Needs Attention section for two different reasons i.e. once for new documents to view, and once when the Issued Permit has been uploaded. These are considered two separate actions that need the applicant's attention.