2020

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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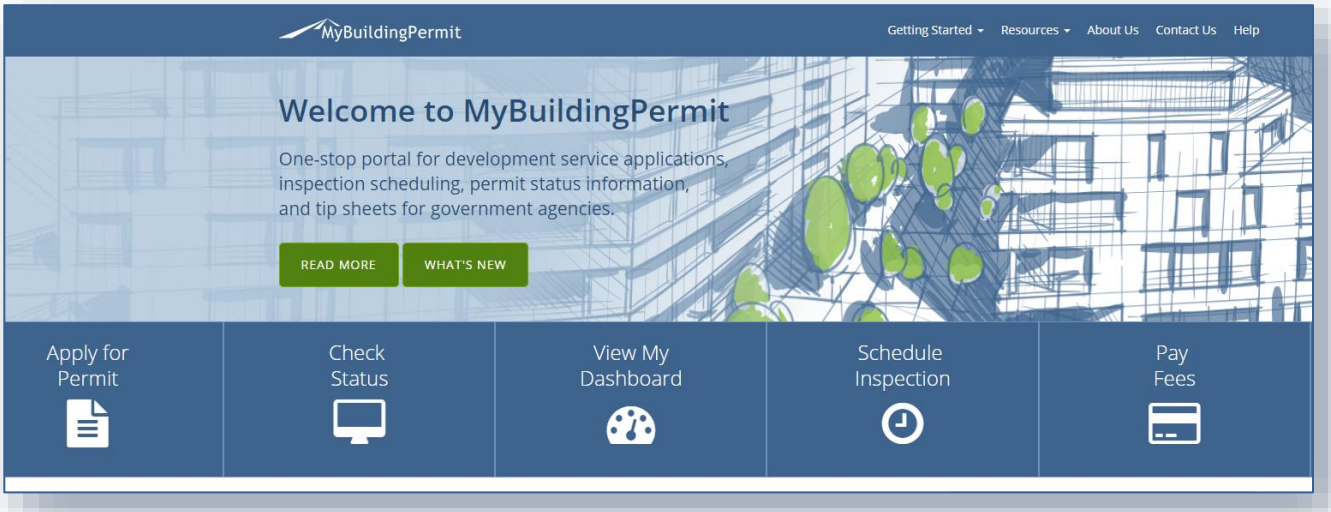
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MyBuildingPermit.com

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.



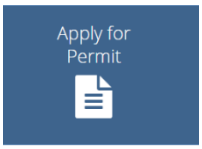
MyBuildingPermit.com gives property owners, professionals, and licensed contractors the ability to apply for over-the-counter and plan review permits easily and efficiently through the nation's first multi-Jurisdictional online permitting portal.

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.

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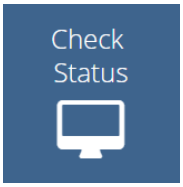
Helpful Links

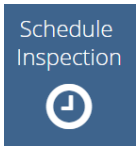
The following actions can be taken from MyBuildingPermit.com home page:



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.

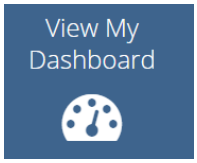
Users can search for permits based on Permit number, project information, address, or associated people (applicant or contractor). Links within returned search results provide detailed information regarding permit including: activities on permit, inspections, conditions, fees, and other associated permits.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

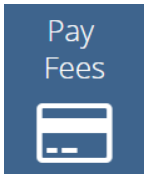




Users can view, schedule, and cancel inspections for permits. For more information see here.

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.



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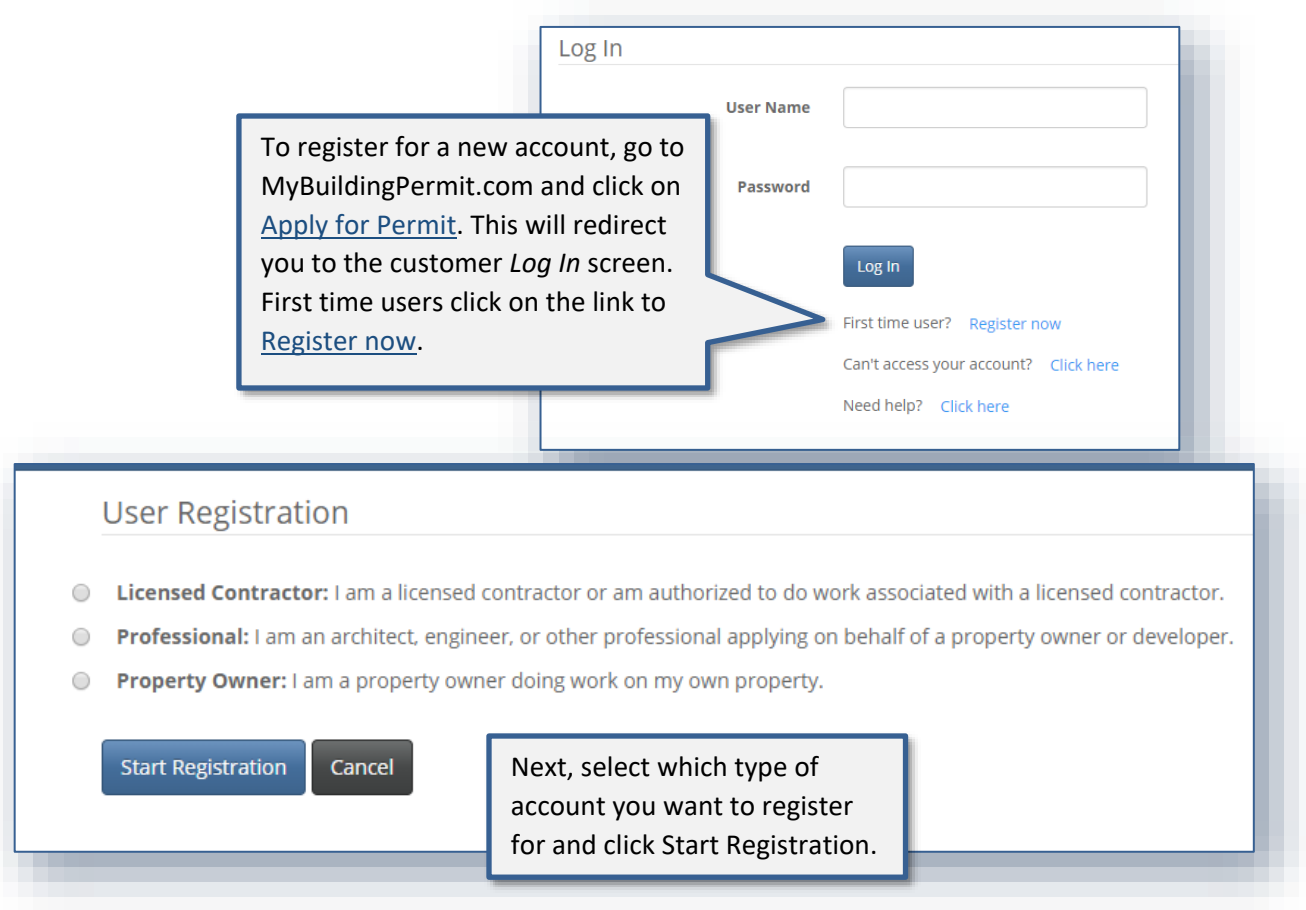
Account Registration

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.

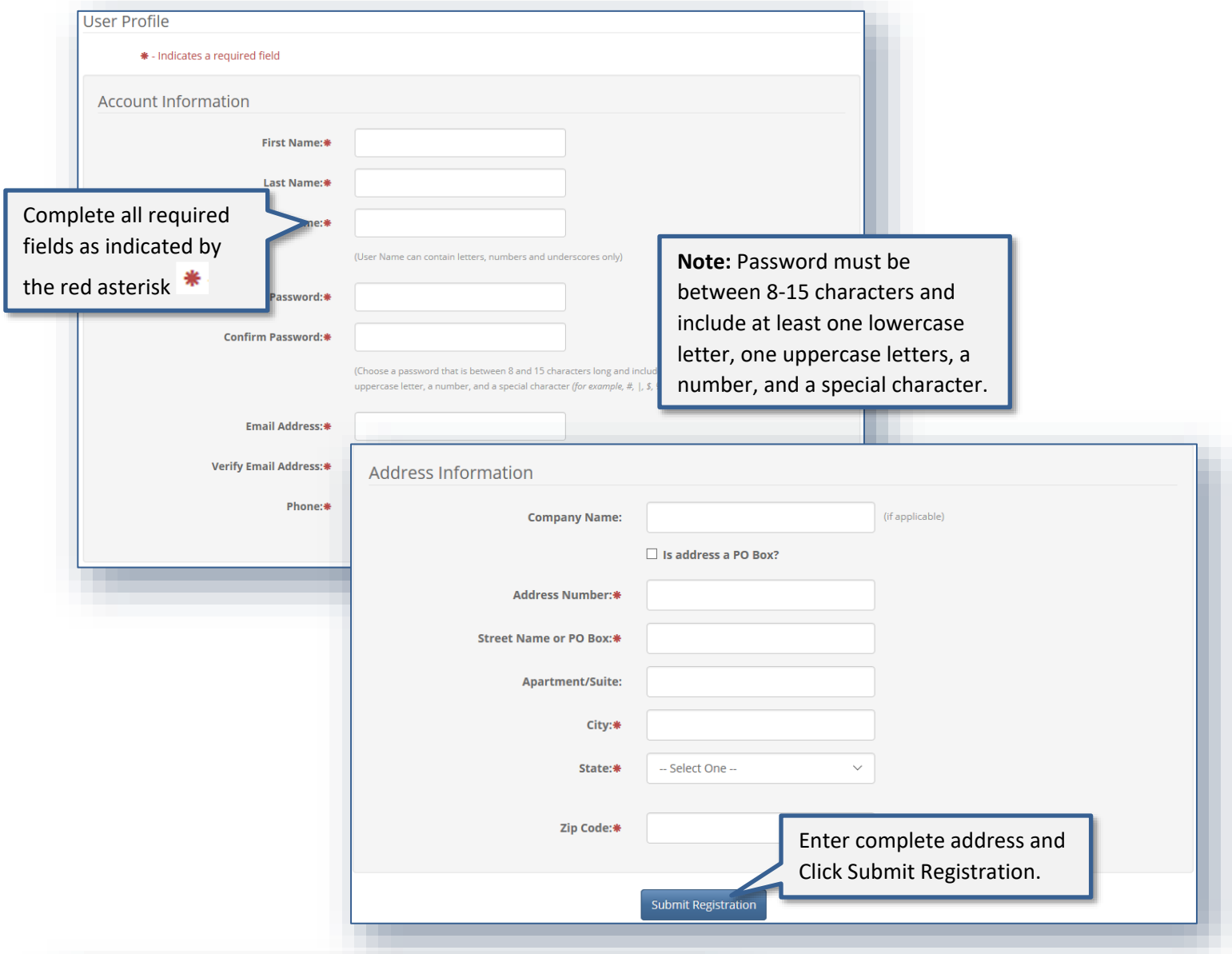
- **Professional Account**
  For professionals (architects, engineers, etc.) applying for permits on behalf of a property owner or developer. Professional customers can apply for permit applications, but they must identify a registered contractor who will be doing the work.

- **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.



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Create a Property Owner or Professional Account



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.

Enter complete address and Click Submit Registration.



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.

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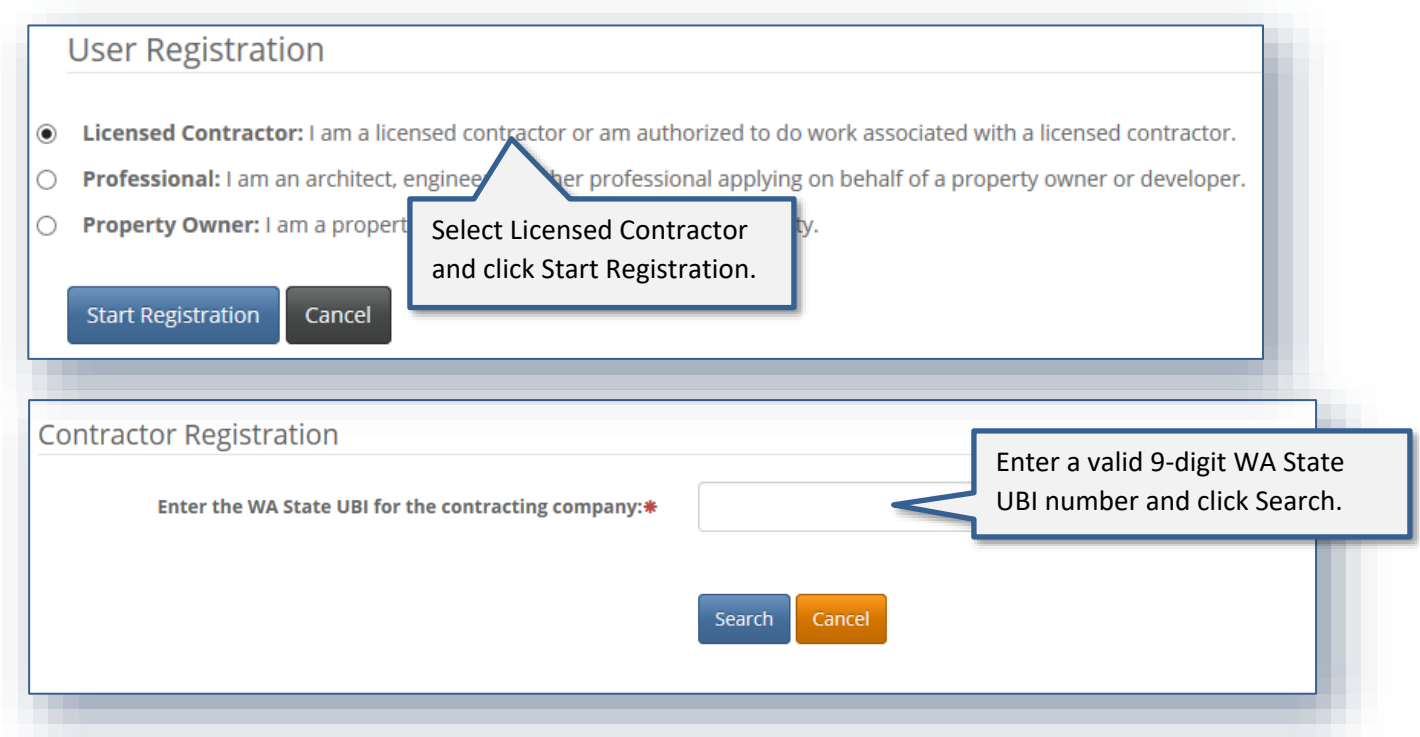
Create a Licensed Contractor Account

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.

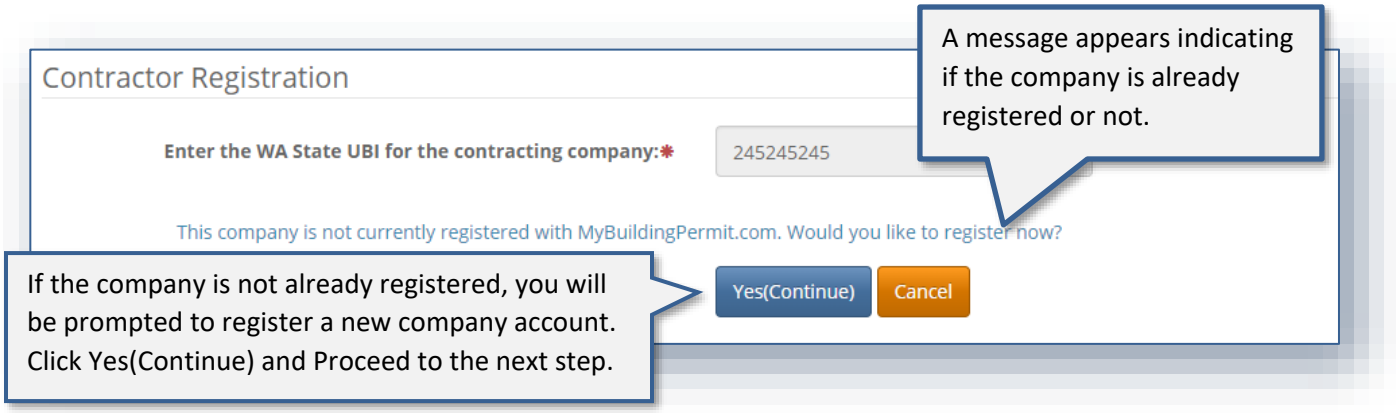
Each company's UBI number can only be registered **once** on MyBuildingPermit.com. If the company UBI has already been registered on the site, a user profile is created and associated with a company profile that includes all state and local Jurisdiction licensing and company information. If the company 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:

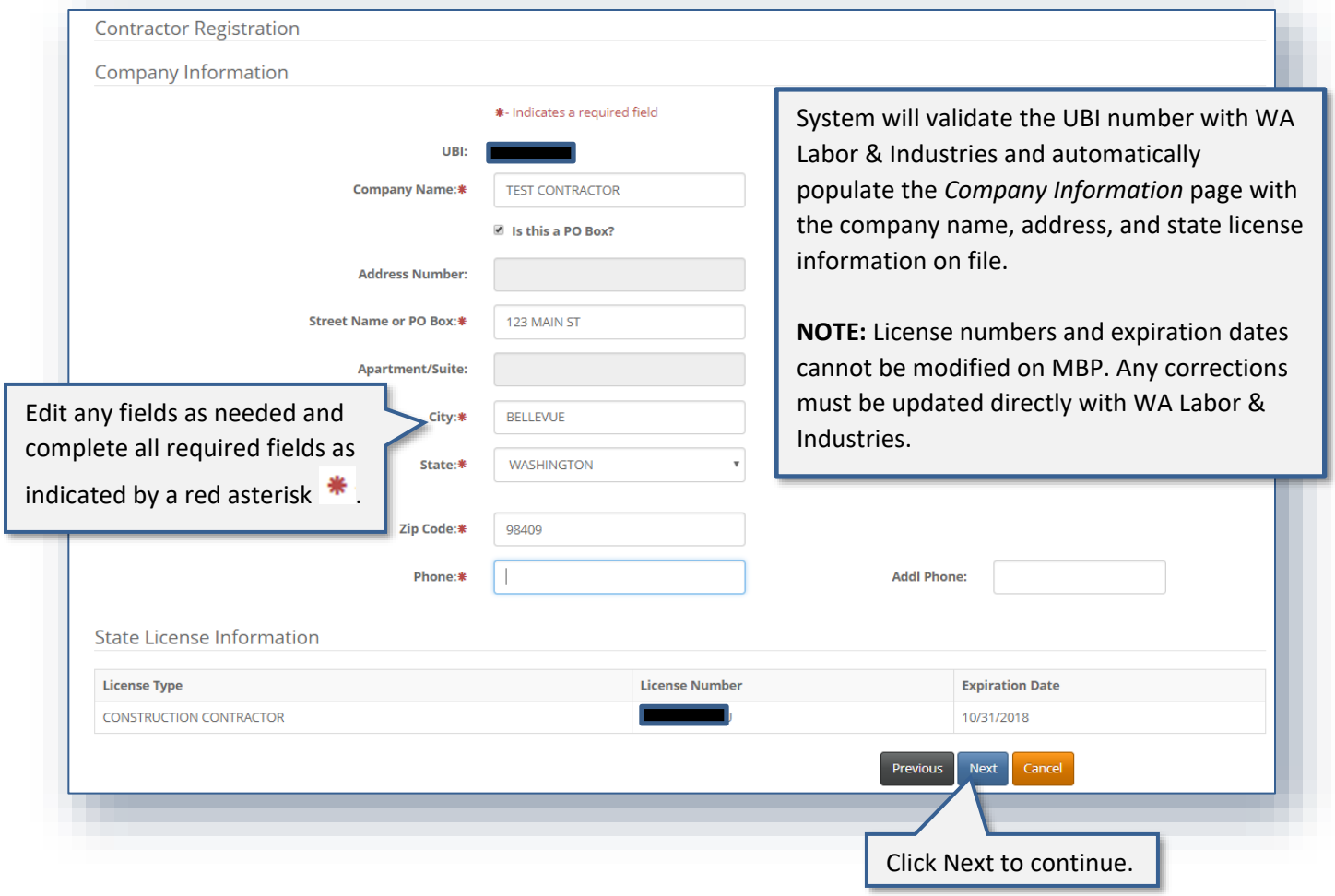
- Unified Business Identifier (UBI) number
- Company name
- Company address and phone number
- State and/or Jurisdiction contractor license and expiration date (if applicable)
- User First/Last name
- User email address
- User Address and Phone Number
- Creation of a user name and password



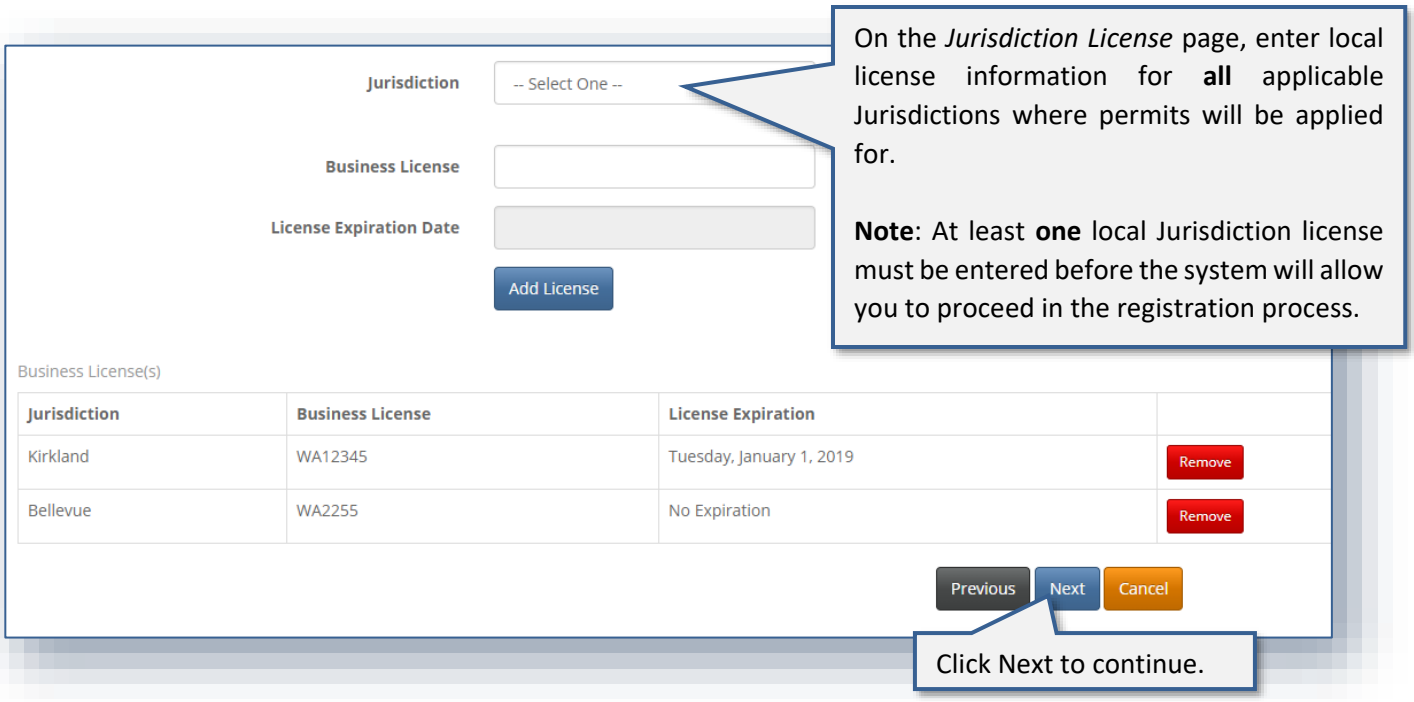
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NOTE: If the company is already registered you will be prompted to create a user account to associate with it. Click Yes(Continue) and proceed to detailed instructions here.



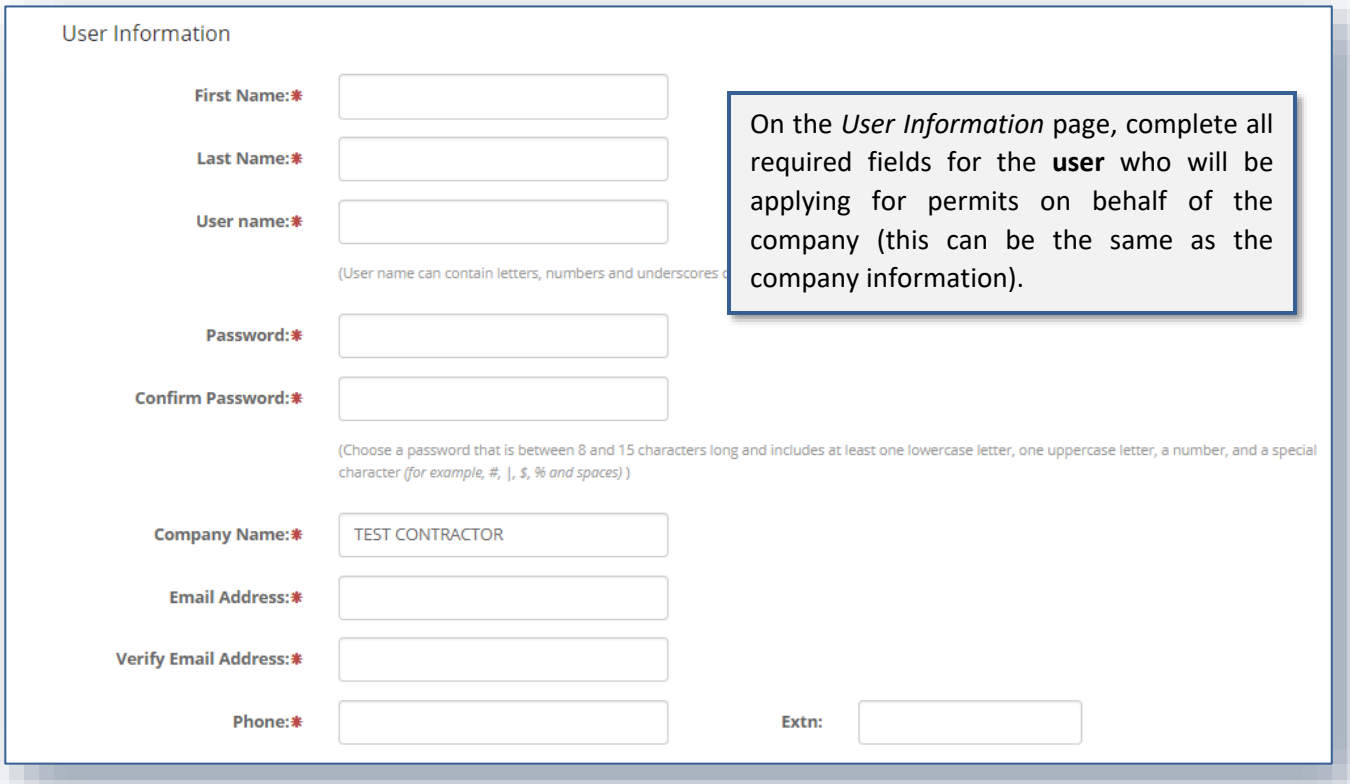
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On the *Jurisdiction License* page, enter local license information for **all** applicable Jurisdictions where permits will be applied for.

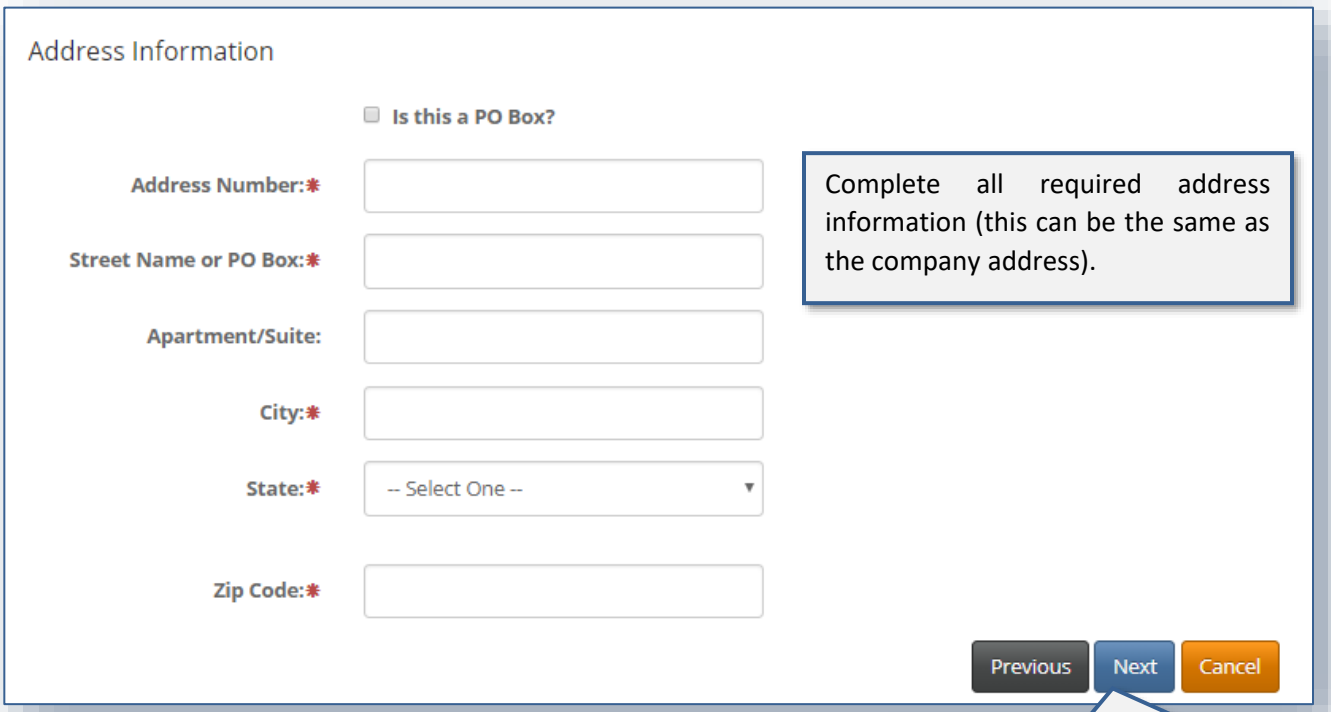
Note: At least **one** local Jurisdiction license must be entered before the system will allow you to proceed in the registration process.

Click Next to continue.



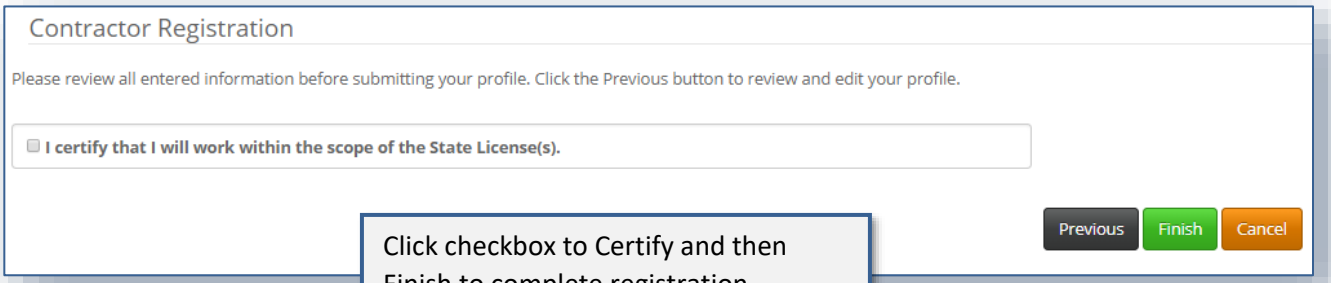
On the *User Information* page, complete all required fields for the **user** who will be applying for permits on behalf of the company (this can be the same as the company information).

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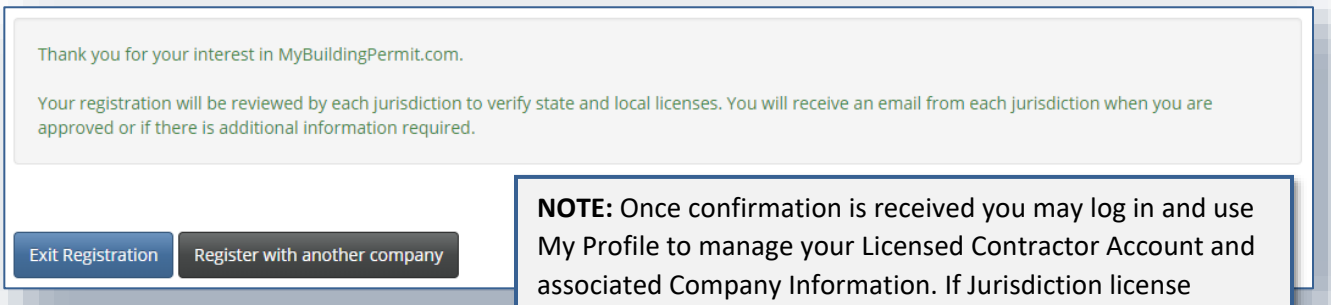


Complete all required address information (this can be the same as the company address).

Click Next to continue.



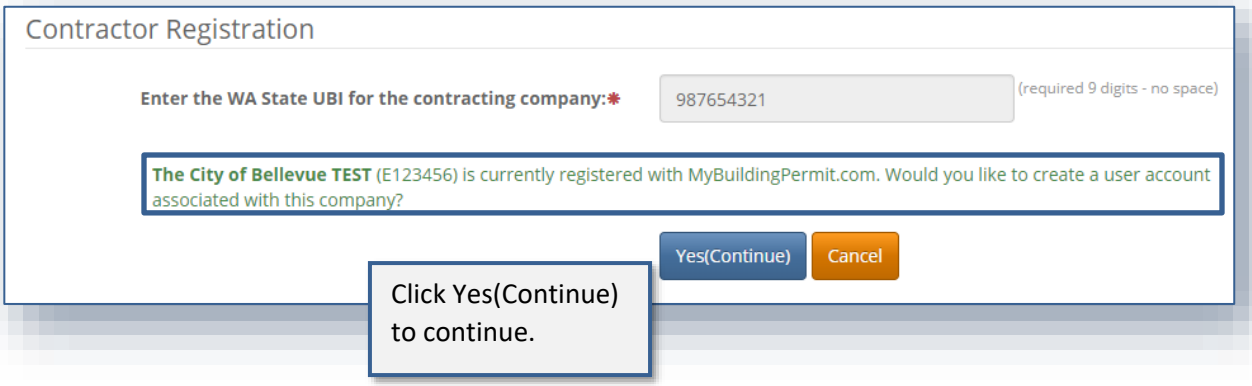
Click checkbox to Certify and then Finish to complete registration.



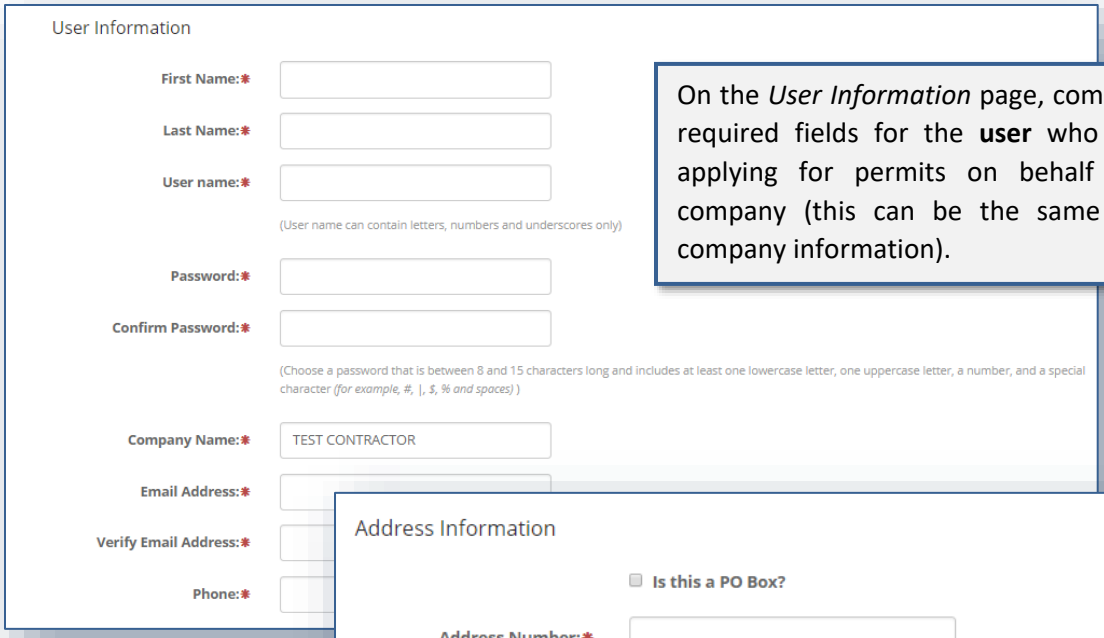
NOTE: Once confirmation is received you may log in and use My Profile to manage your Licensed Contractor Account and associated Company Information. If Jurisdiction license approval is not required, you can begin applying for permits immediately.

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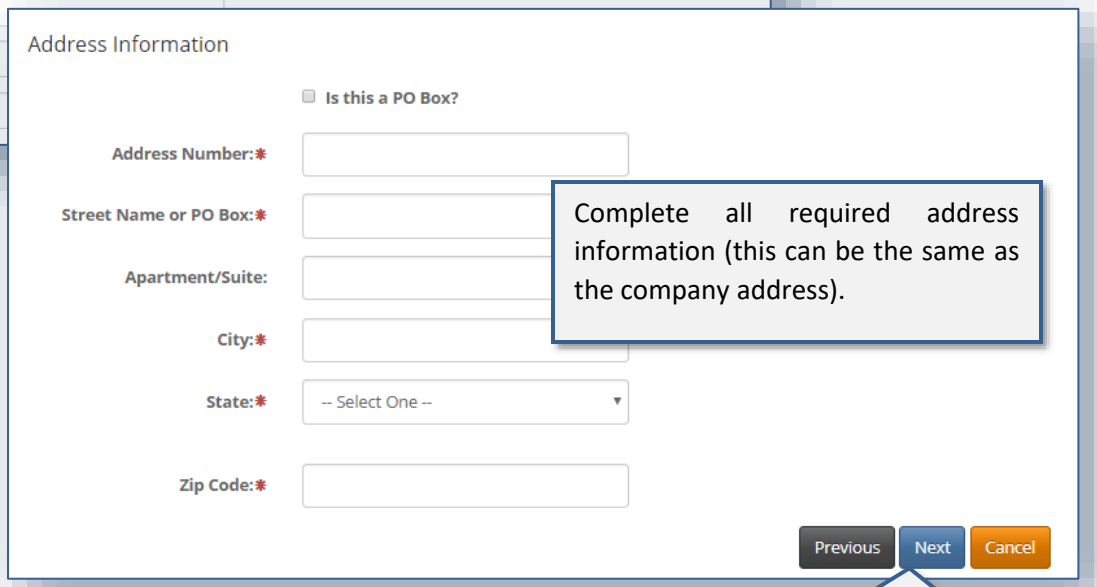
Steps to register a new user associated with an existing company:



Click Yes(Continue) to continue.



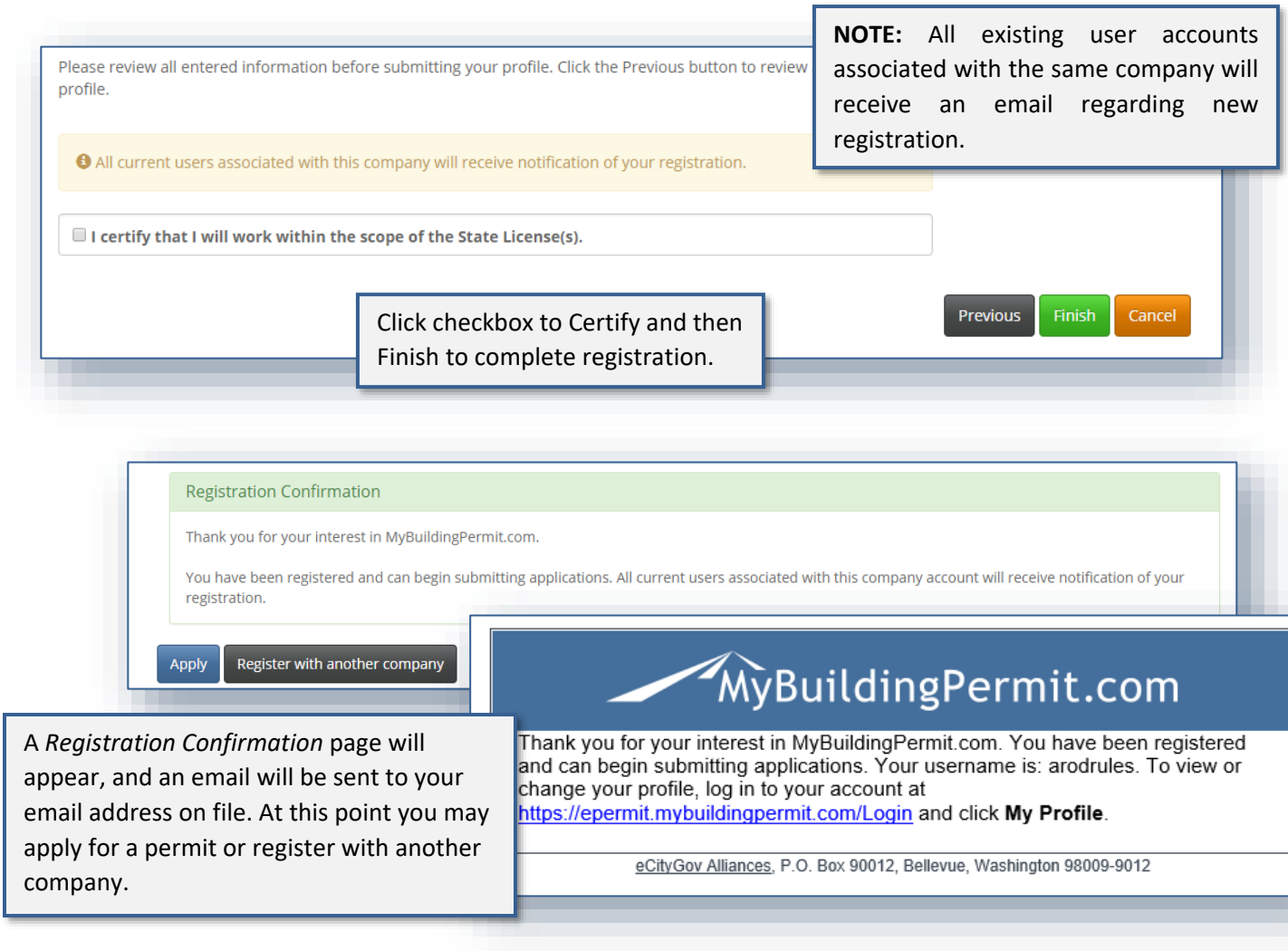
On the *User Information* page, complete all required fields for the **user** who will be applying for permits on behalf of the company (this can be the same as the company information).



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

Click Next to continue.

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

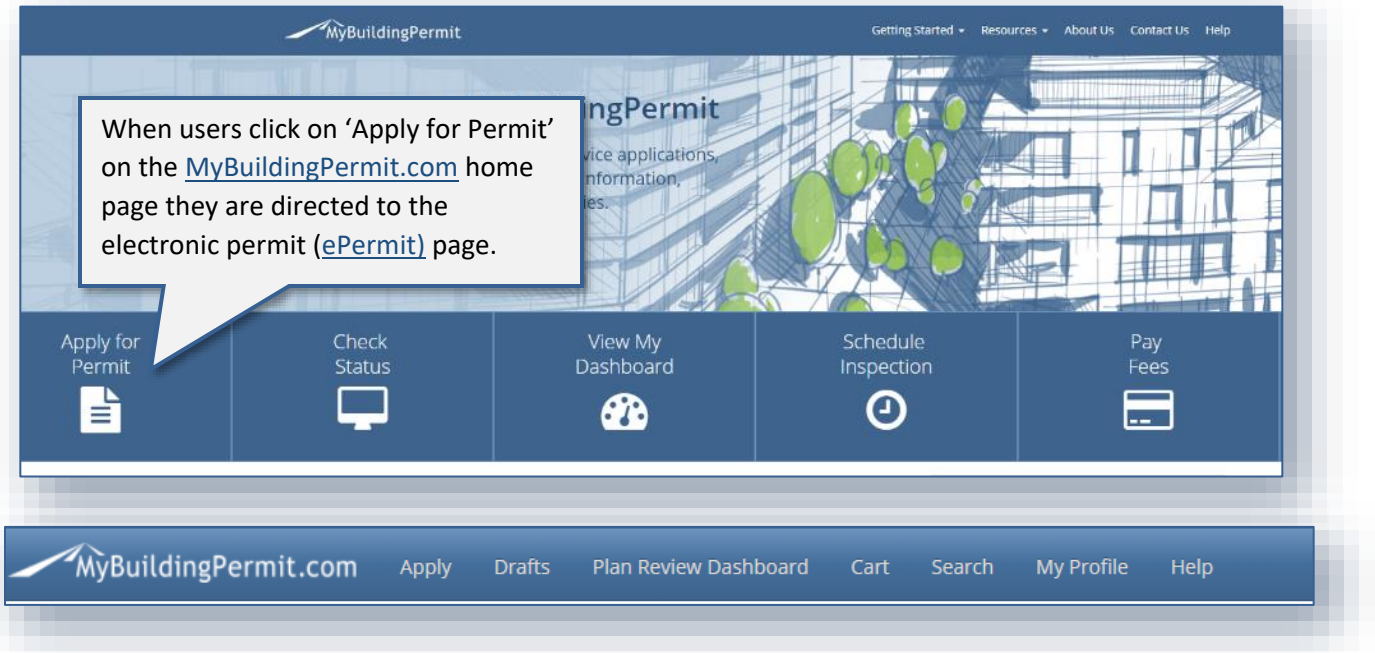
Click checkbox to Certify and then Finish to complete registration.

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.

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.

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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.

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Apply for a Permit

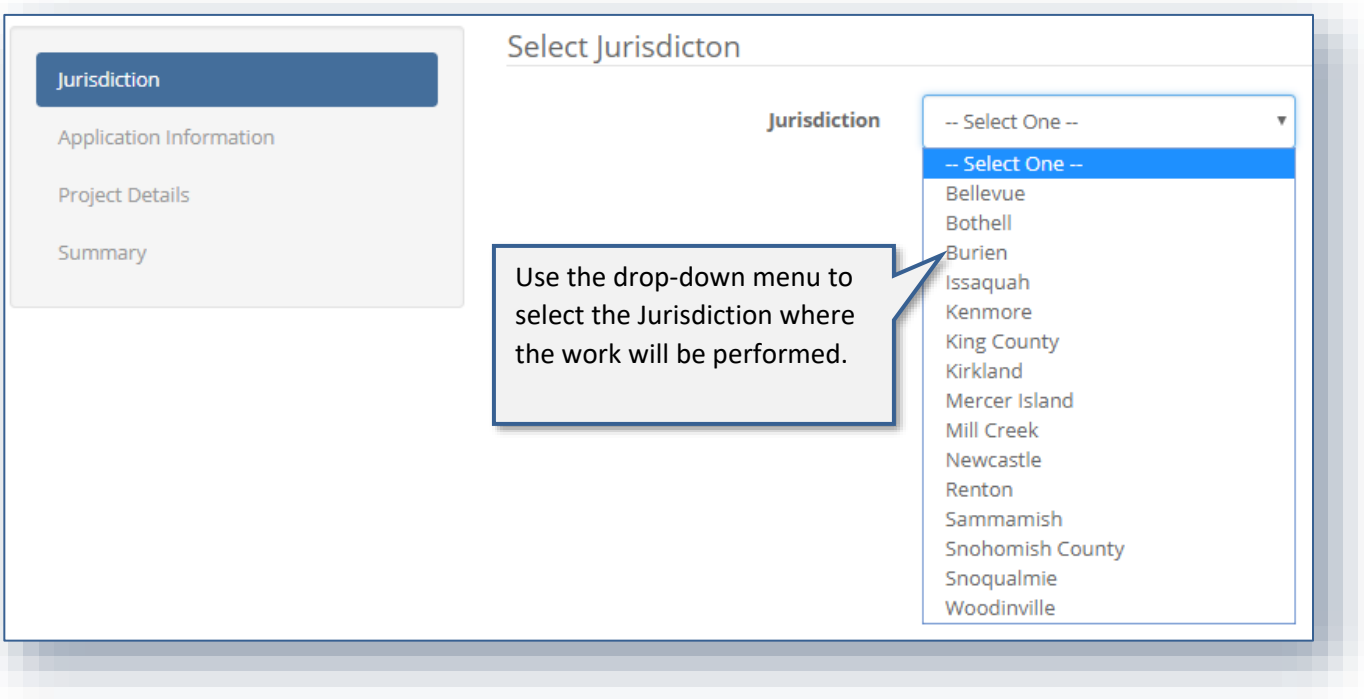
Before a user can apply for a permit online they must be registered with a Property Owner, Professional, or Licensed Contractor account on MyBuildingPermit.com. Once registered users can apply for non-review (over-the-counter) and plan review permit applications online with any participating Jurisdiction.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

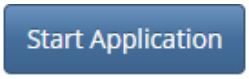
Applying for a non-review (OTC) permit

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

Steps to apply:

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

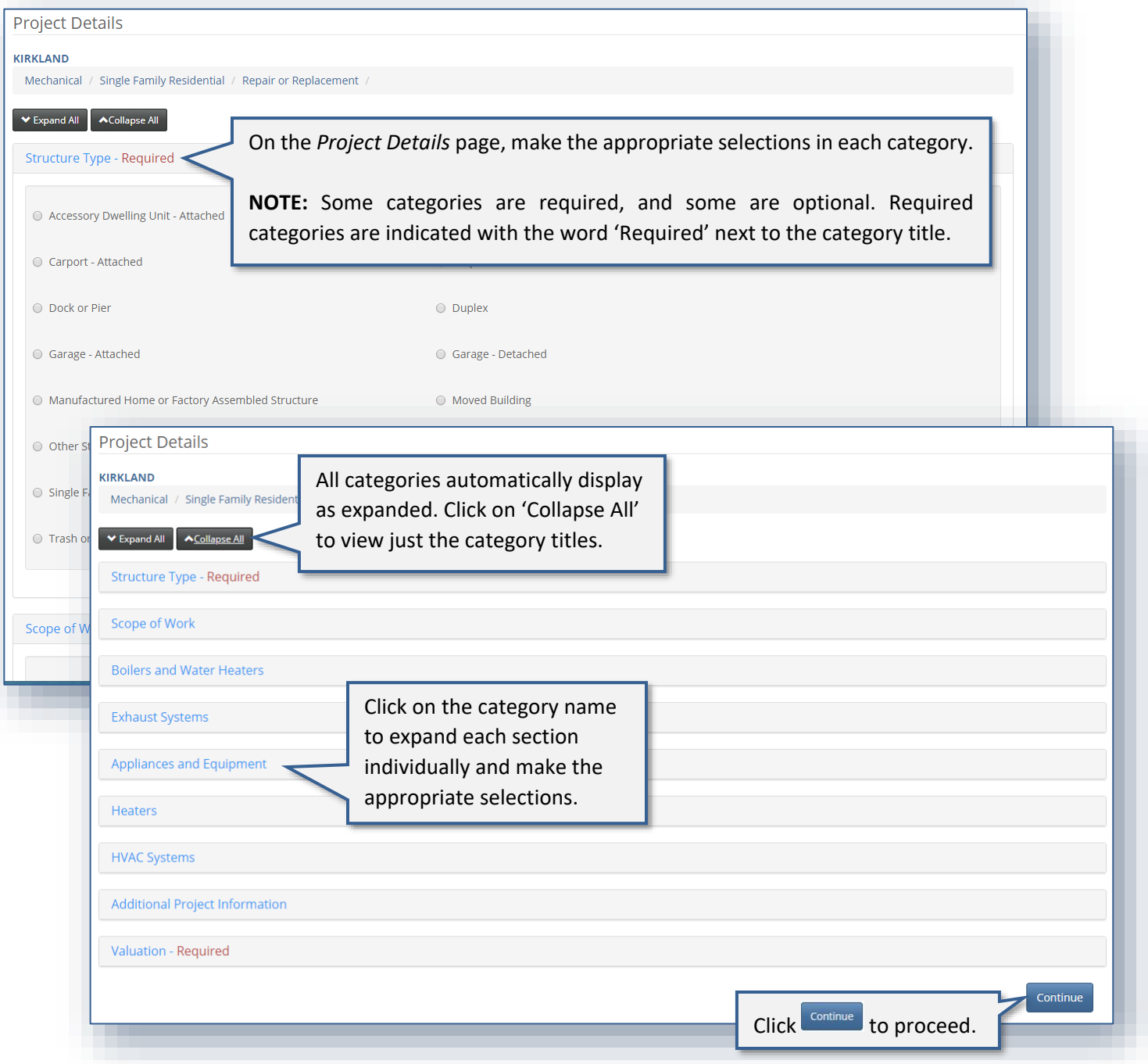


- Then Click 

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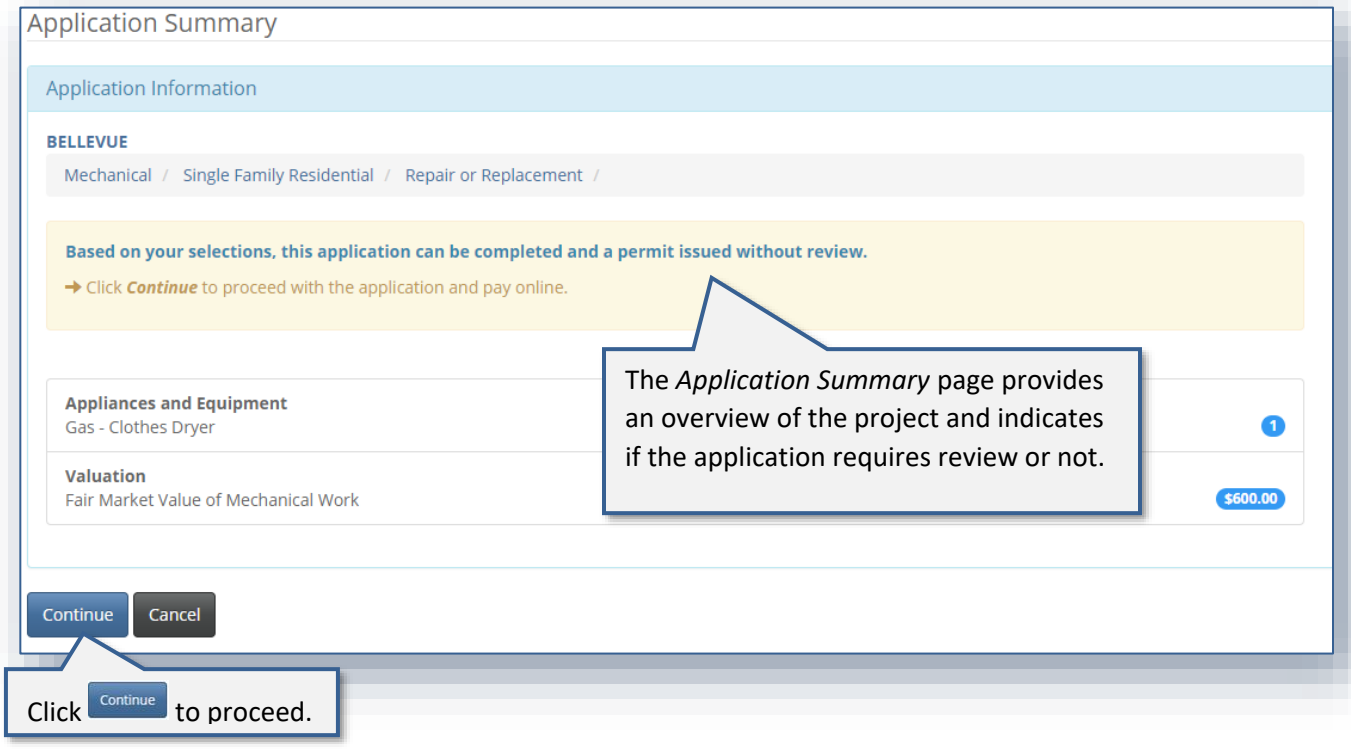


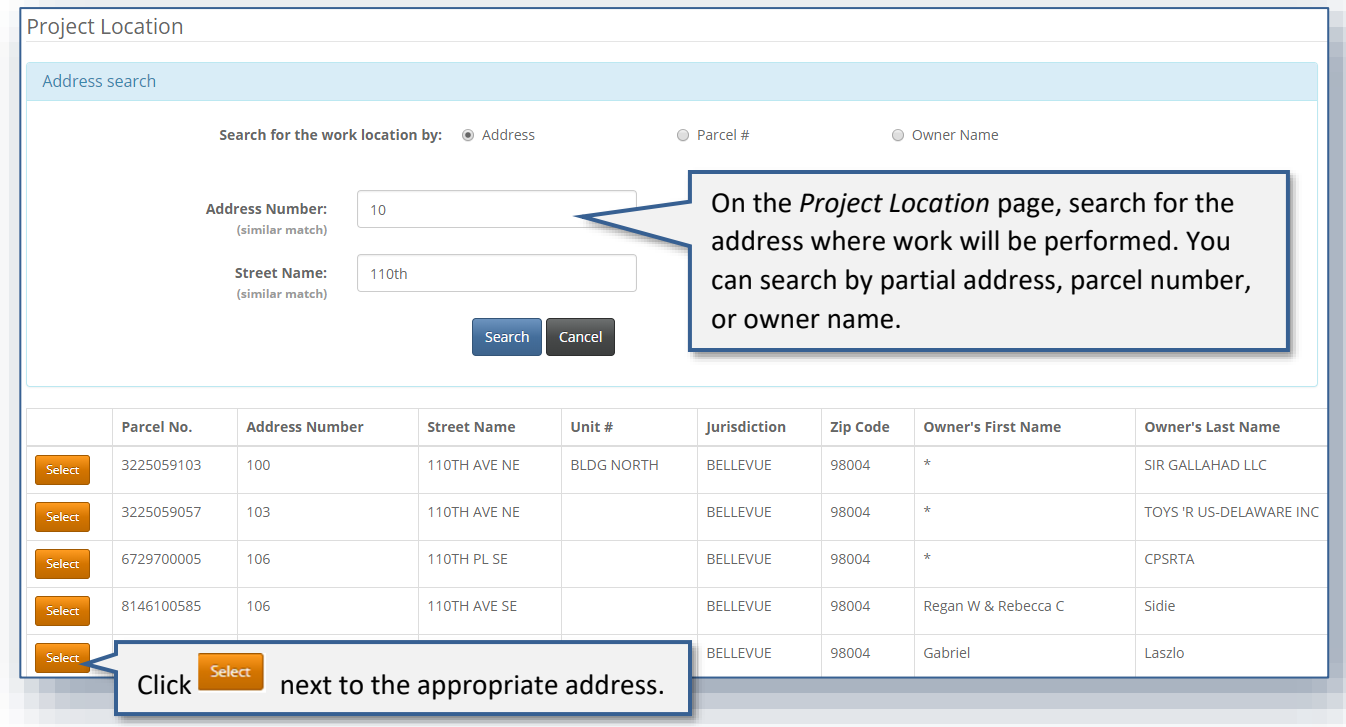
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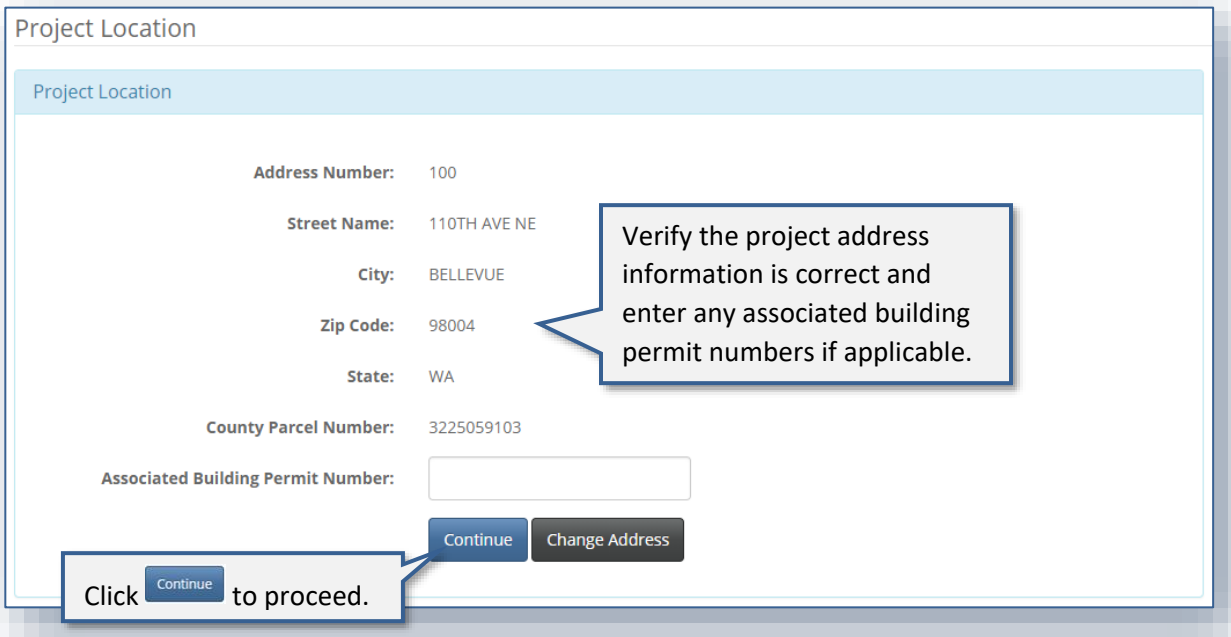
NOTE: The categories and required information on this page will vary based on the Jurisdiction and previous selections made on the *Application Information* page. If you have any questions on how to complete this section or what information is being asked for, please contact the applicable Jurisdiction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

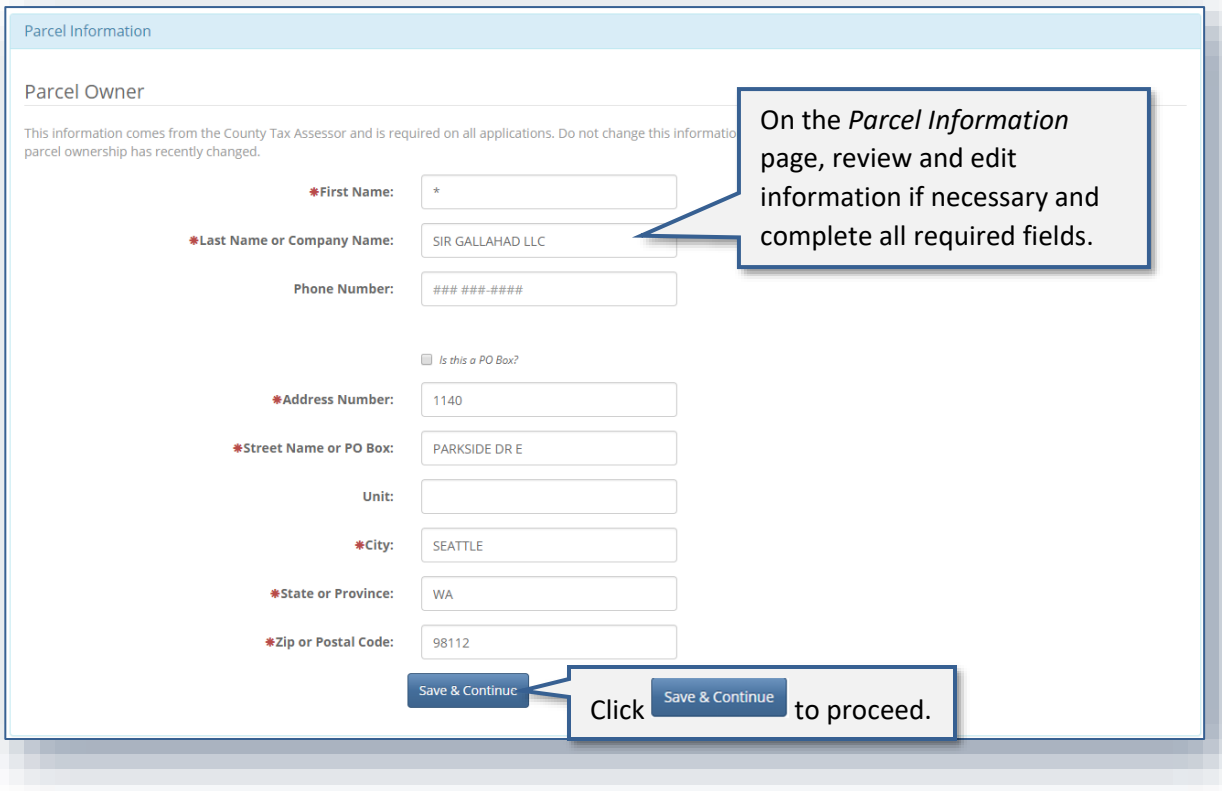
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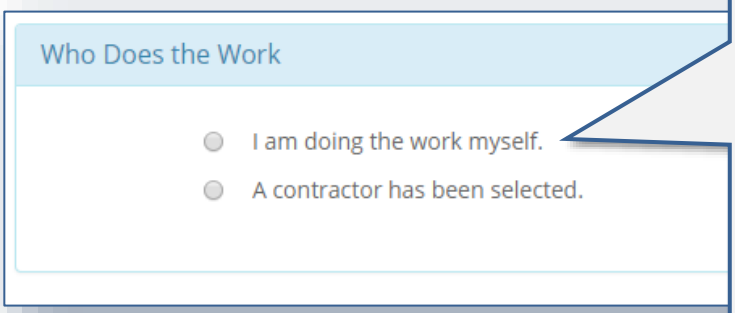


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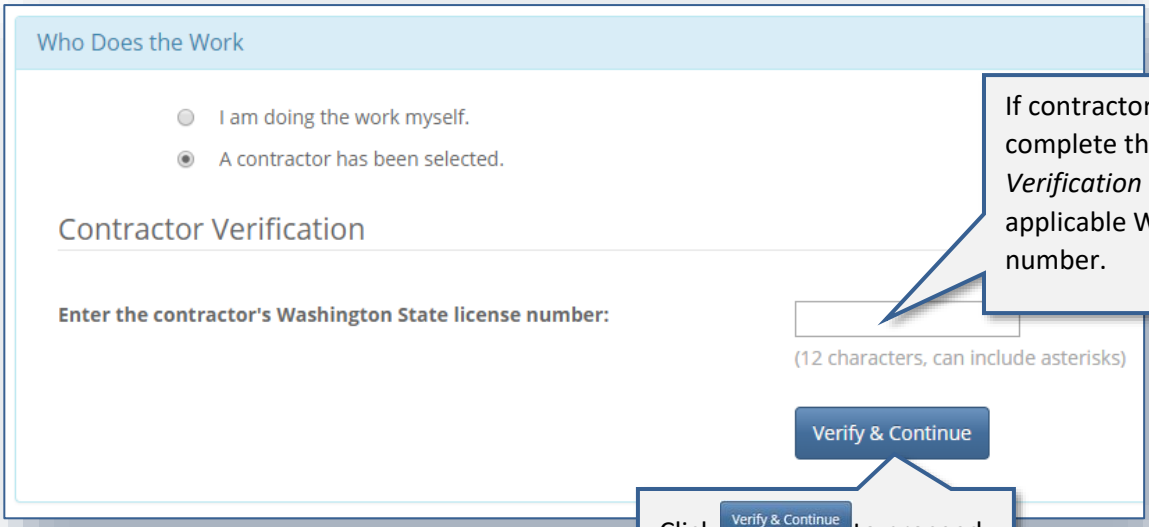


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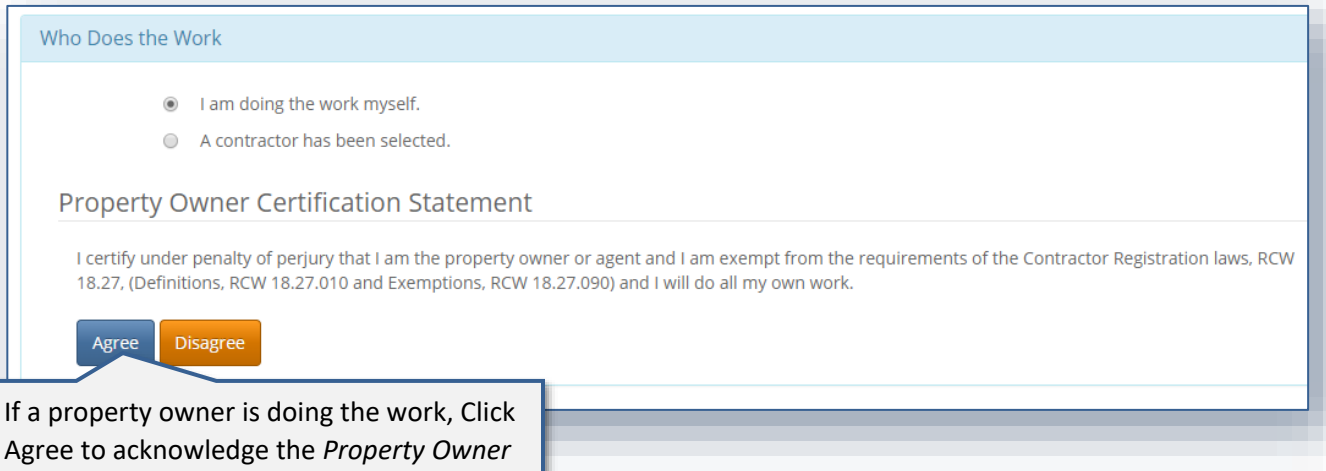
On the *Who Does the Work* page, identify who will be completing the work on the project.

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.



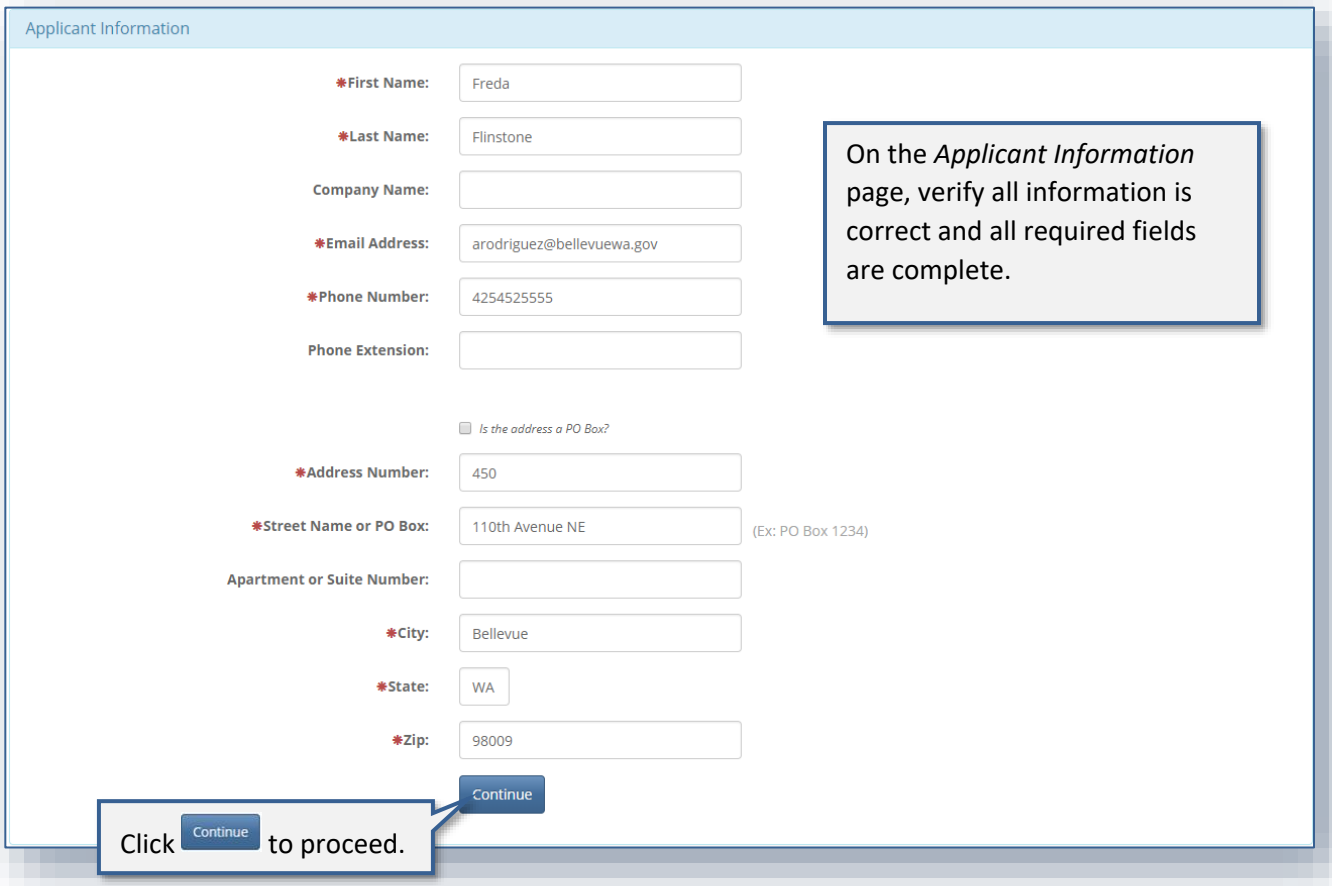
If contractor is selected, complete the *Contractor Verification* section with applicable WA state license number.

Click Verify & Continue to proceed.

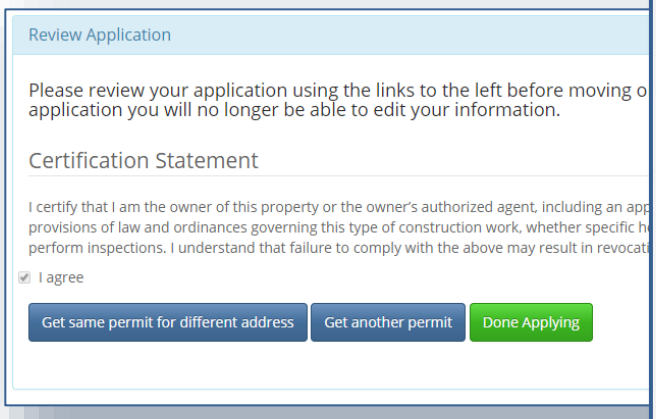


If a property owner is doing the work, Click Agree to acknowledge the *Property Owner Certification Statement* and proceed.

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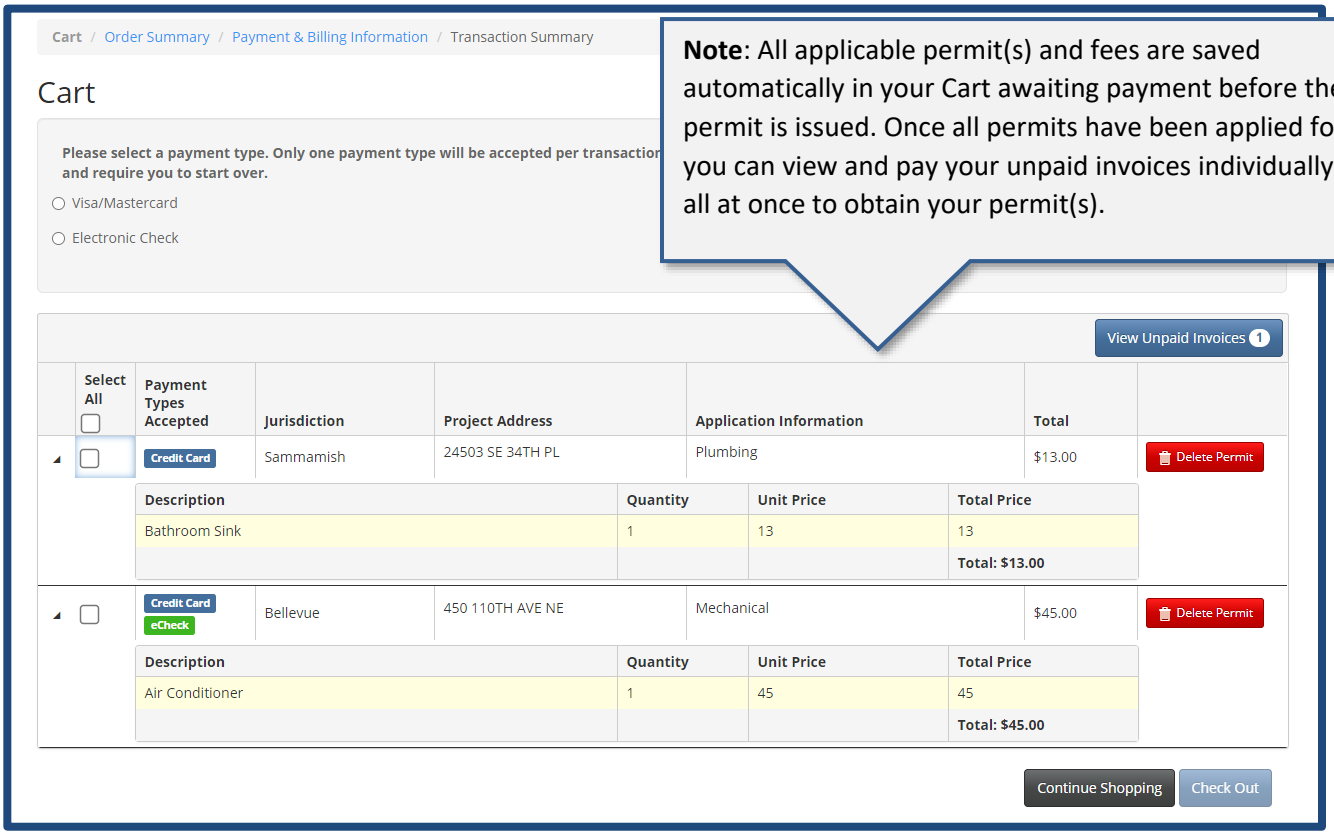
On the *Applicant Information* page, verify all information is correct and all required fields are complete.



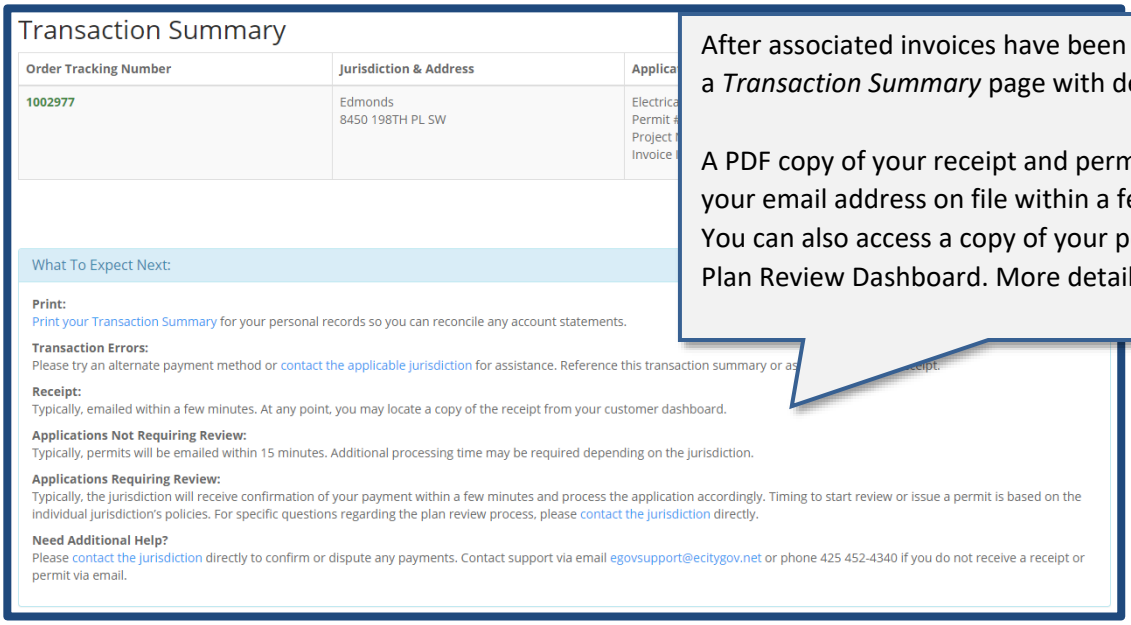
On the *Review Application* page, select from the following three options:

- **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.

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More information on your Cart and Paying Invoices is available here.



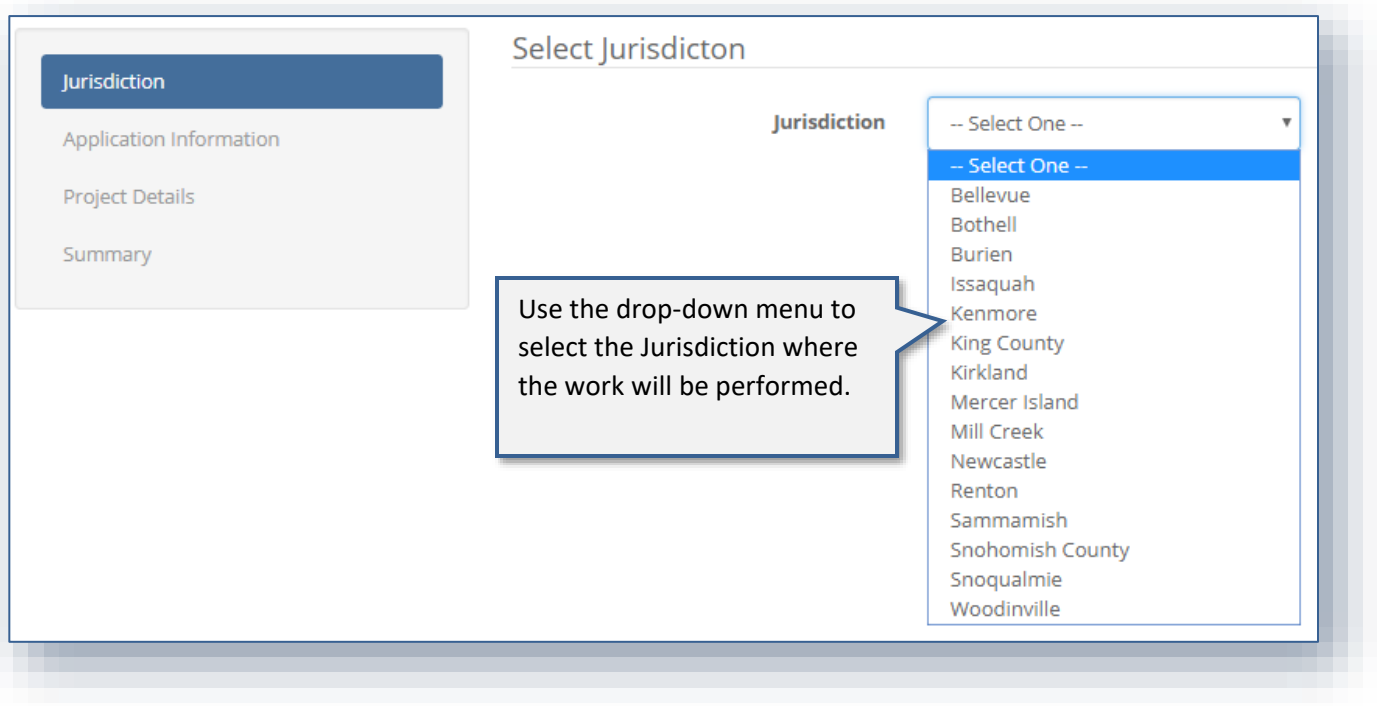
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Applying for a plan review permit

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

Steps to apply:

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



2. Click Start Application to proceed.

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

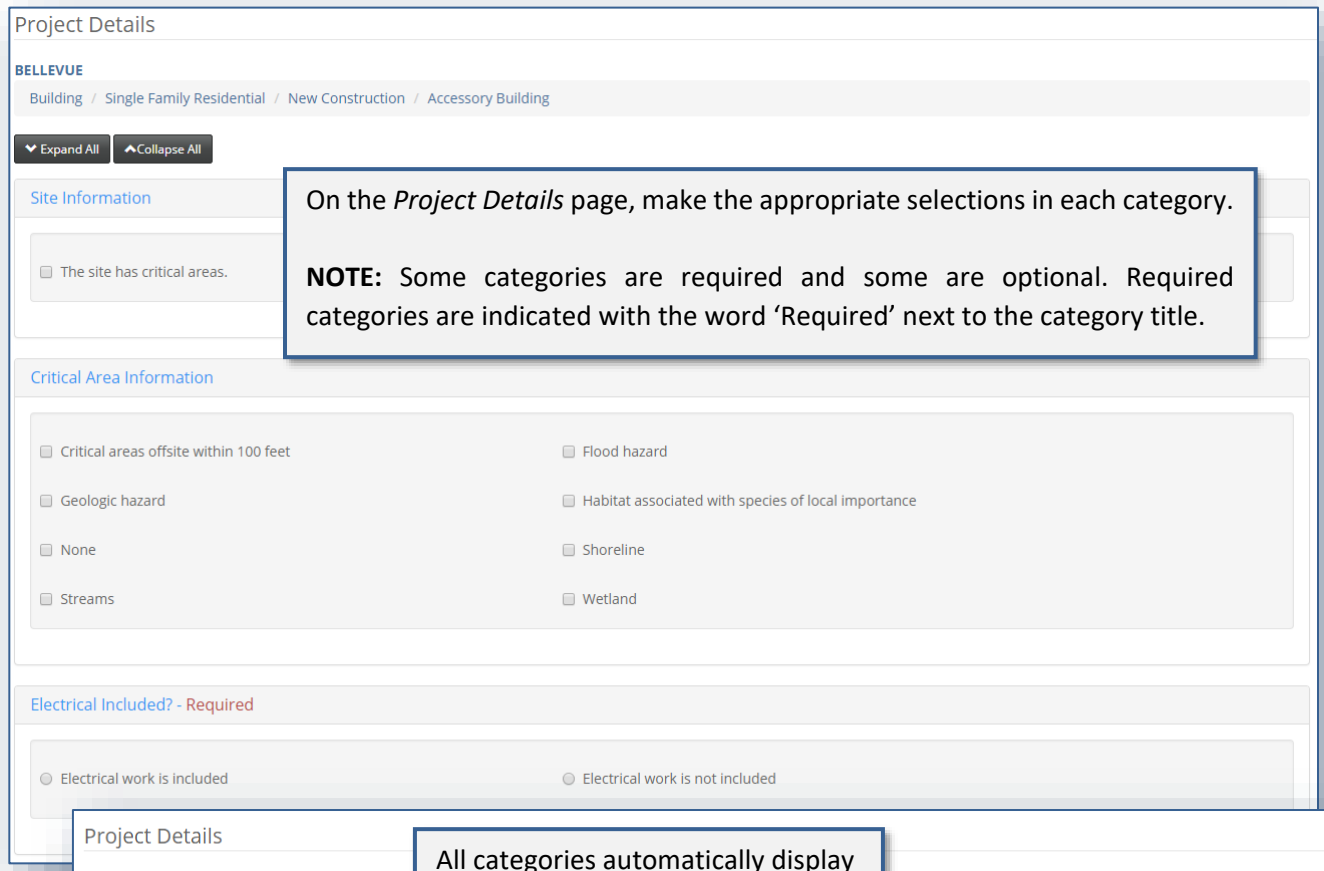
Application Type: The type of permit application you are applying for (i.e. Building, Mechanical).

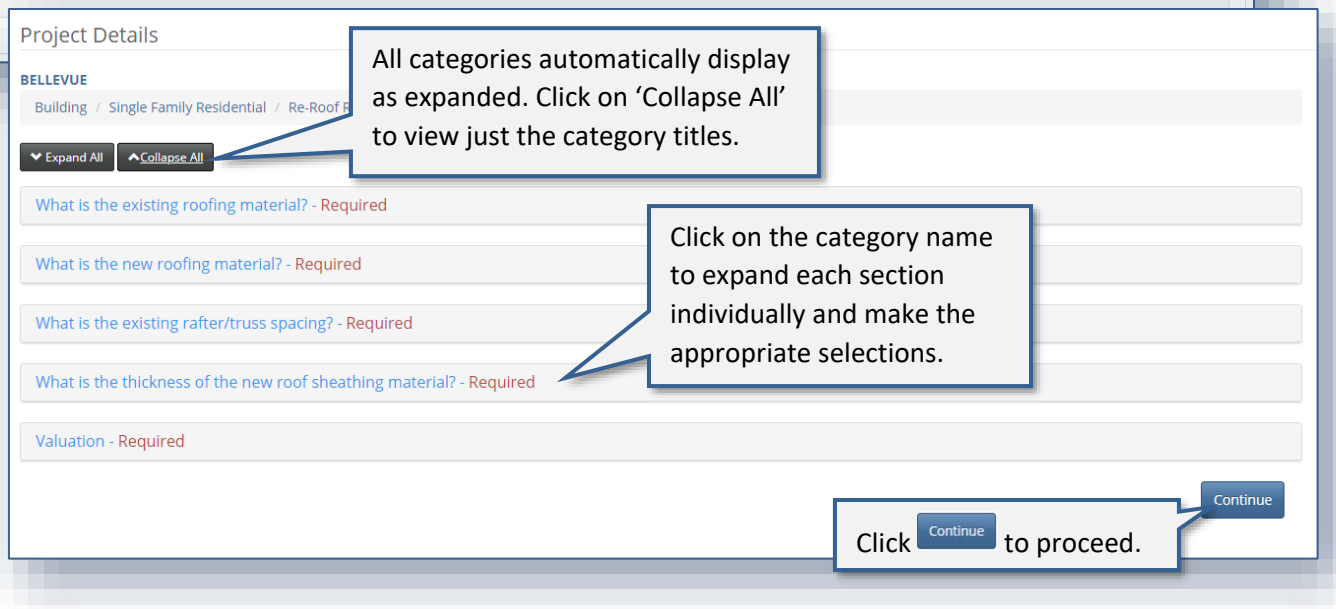
Project Type: Type of residence/building (i.e. Single Family, Nonresidential).

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.

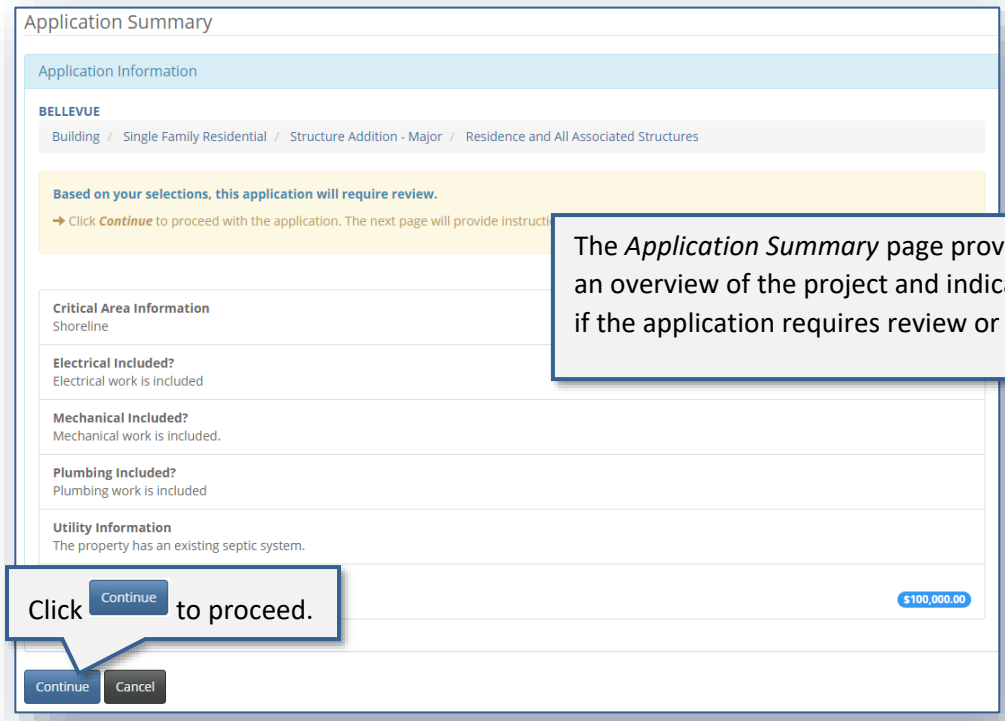
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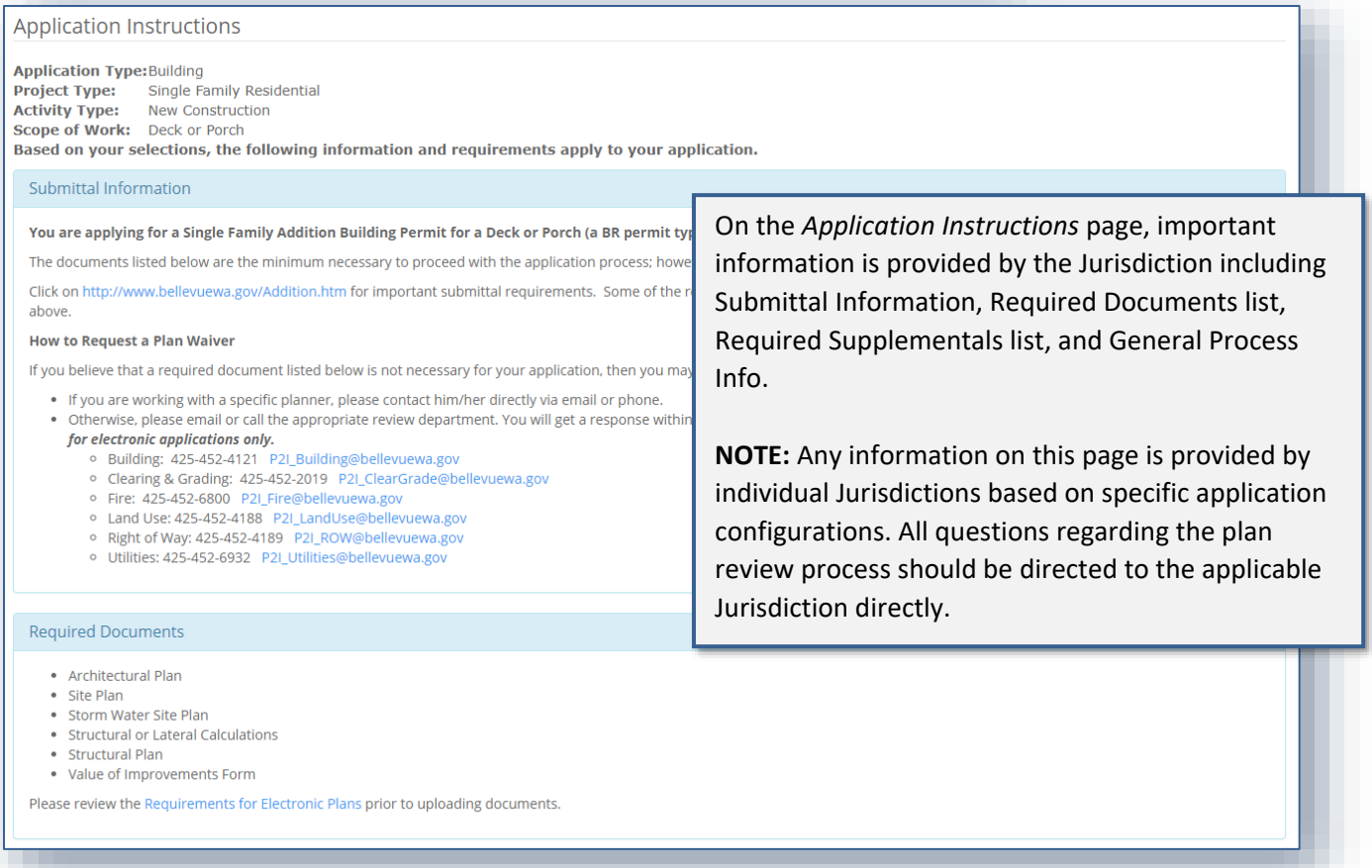
REMINDER: The categories and required information on this page will vary based on the Jurisdiction and previous selections made on the *Application Information* page. If you have any questions on how to complete this section or what information is being asked for, please contact the applicable Jurisdiction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

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

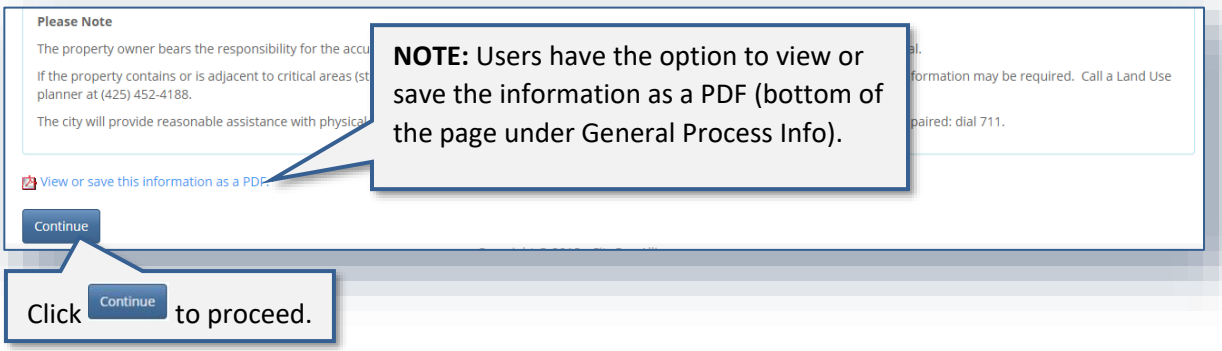
Click Continue to proceed.

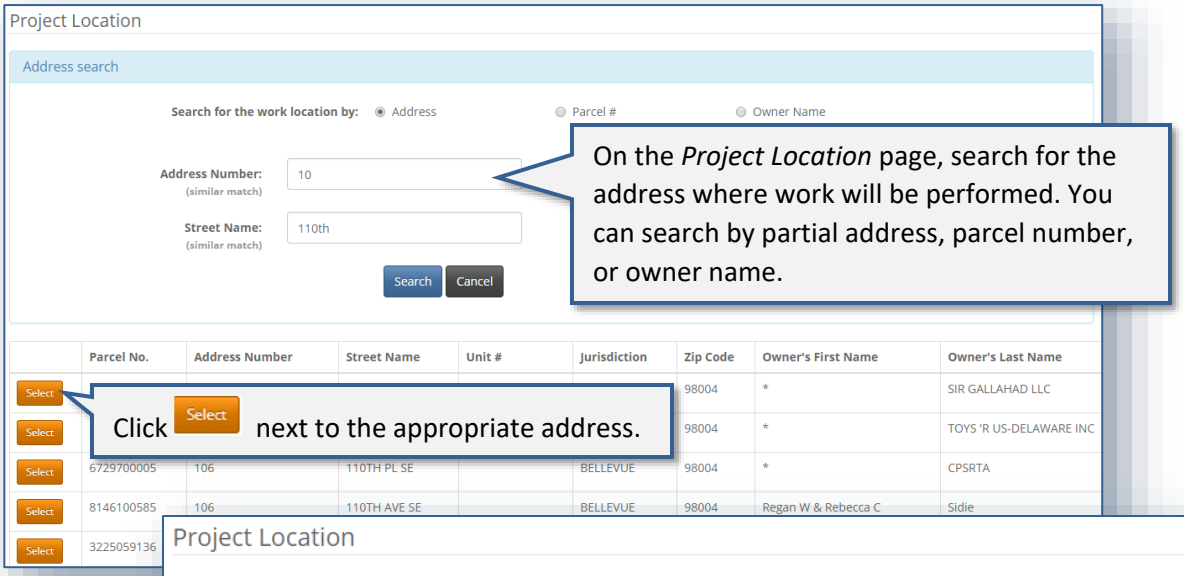


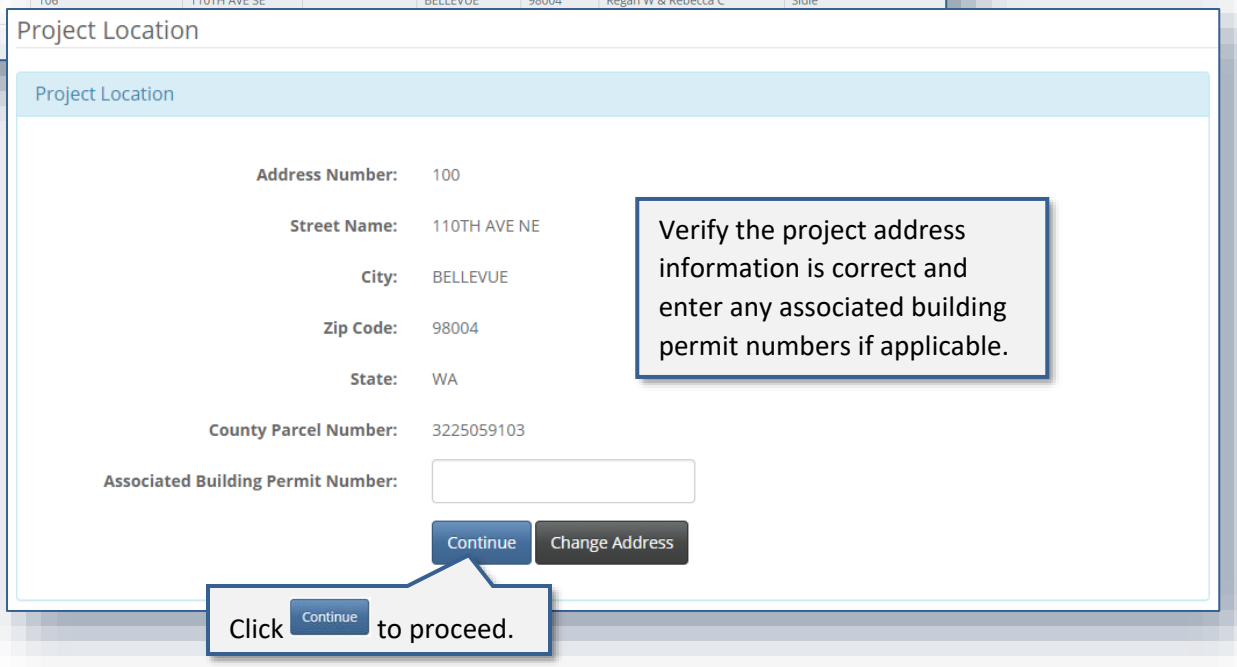
On the *Application Instructions* page, important information is provided by the Jurisdiction including Submittal Information, Required Documents list, Required Supplementals list, and General Process Info.

NOTE: Any information on this page is provided by individual Jurisdictions based on specific application configurations. All questions regarding the plan review process should be directed to the applicable Jurisdiction directly.

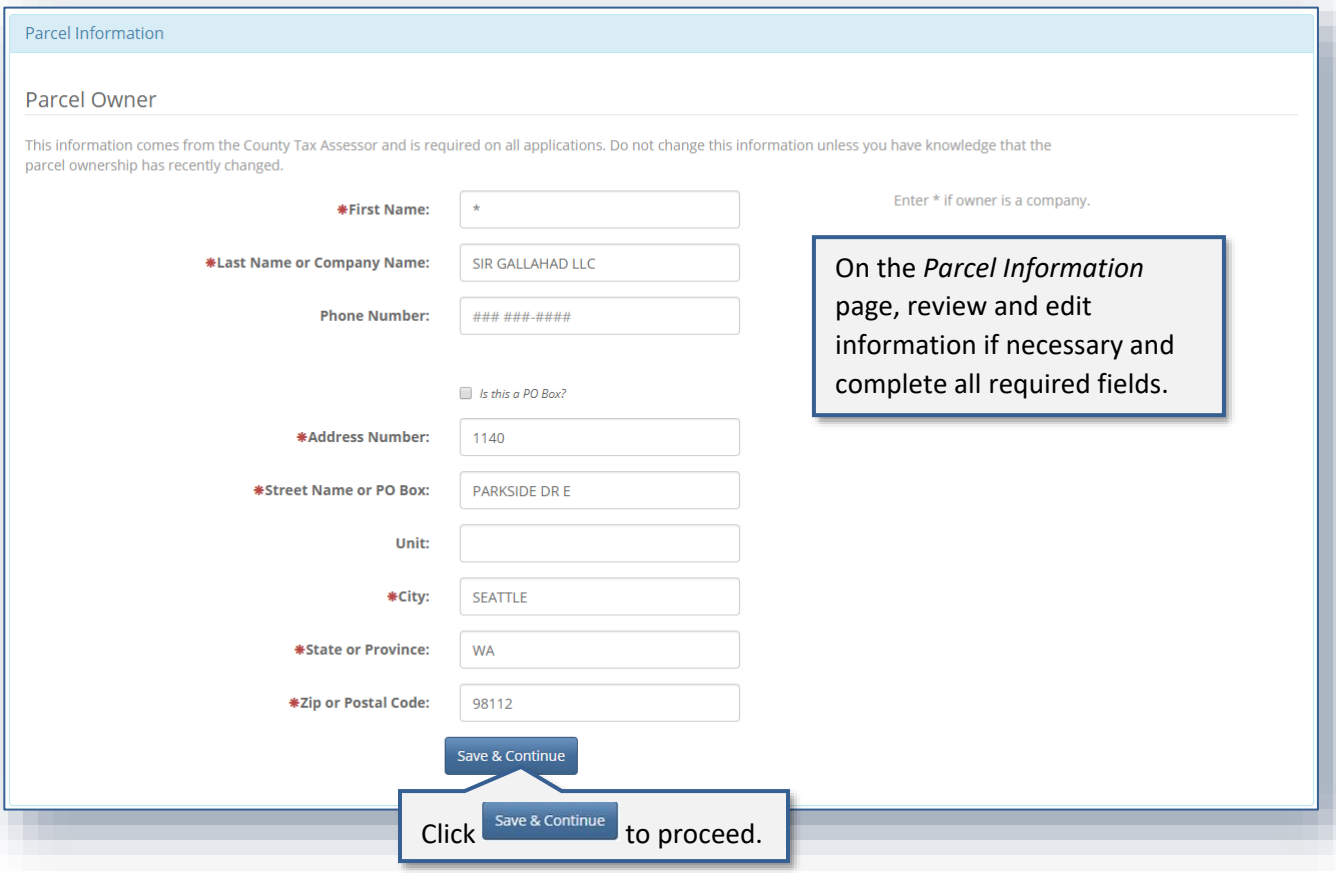
All Rights Reserved

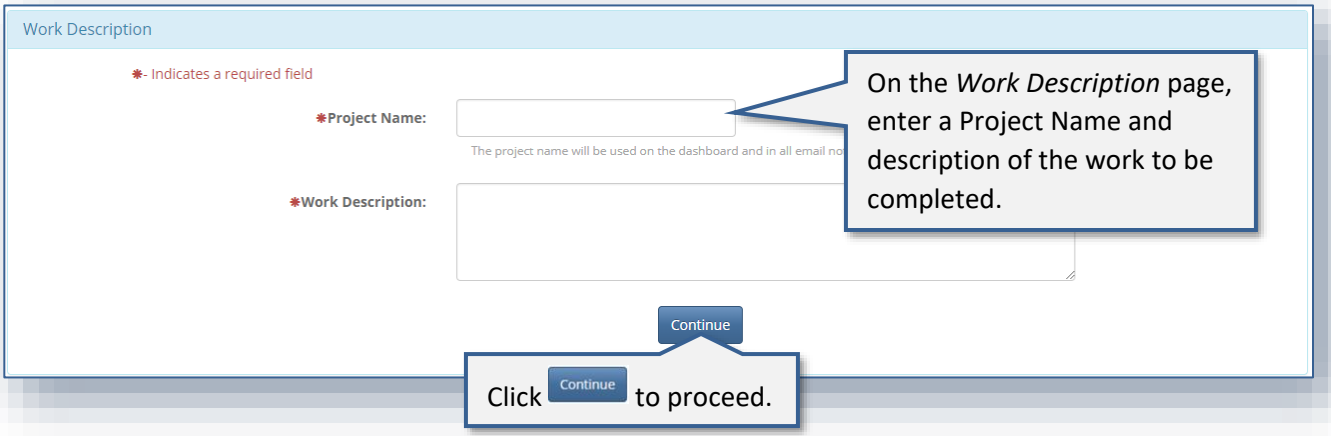




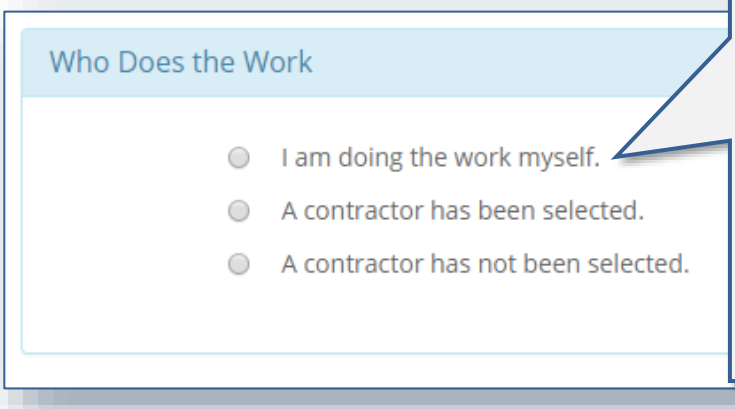


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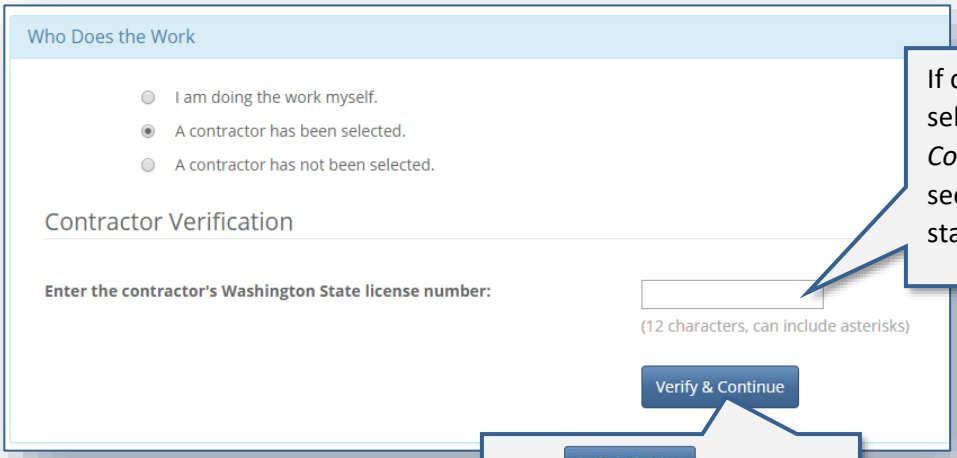


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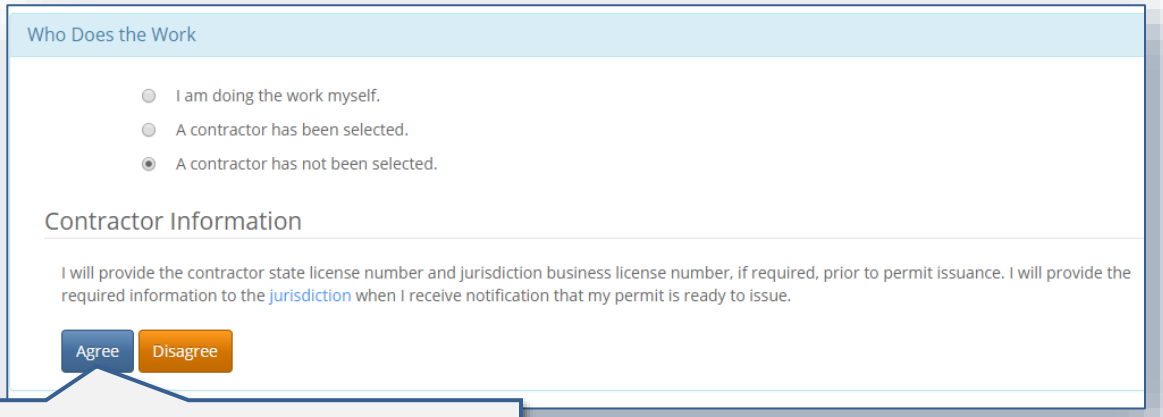
On the *Who Does the Work* page, identify who will be completing the work on the project.

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.



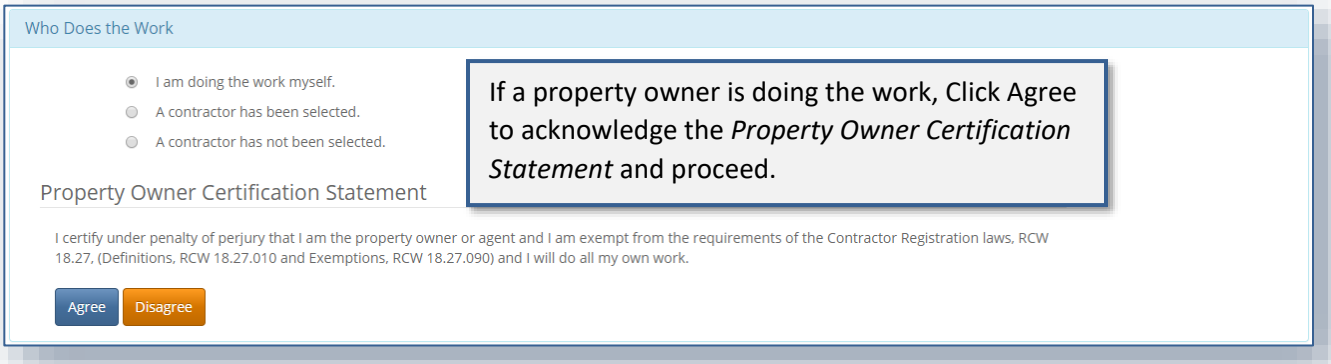
If contractor **has** been selected, complete the *Contractor Verification* section with applicable WA state license number.

Click Verify & Continue to proceed.

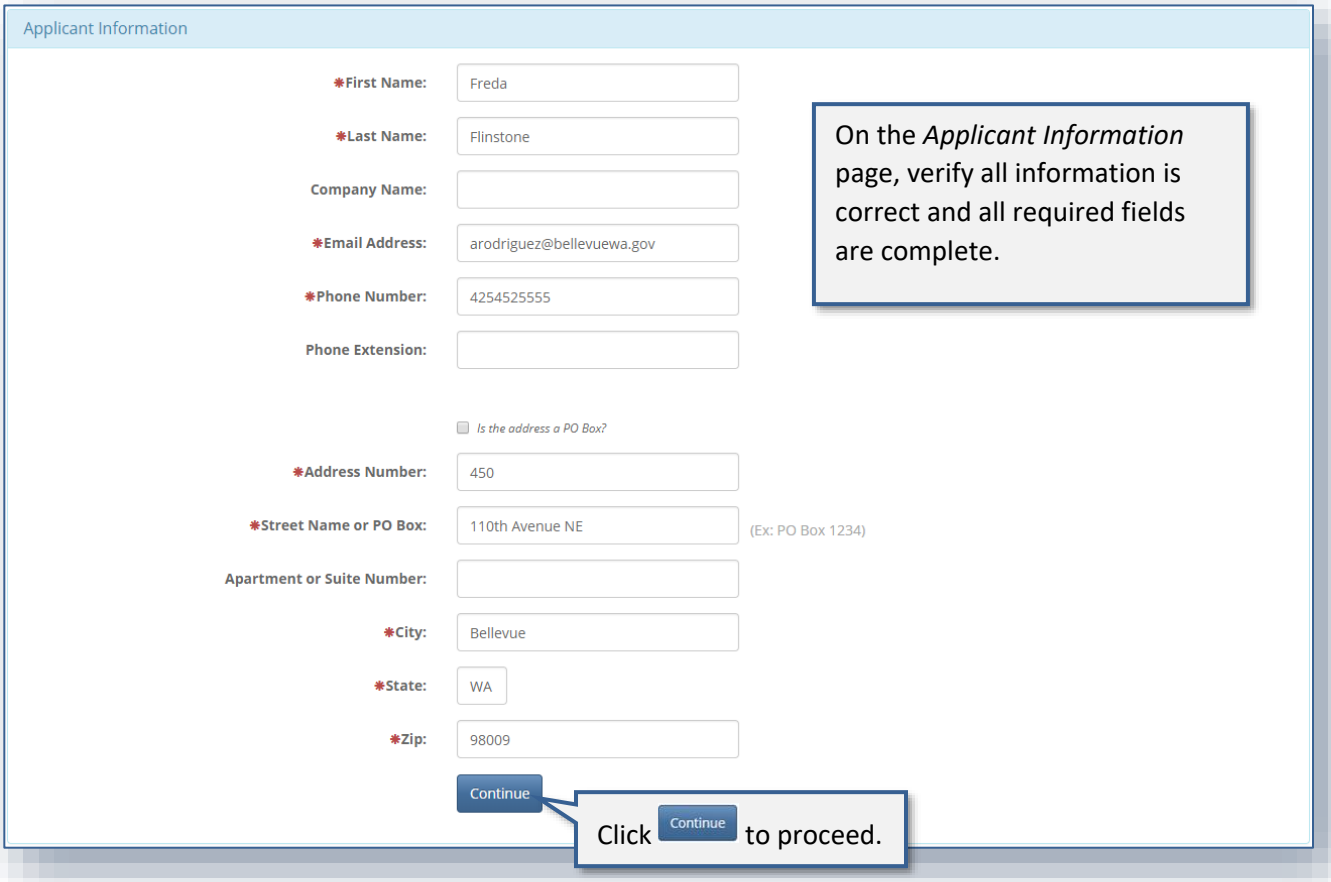


If contractor **has not** been selected, Agree to the *Contractor Information* statement.

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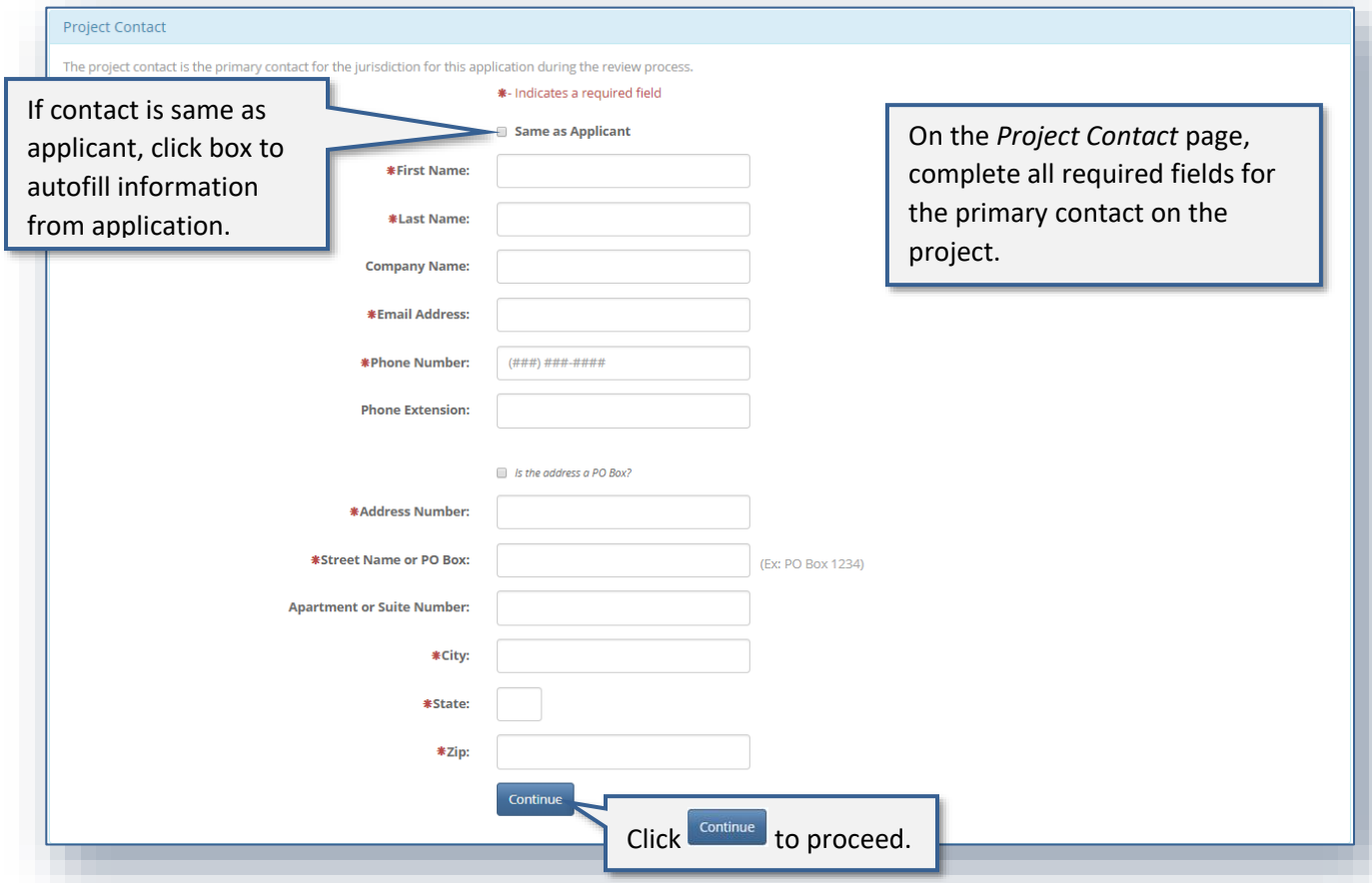
If a property owner is doing the work, Click Agree to acknowledge the *Property Owner Certification Statement* and proceed.

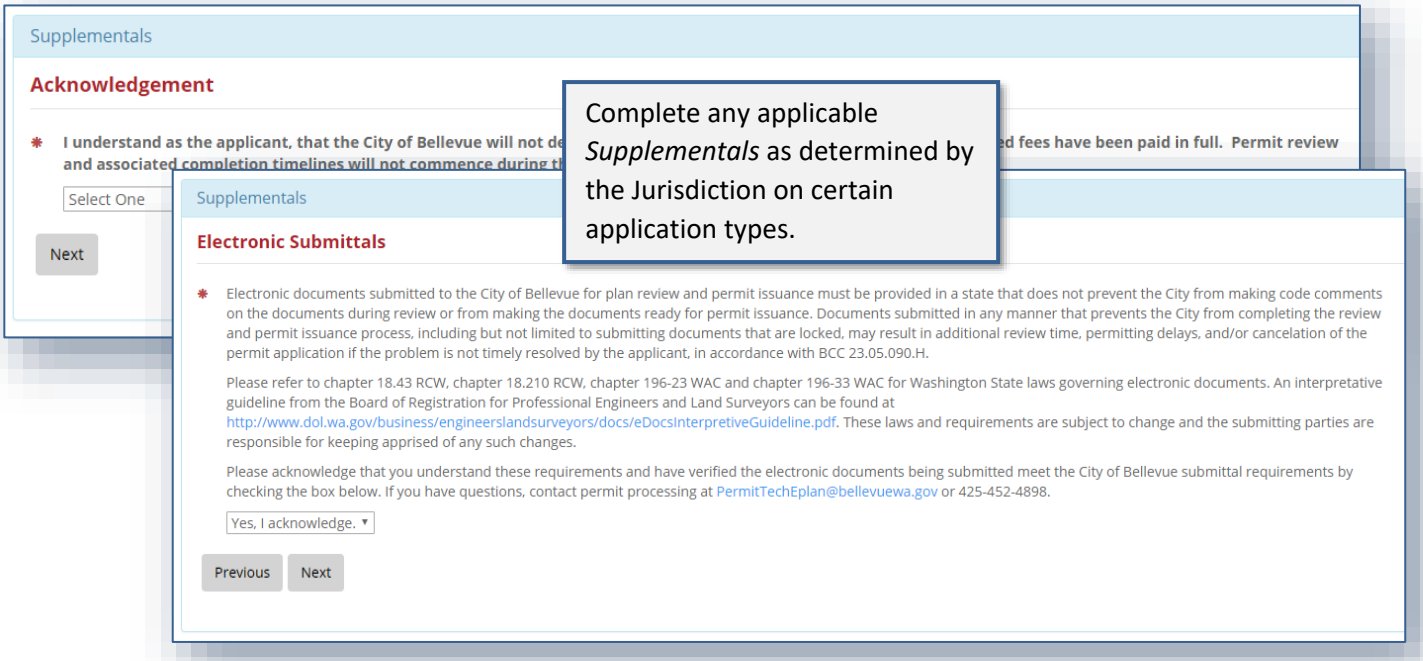


On the *Applicant Information* page, verify all information is correct and all required fields are complete.

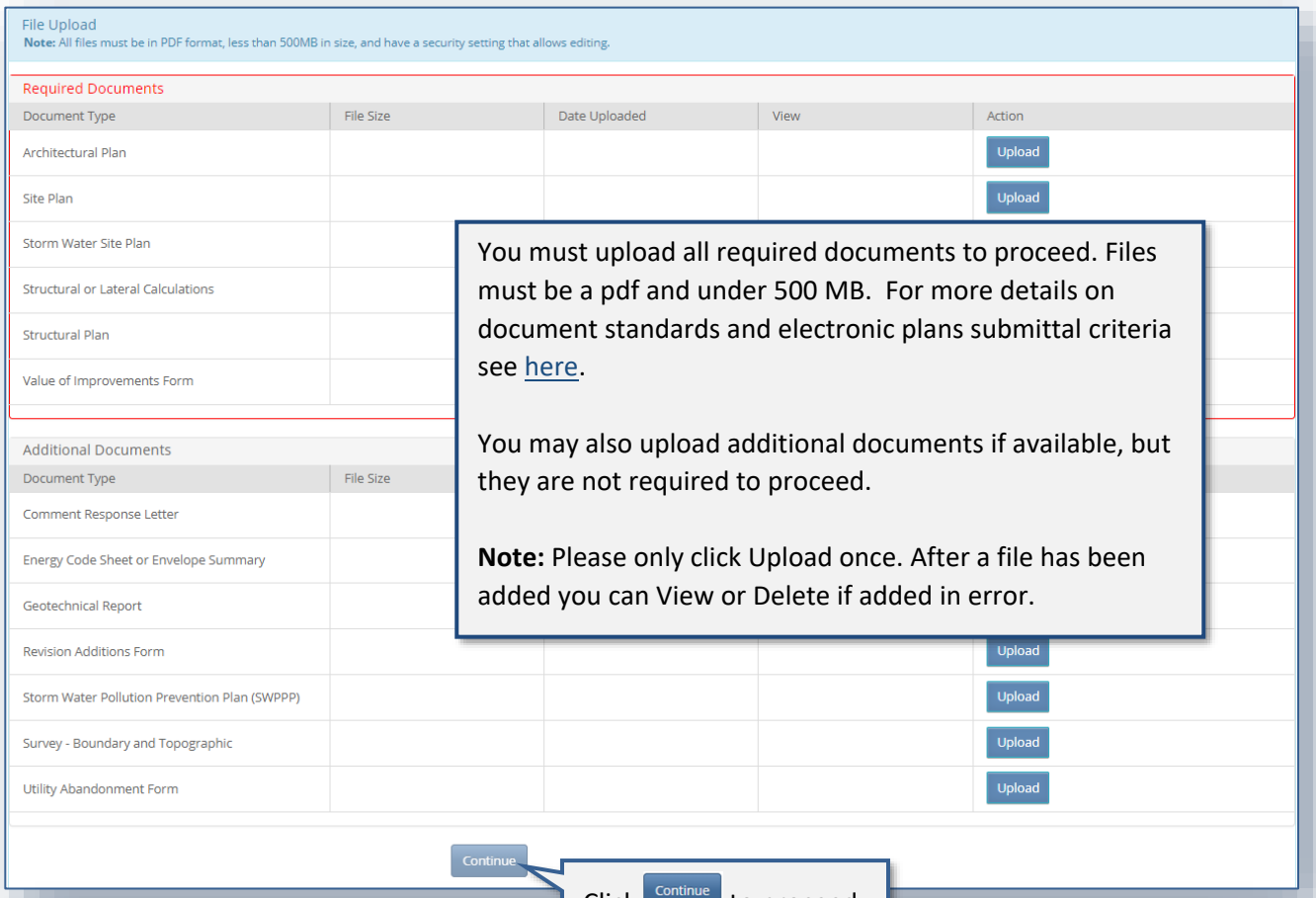
Click Continue to proceed.

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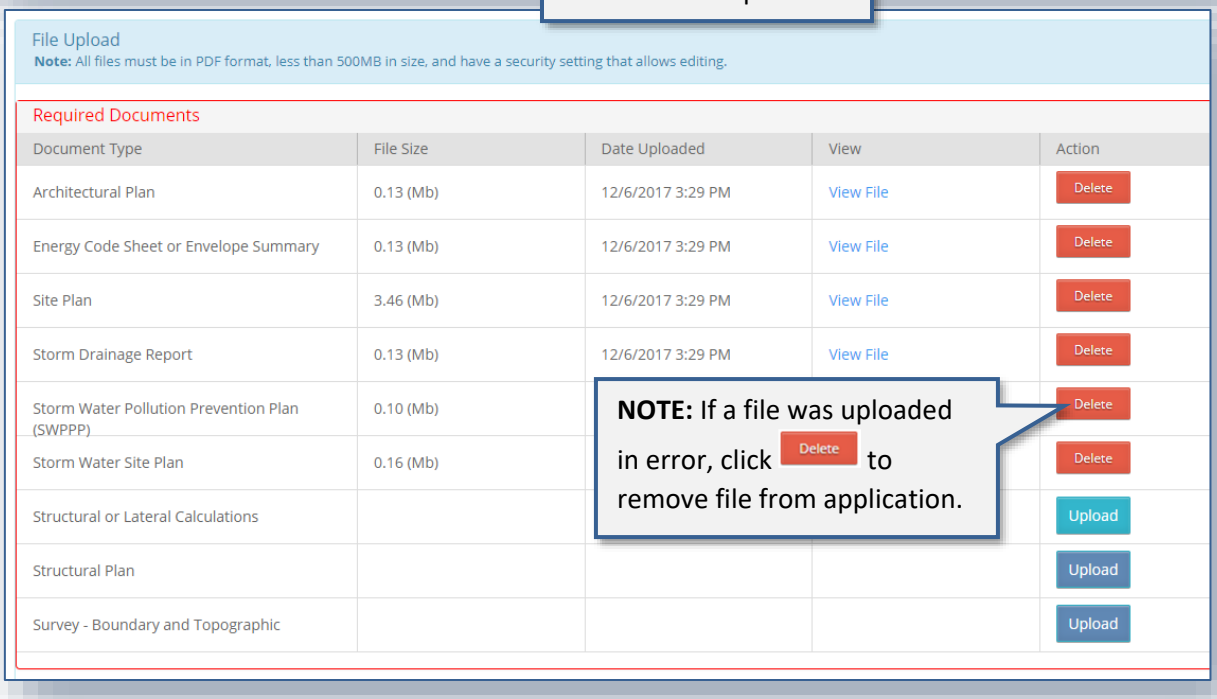


You must upload all required documents to proceed. Files must be a pdf and under 500 MB. For more details on document standards and electronic plans submittal criteria see here.

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

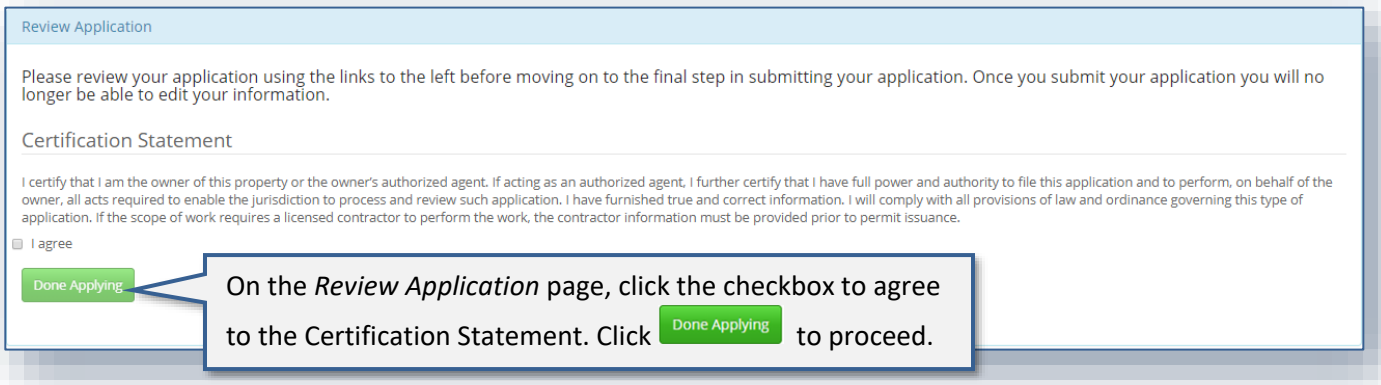
Note: Please only click Upload once. After a file has been added you can View or Delete if added in error.

Click Continue to proceed.

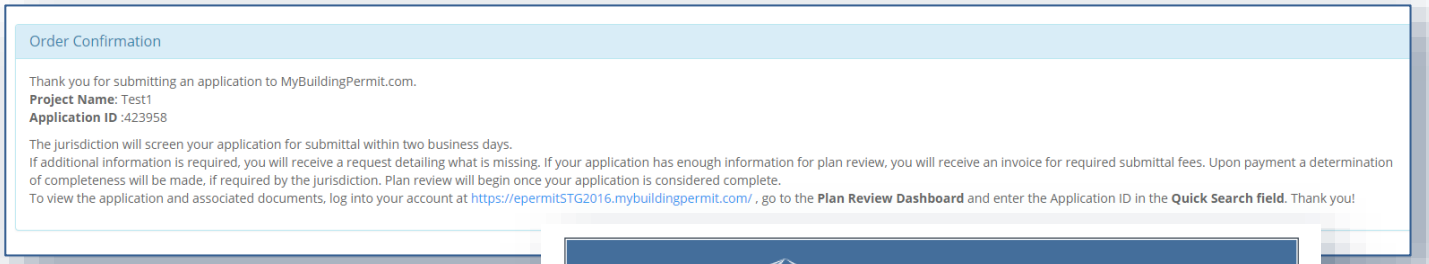


NOTE: If a file was uploaded in error, click Delete to remove file from application.

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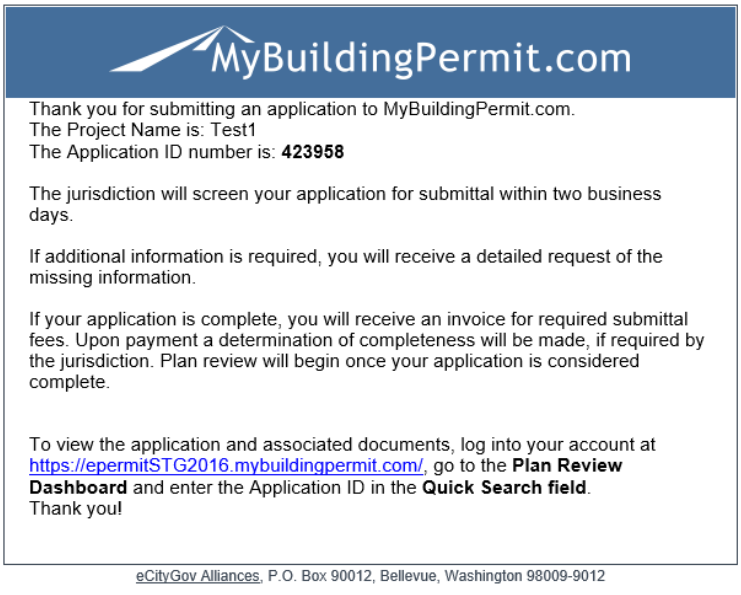


On the *Review Application* page, click the checkbox to agree to the Certification Statement. Click Done Applying to proceed.



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.

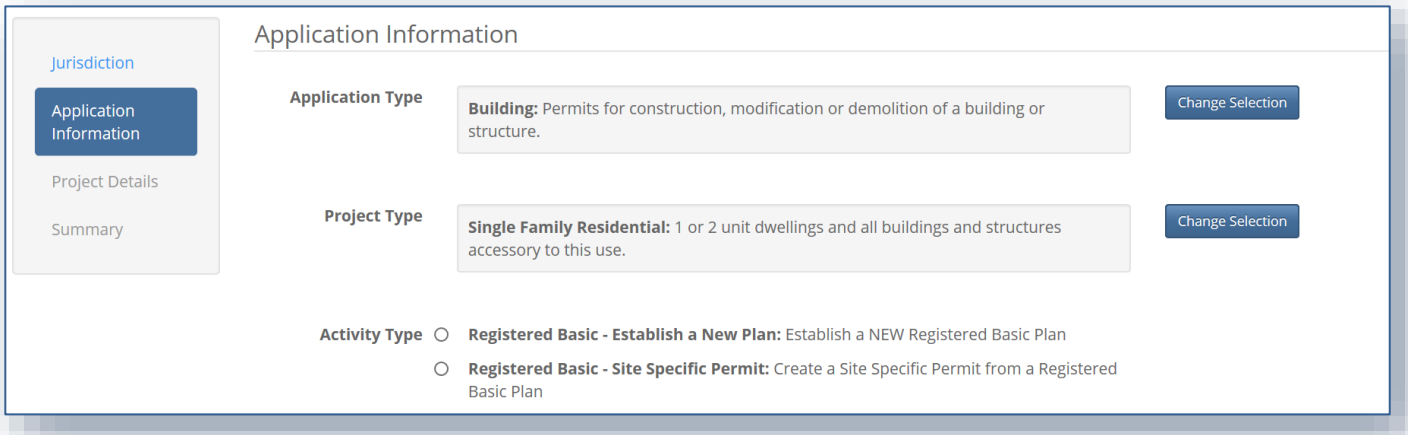
NOTE: Applicants can review permit applications and documents submitted, as well as check on the status of an application via their Plan Review Dashboard. For more information on this topic see here.



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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.



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.

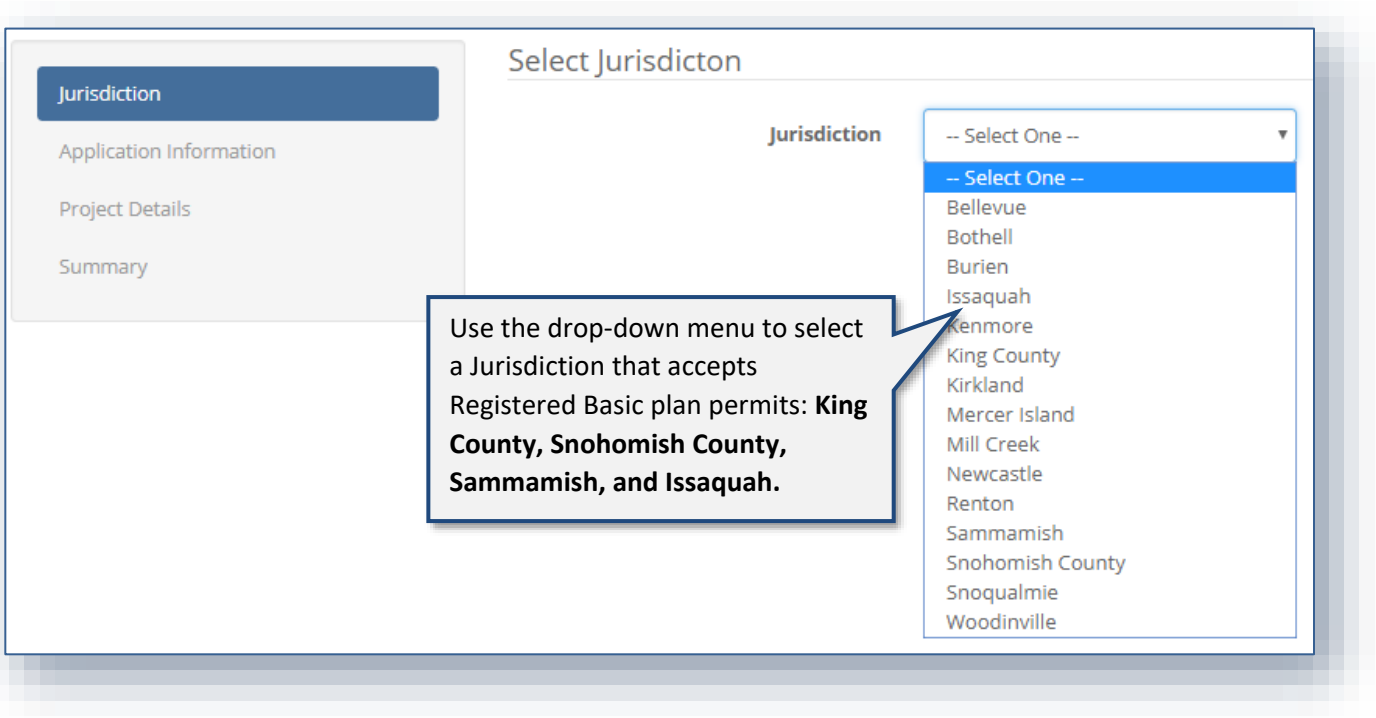
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Steps to Establish a New Plan:

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 Start Application to proceed.

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

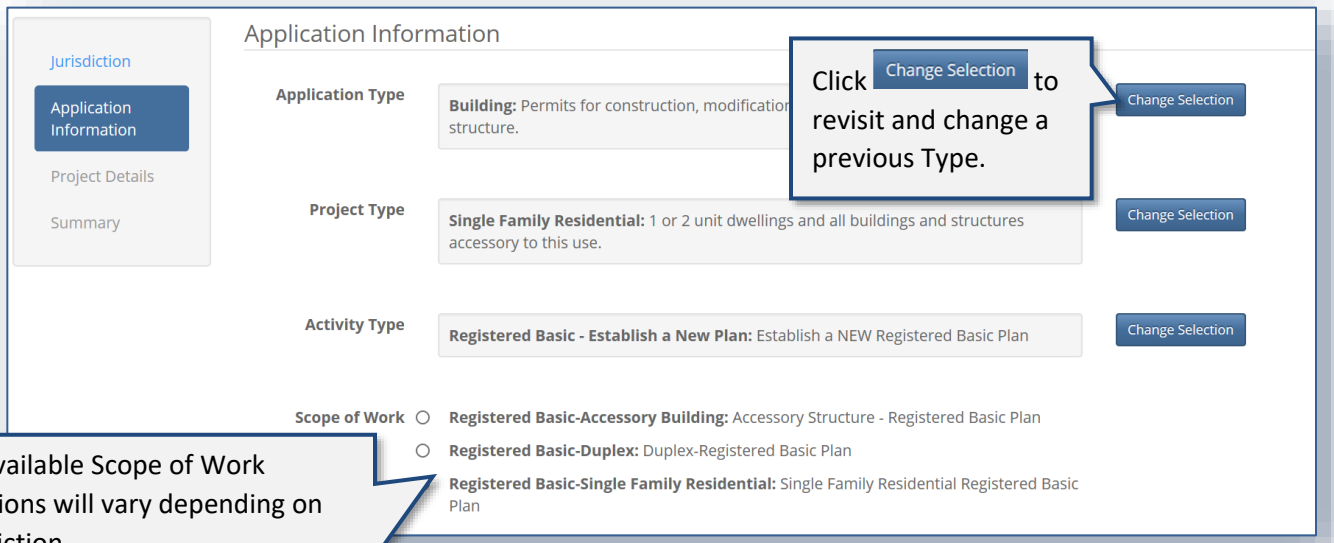
   a. Application Type = **Building**

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

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

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

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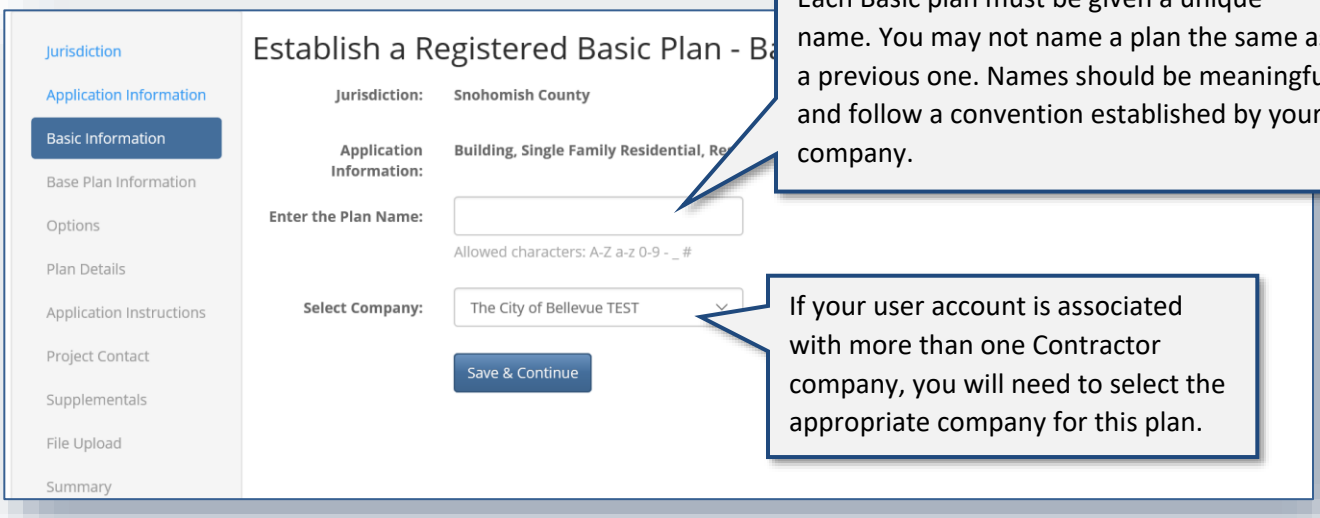
Click Change Selection to revisit and change a previous Type.

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

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

6. Click Continue to proceed.

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



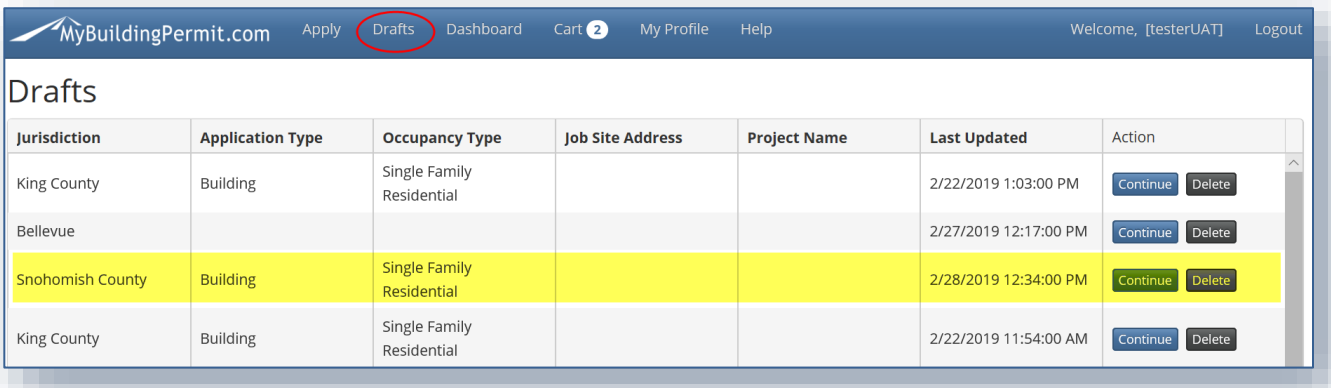
Each Basic plan must be given a unique name. You may not name a plan the same as a previous one. Names should be meaningful and follow a convention established by your company.

If your user account is associated with more than one Contractor company, you will need to select the appropriate company for this plan.

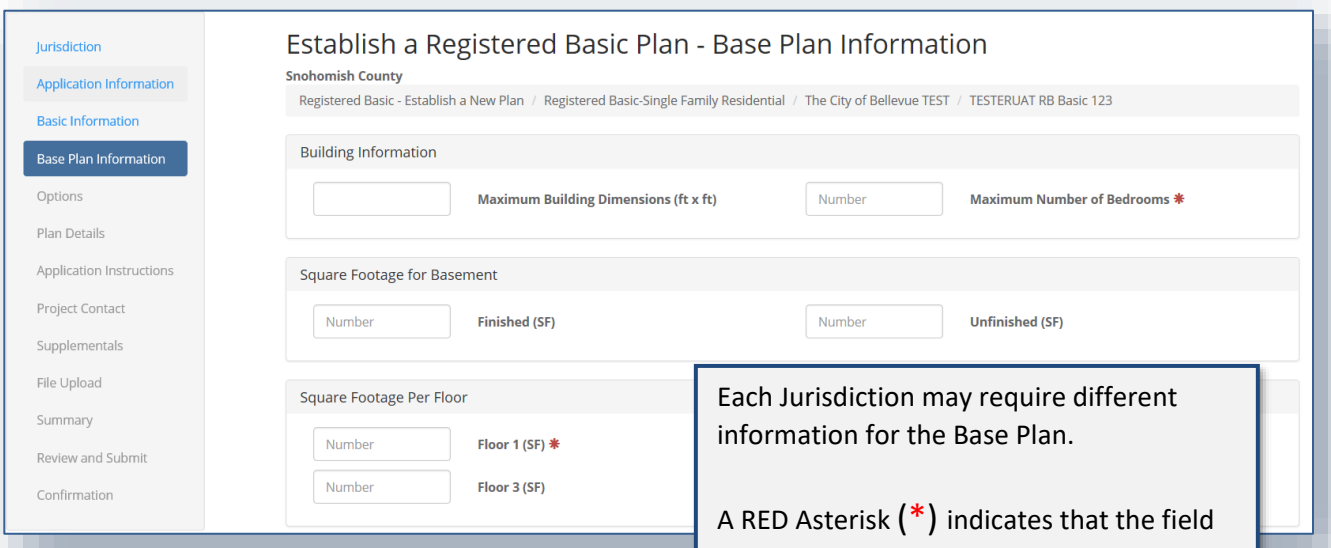
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8. Click Save & Continue to proceed.

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:



9. Enter the Base Plan information:



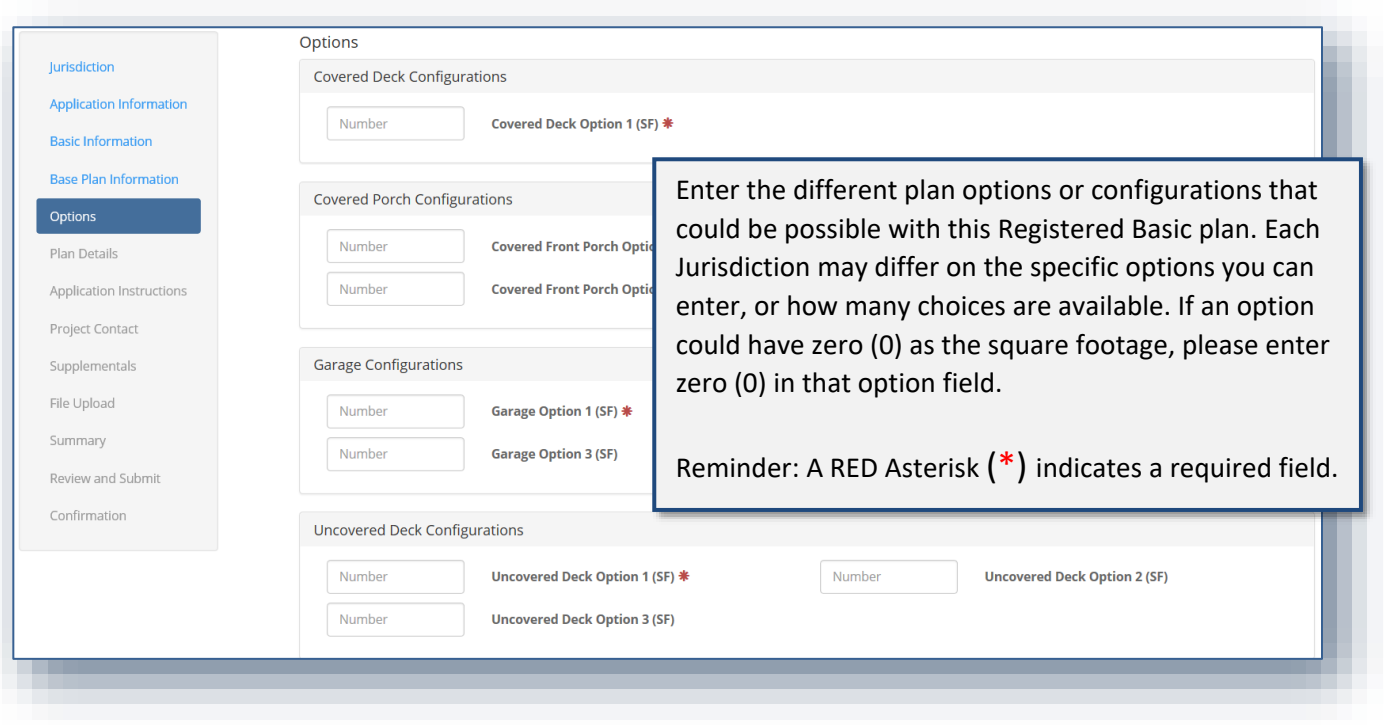
Each Jurisdiction may require different information for the Base Plan.

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.

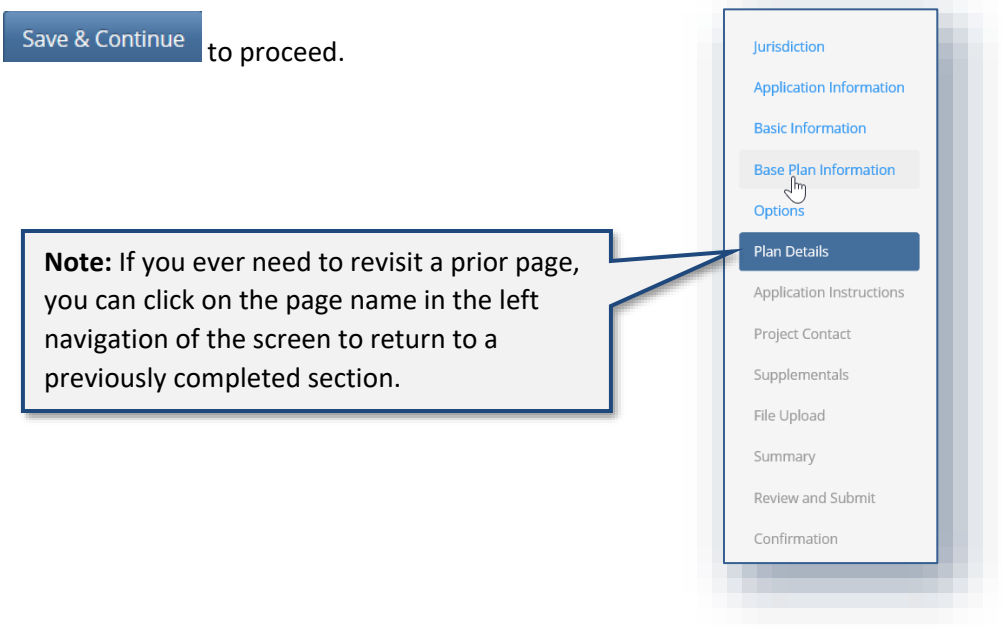
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11. Complete the Basic plan Options:



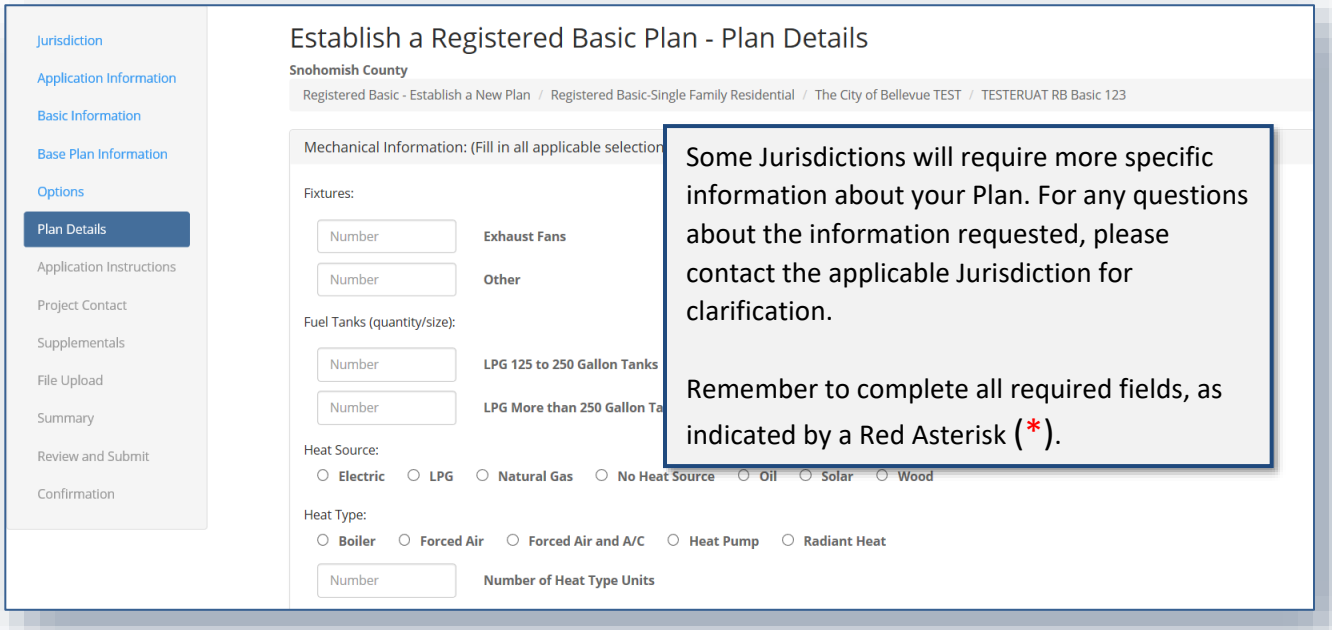
Note: The Base Plan Information and Options will be reviewed by the Jurisdiction during their acceptance and review process. When you apply for a Site-Specific permit, the Base Plan and Option information you entered when establishing a new plan will be available as options to select on that specific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

12. Click Save & Continue to proceed.



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

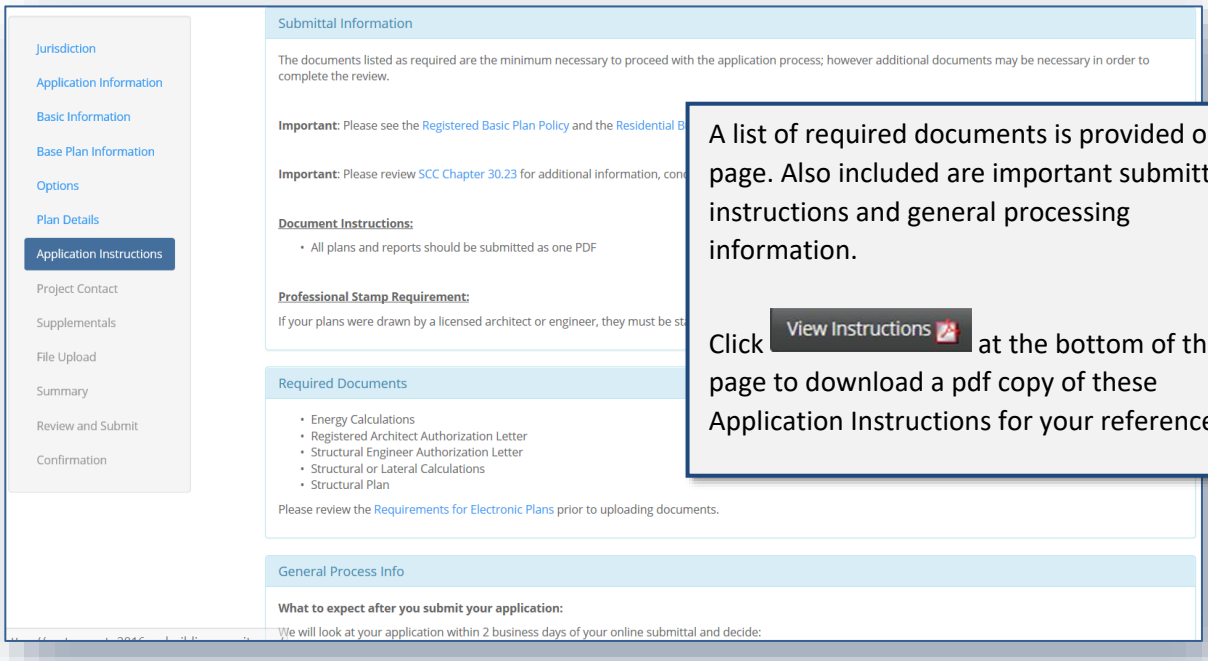


Some Jurisdictions will require more specific information about your Plan. For any questions about the information requested, please contact the applicable Jurisdiction for clarification.

Remember to complete all required fields, as indicated by a Red Asterisk (*).

14. Click Save & Continue to proceed.

15. Review the Application Instructions page:



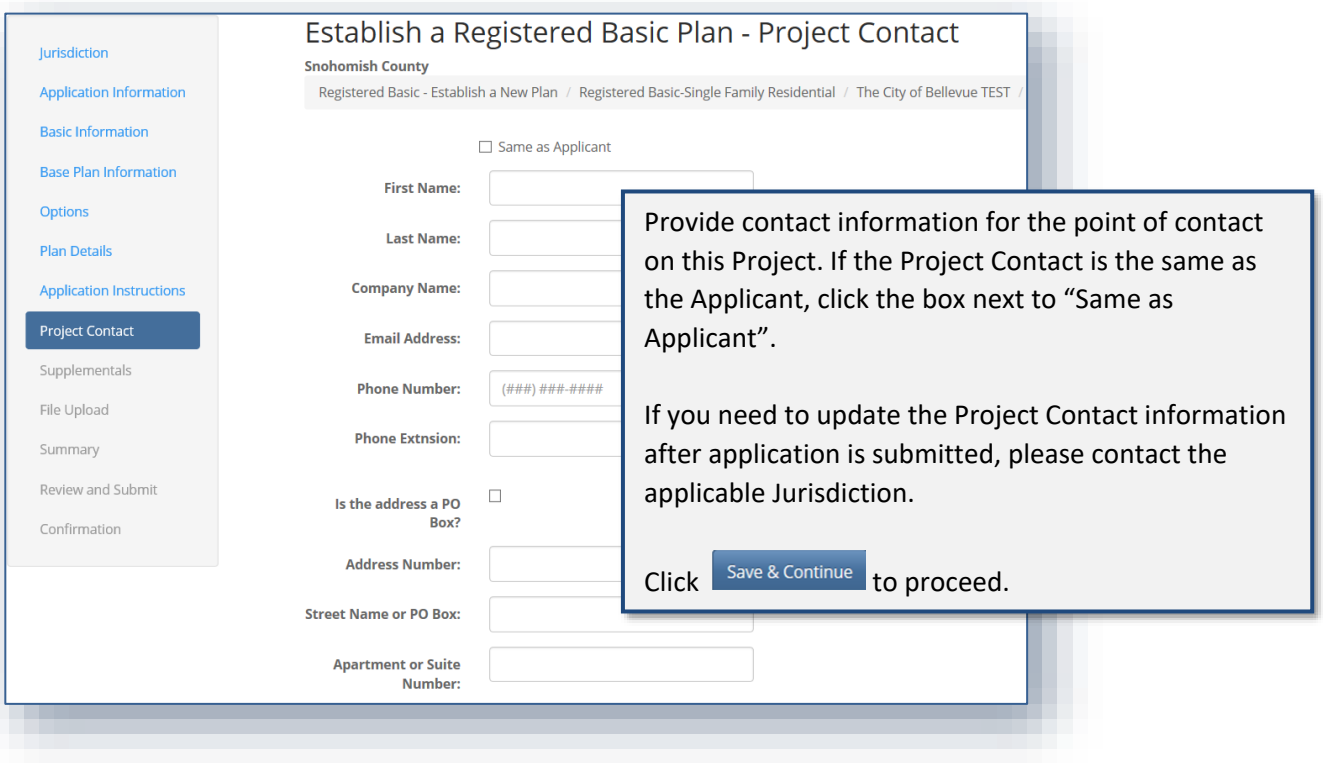
A list of required documents is provided on this page. Also included are important submittal instructions and general processing information.

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

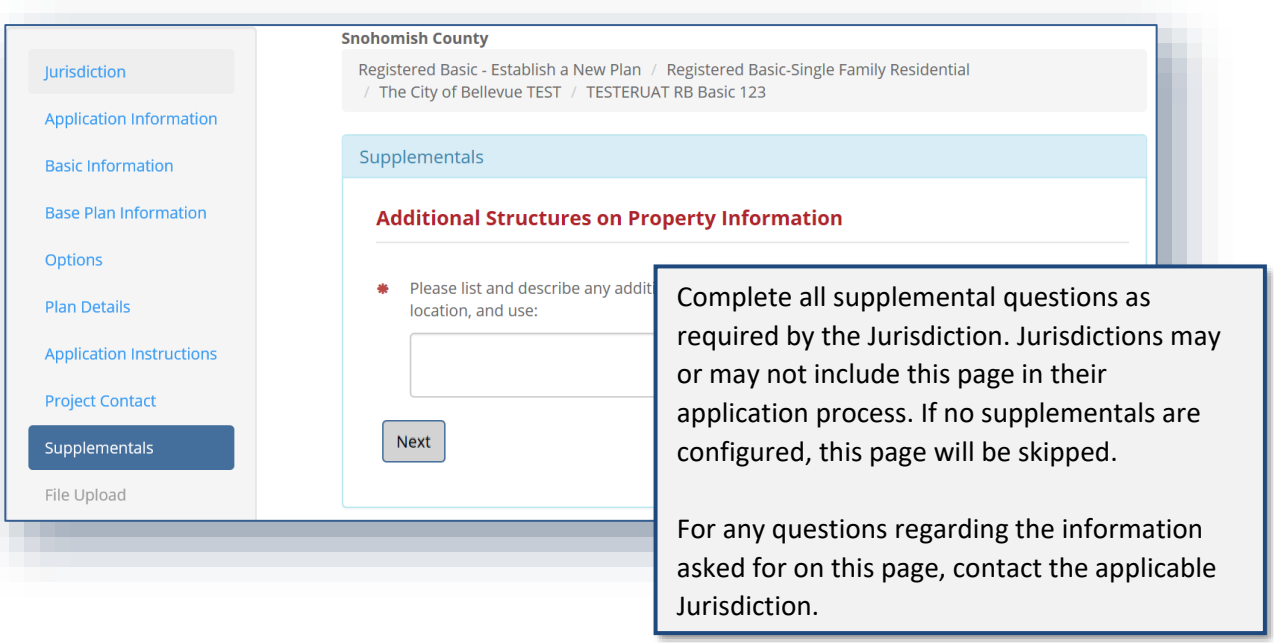
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16. Click Continue to proceed.

17. Complete the Project Contact page:



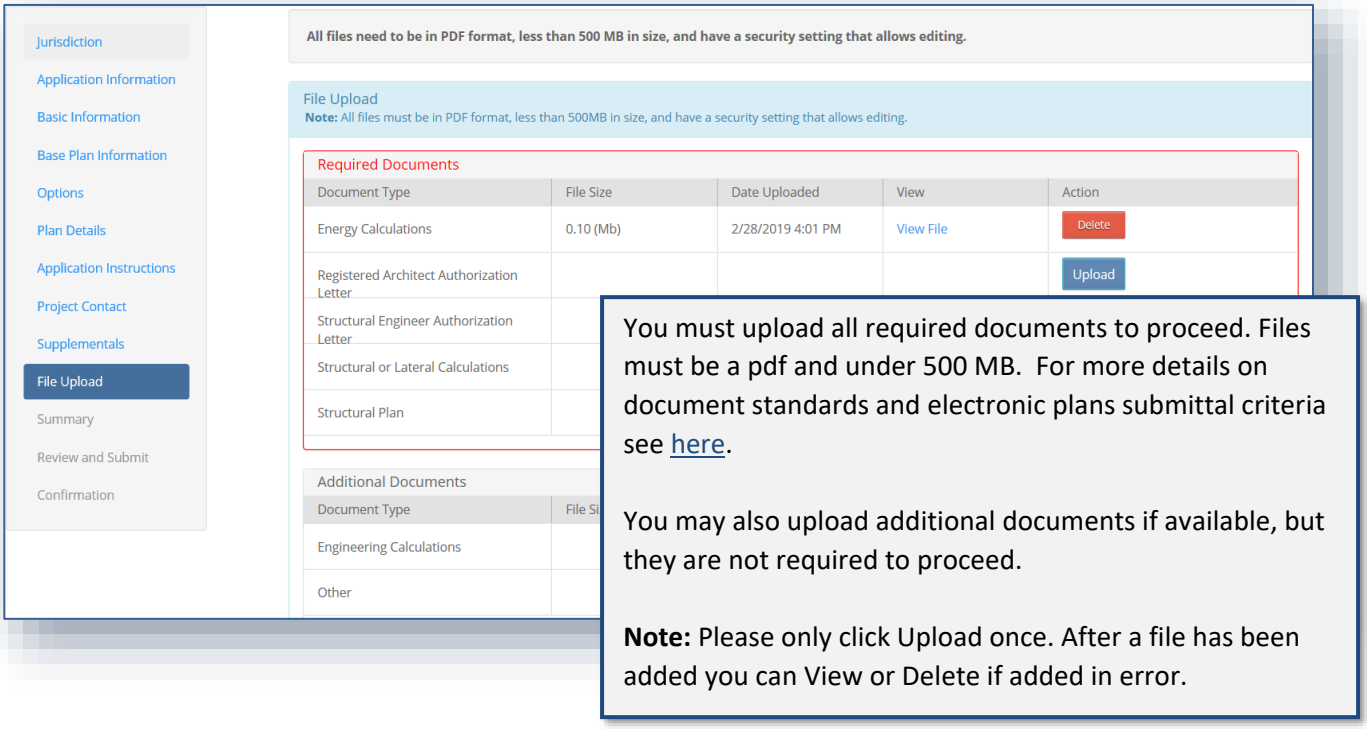
18. Complete Supplementals page (if applicable):



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19. Click Save & Continue to proceed.

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



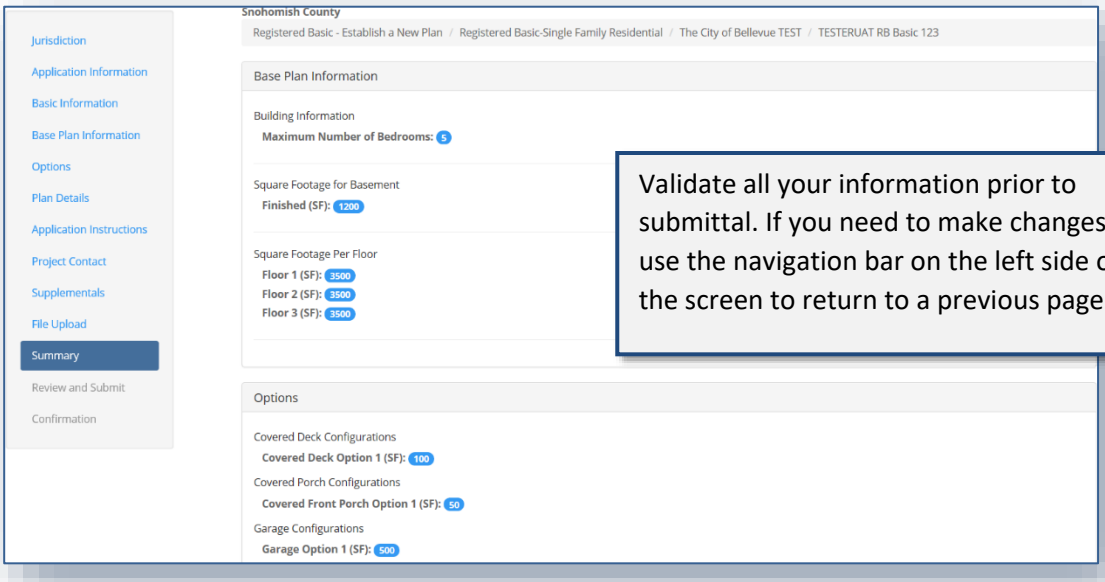
You must upload all required documents to proceed. Files must be a pdf and under 500 MB. For more details on document standards and electronic plans submittal criteria see here.

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:

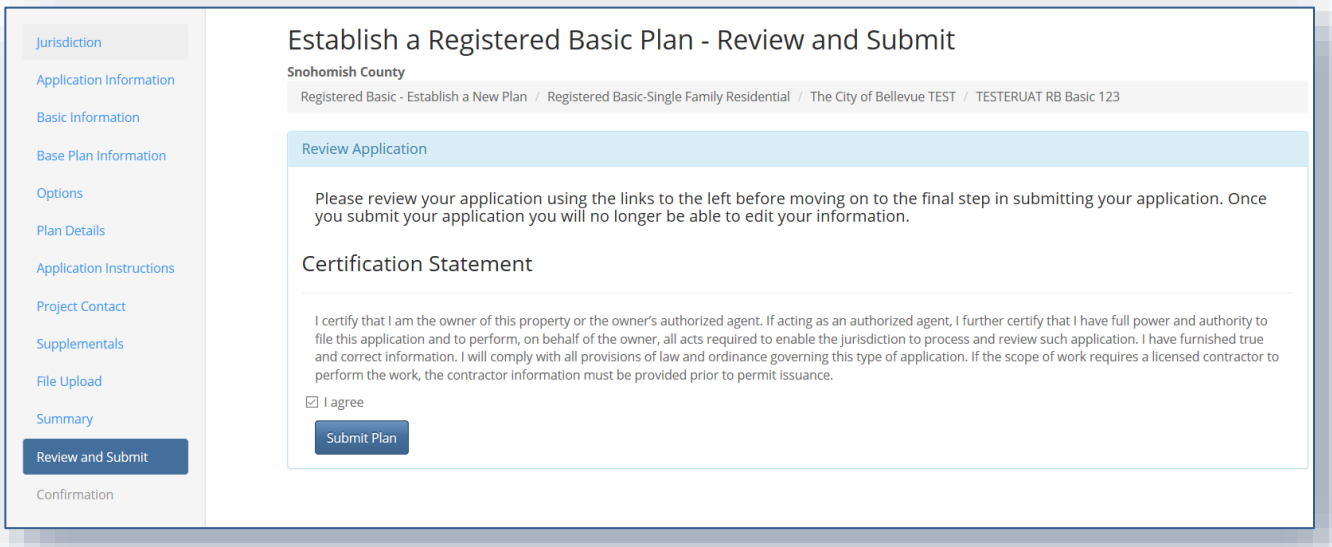


Validate all your information prior to submittal. If you need to make changes, use the navigation bar on the left side of the screen to return to a previous page.

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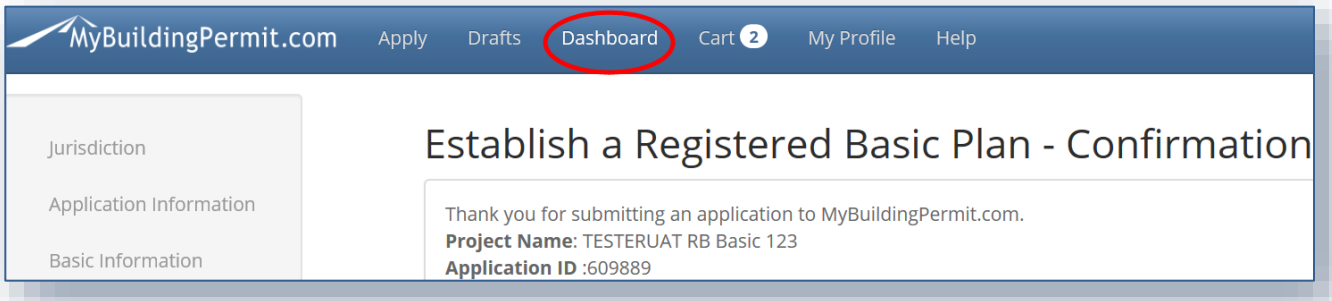
23. Click Continue to proceed.

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



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

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



Note: For more details on navigating within the Dashboard—see detailed instructions here.

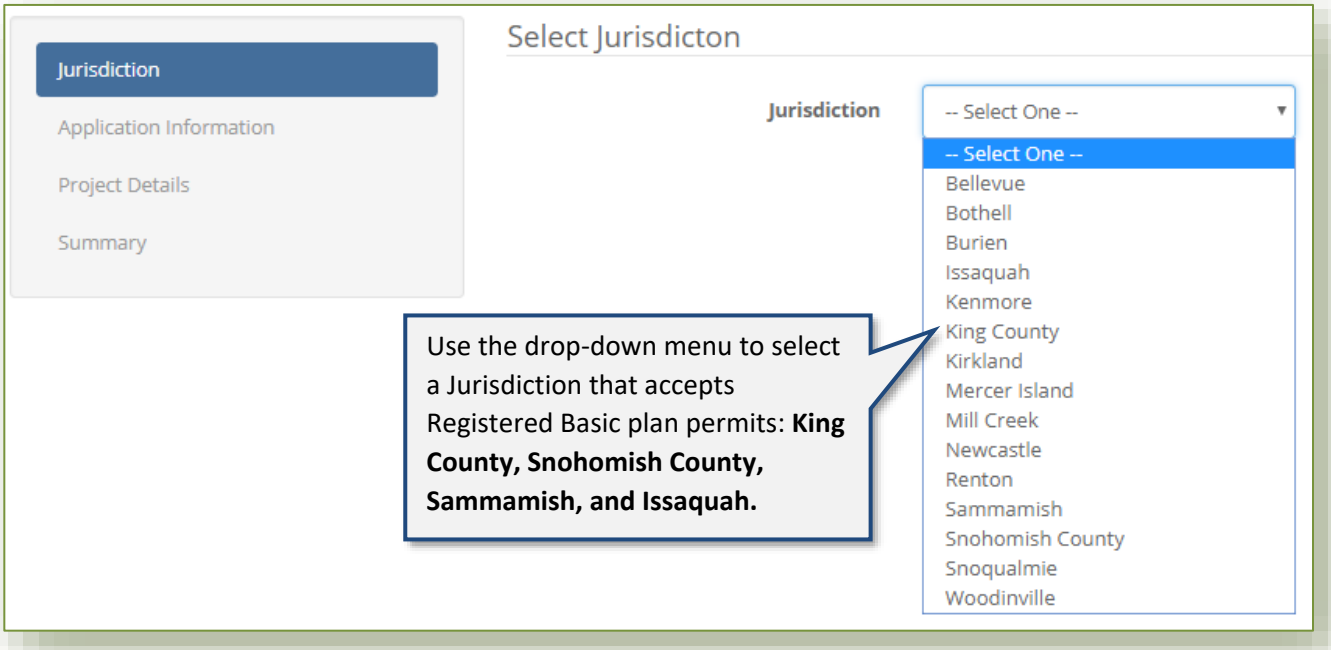
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Steps to apply for a Site-Specific permit:

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, click on Apply For Permit. Log In to your contractor account.

2. Select the applicable Jurisdiction:



3. Click Start Application to proceed.

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

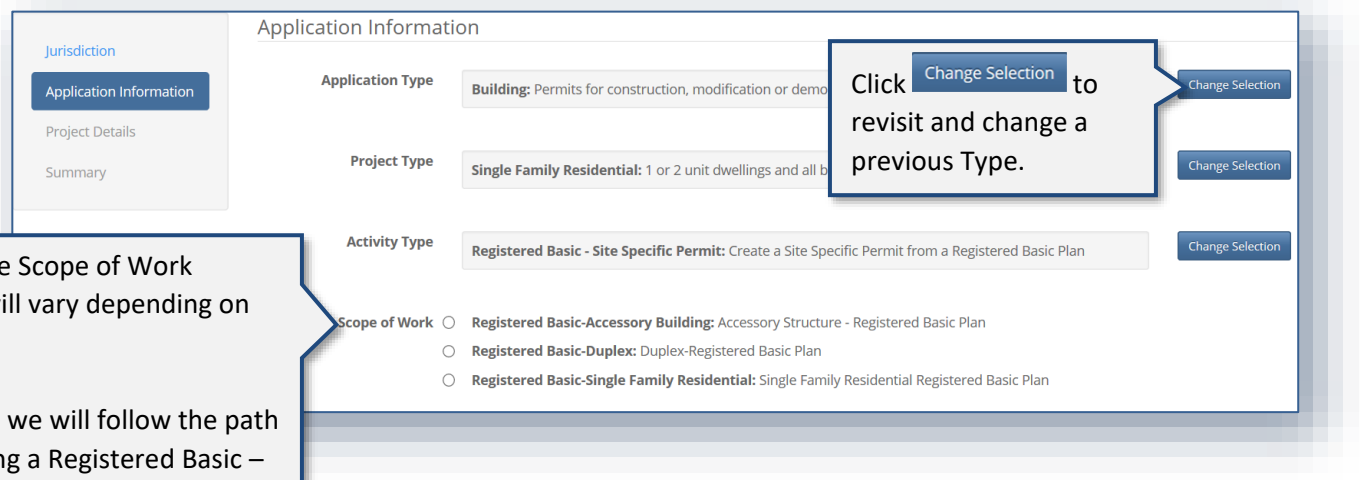
   a. Application Type = **Building**

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

   c. Activity Type = **Registered Basic – Site-Specific Permit**
   Note: If there is no Registered Basic choice under Activity Type, the selected Jurisdiction does not offer Registered Basics through MBP.

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

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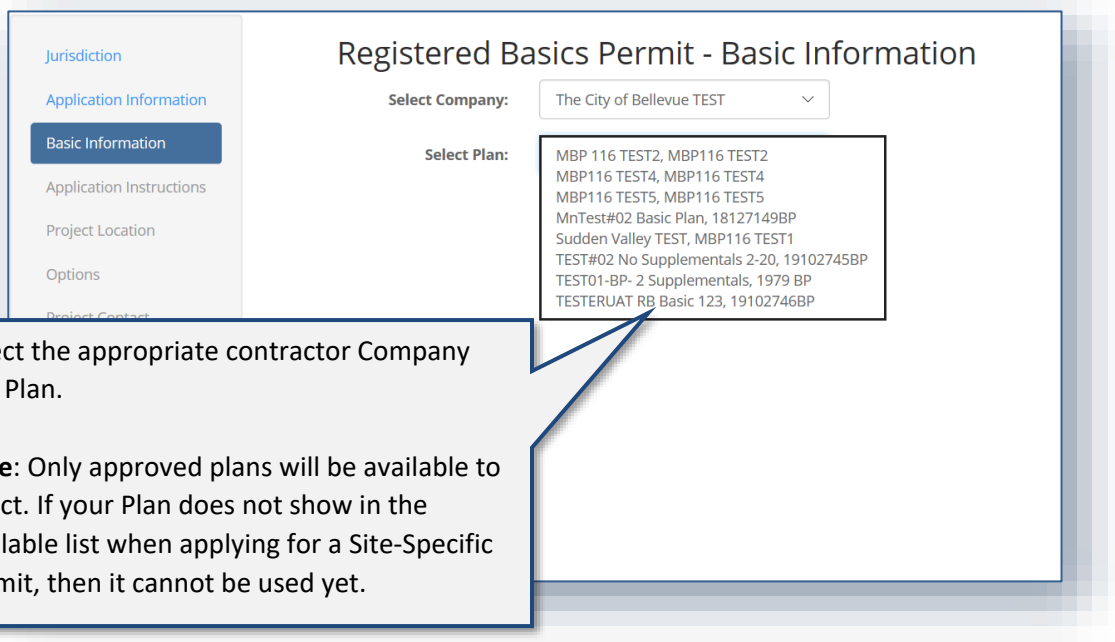
Click Change Selection to revisit and change a previous Type.

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

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

6. Click Continue to proceed.

7. Complete the Basic Information page:



Select the appropriate contractor Company and Plan.

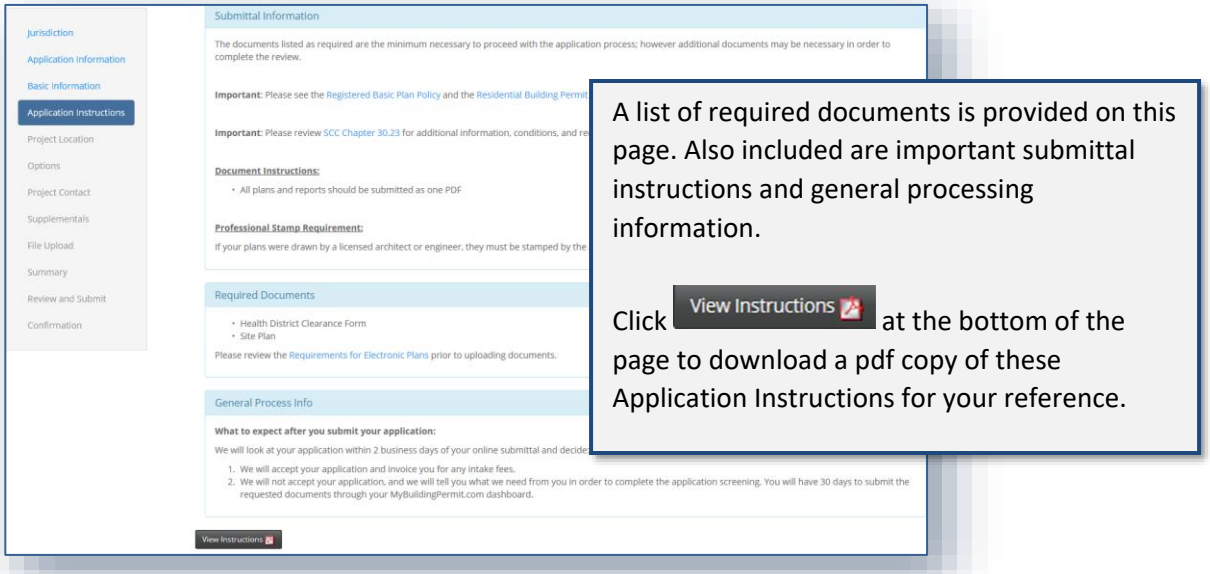
Note: Only approved plans will be available to select. If your Plan does not show in the available list when applying for a Site-Specific permit, then it cannot be used yet.

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.

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8. Click Continue to proceed.

9. Review the Application Instructions page:

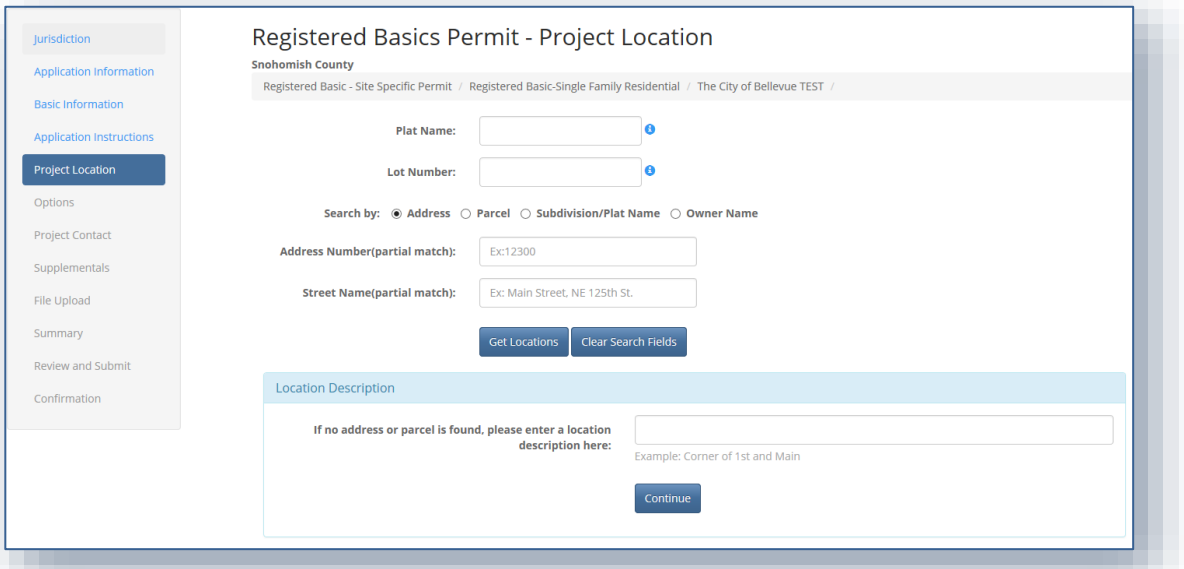


A list of required documents is provided on this page. Also included are important submittal instructions and general processing information.

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

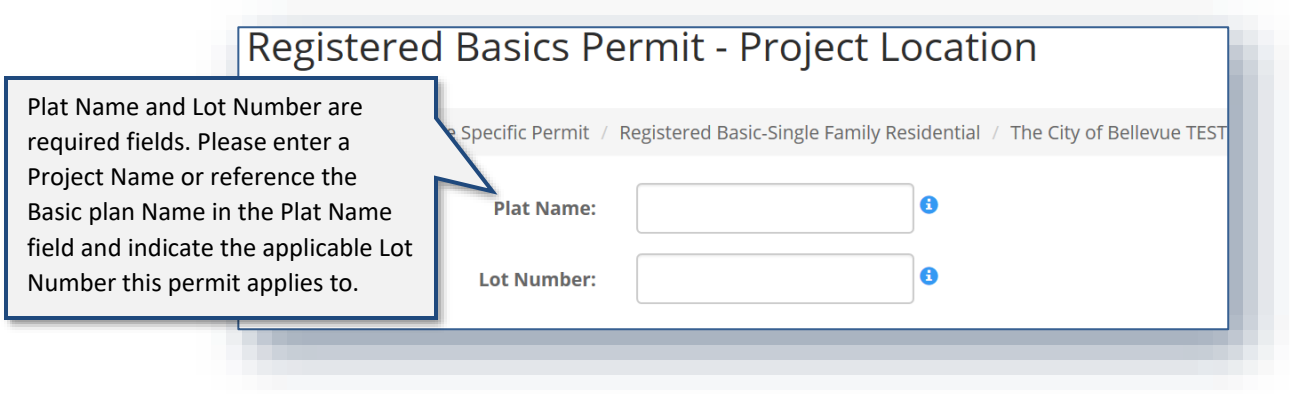
10. Click Continue to proceed.

11. Complete the Project Location page:



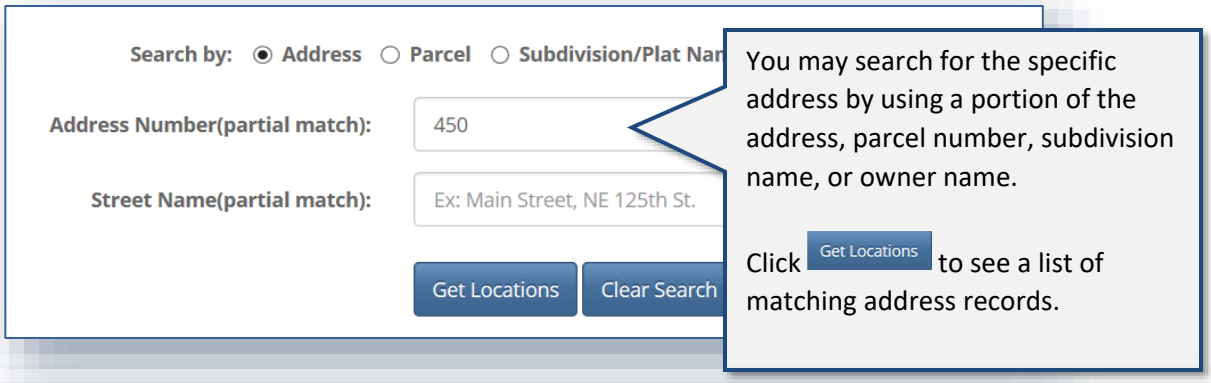
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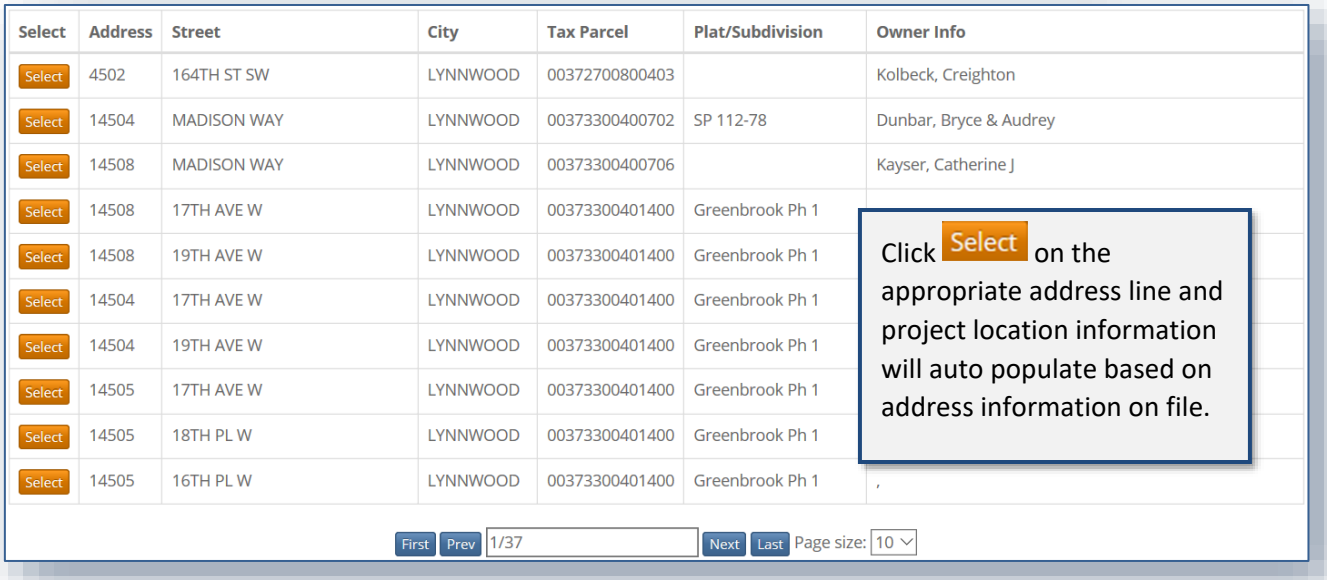
a. Plat Name/Lot Number:



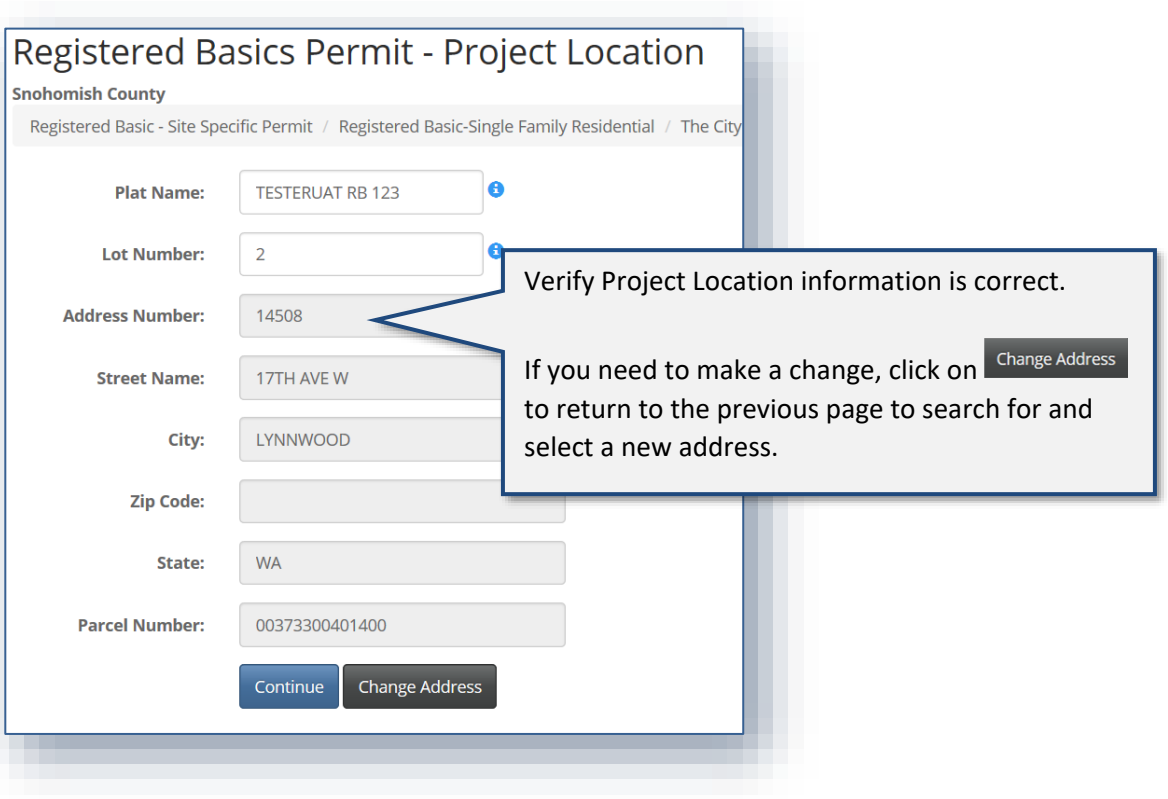
b. Search by Address:

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

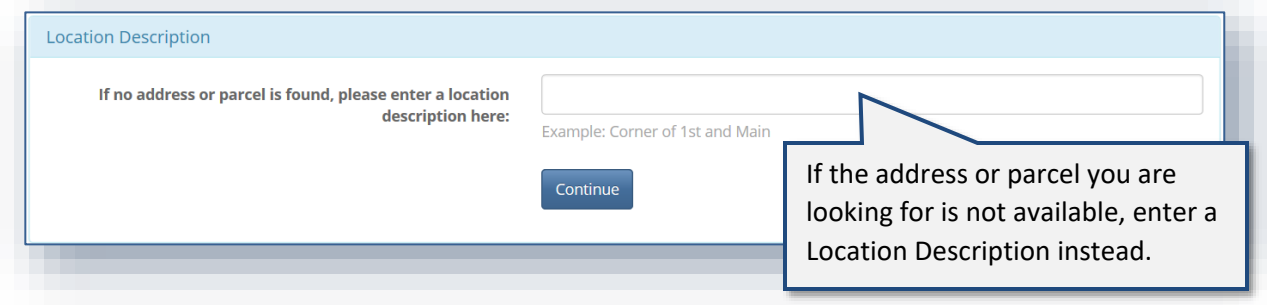




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c. Location Description:
Note: *Only* enter a location description if you are not able to find the address or parcel you are looking for.

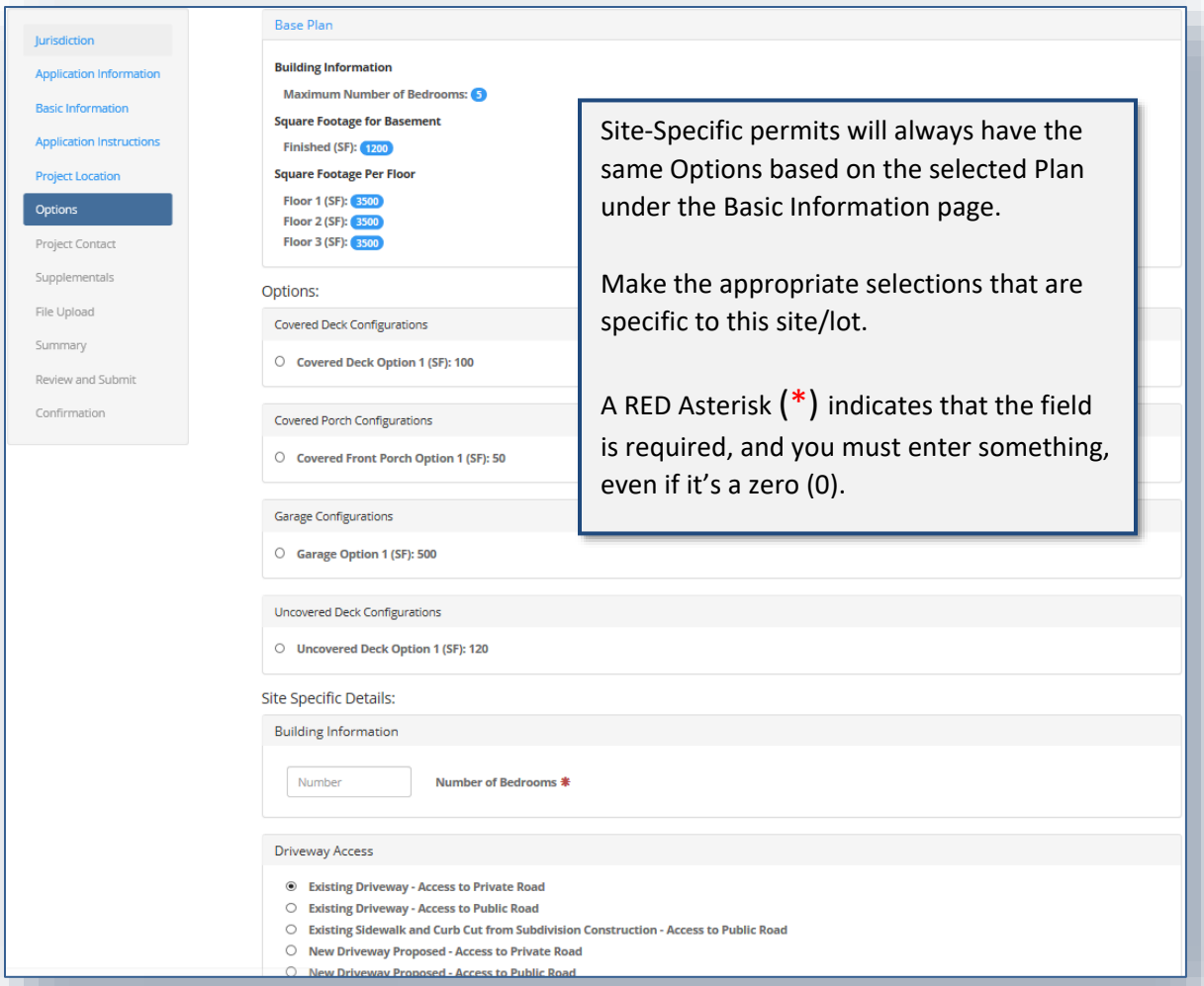


12. When either an address is selected, or location description is entered, click Continue to proceed.

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.

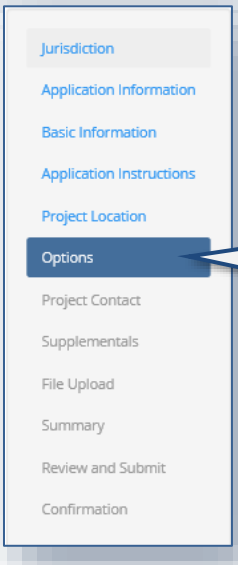
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Site-Specific permits will always have the same Options based on the selected Plan under the Basic Information page.

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).

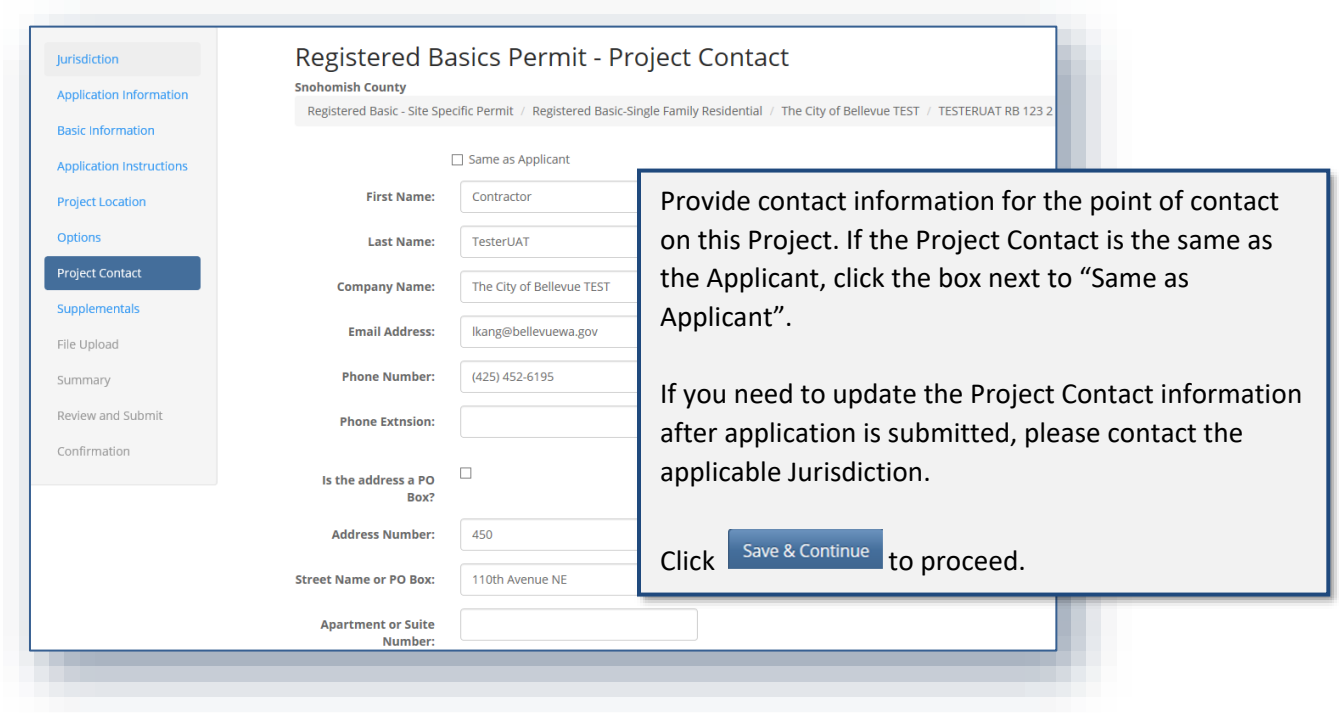


Note: If you ever need to revisit a prior page, you can click on the page name in the left navigation of the screen to return to a previously completed section.

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14. Click Continue to proceed.

15. Complete the Project Contact page:

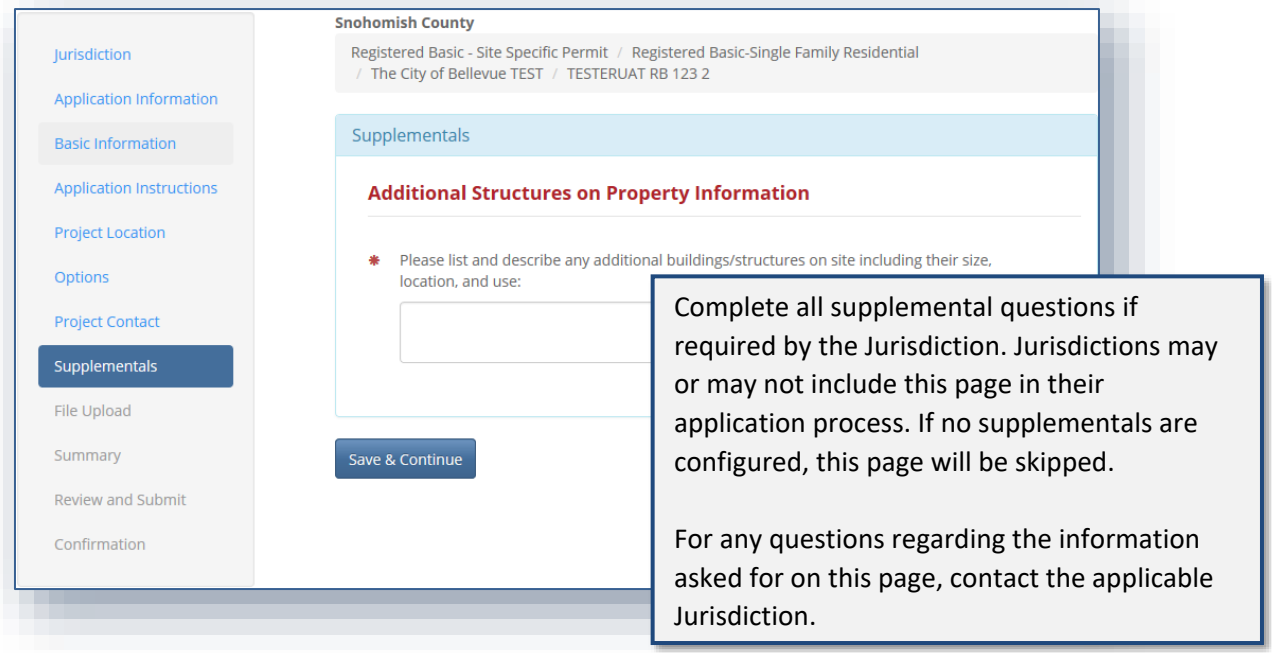


Provide contact information for the point of contact on this Project. If the Project Contact is the same as the Applicant, click the box next to "Same as Applicant".

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

Click Save & Continue to proceed.

16. Complete Supplementals page (if applicable):



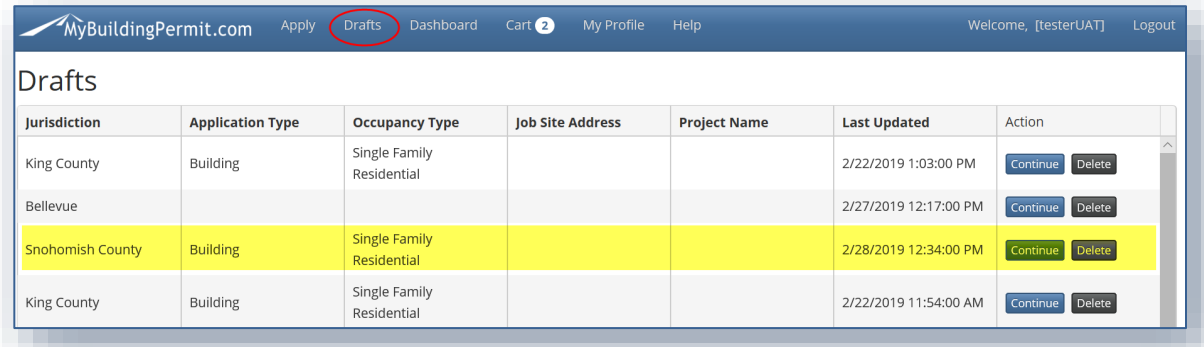
Complete all supplemental questions if required by the Jurisdiction. Jurisdictions may or may not include this page in their application process. If no supplementals are configured, this page will be skipped.

For any questions regarding the information asked for on this page, contact the applicable Jurisdiction.

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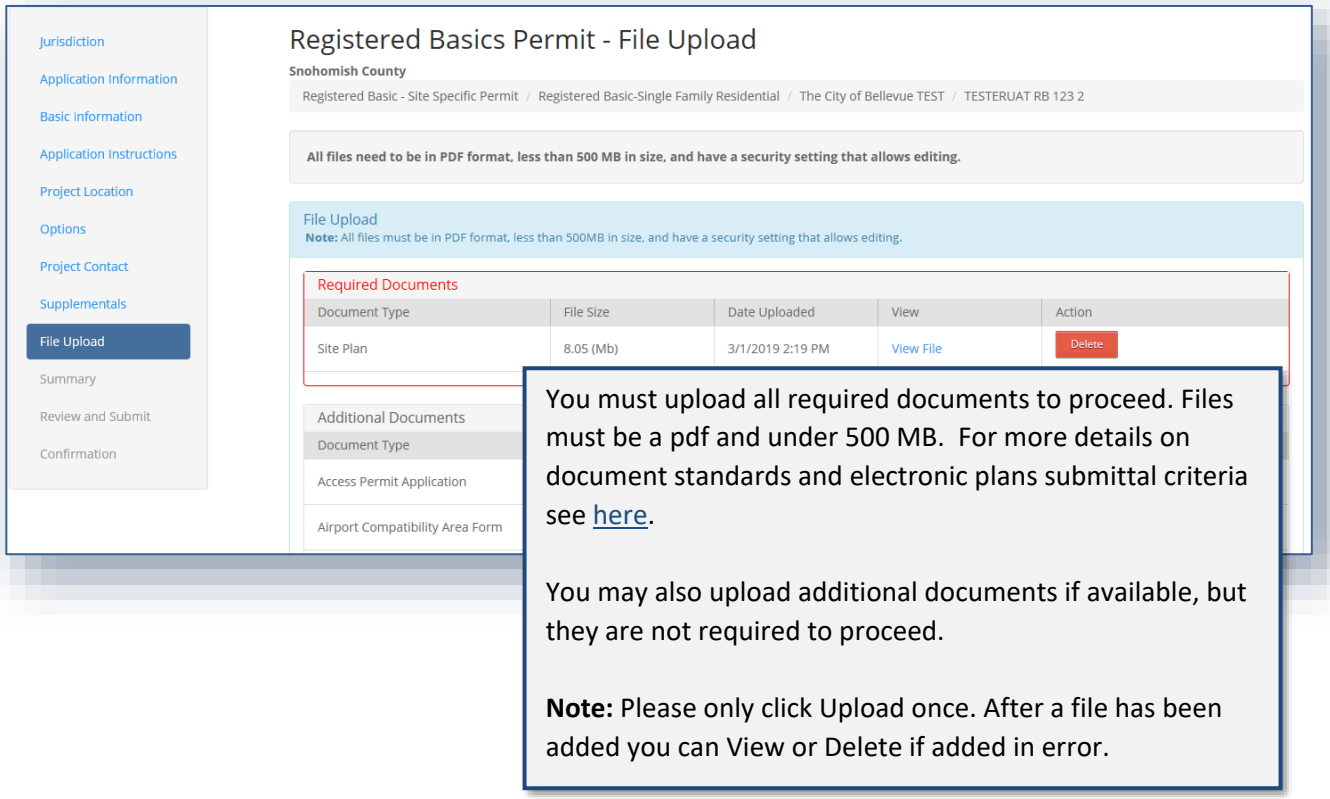
17. Click Save & Continue to proceed.

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:



27. Enter the Base Plan information:

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



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

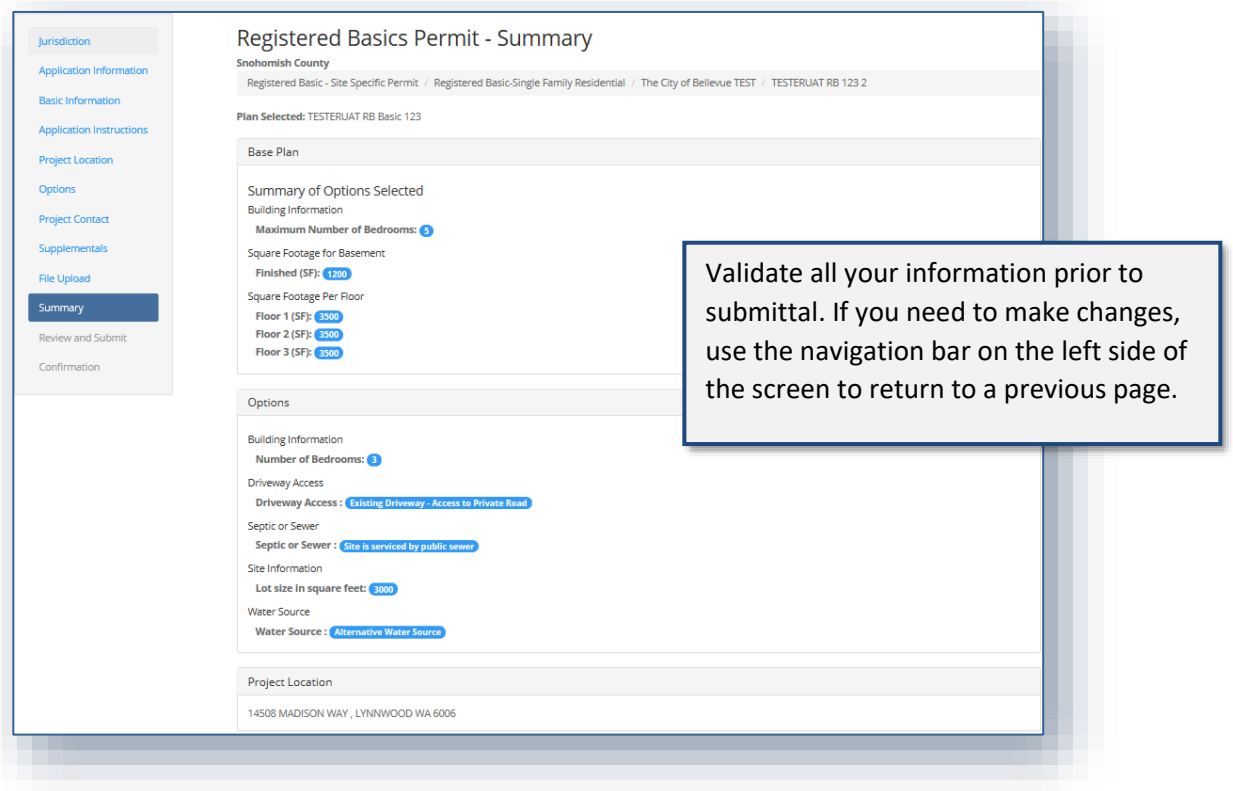
You may also upload additional documents if available, but they are not required to proceed.

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

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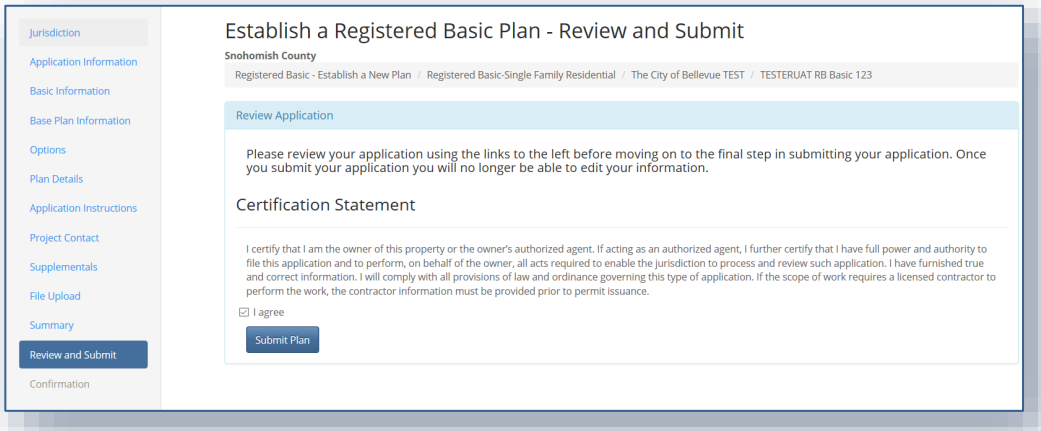
19. Click Save & Continue to proceed.

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



21. Click Continue to proceed.

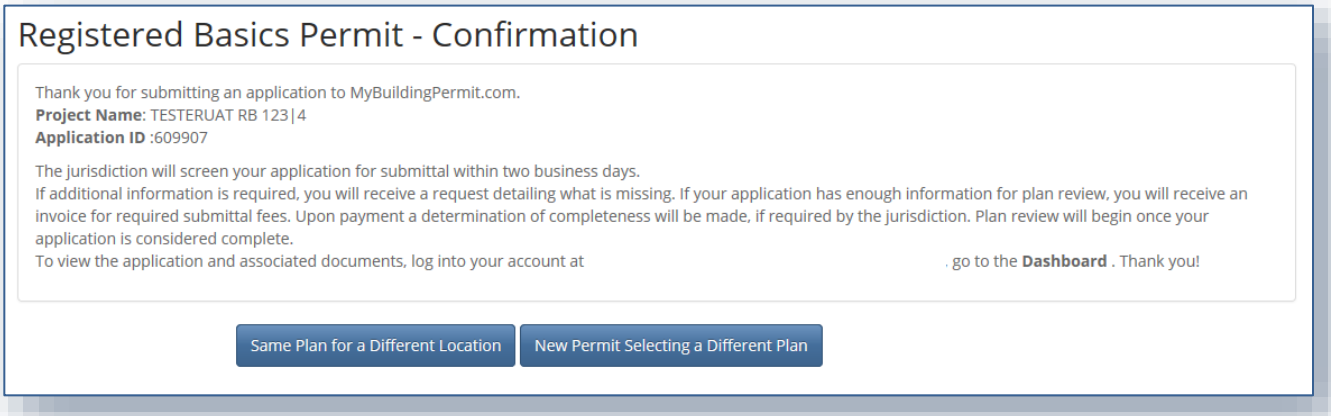
22. Read and indicate you agree to the Certification Statement:



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

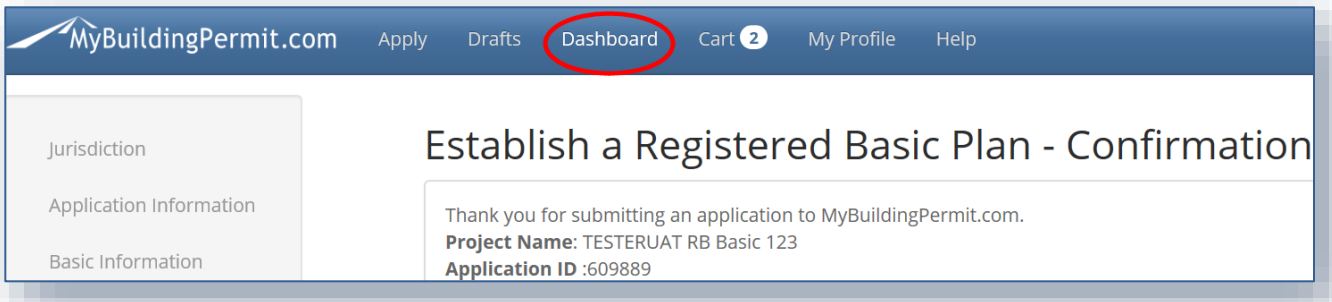
24. View the confirmation screen for information regarding next steps, make note of the Application ID as a reference in case you need to contact the Jurisdiction with questions or to follow-up.



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.

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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 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

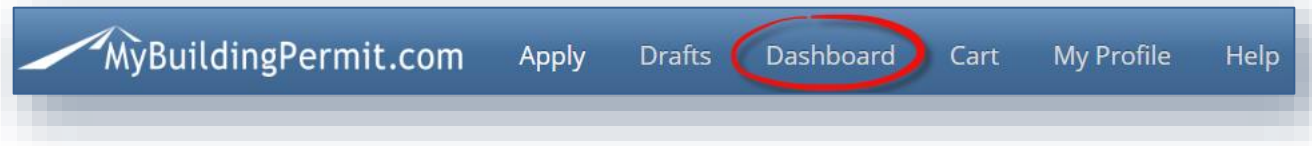
In some cases, a submitted permit application cannot be accepted by the Jurisdiction and you will receive a notification explaining the reason the application could not be accepted. Any questions regarding why the application was not accepted should be directed to the applicable Jurisdiction.

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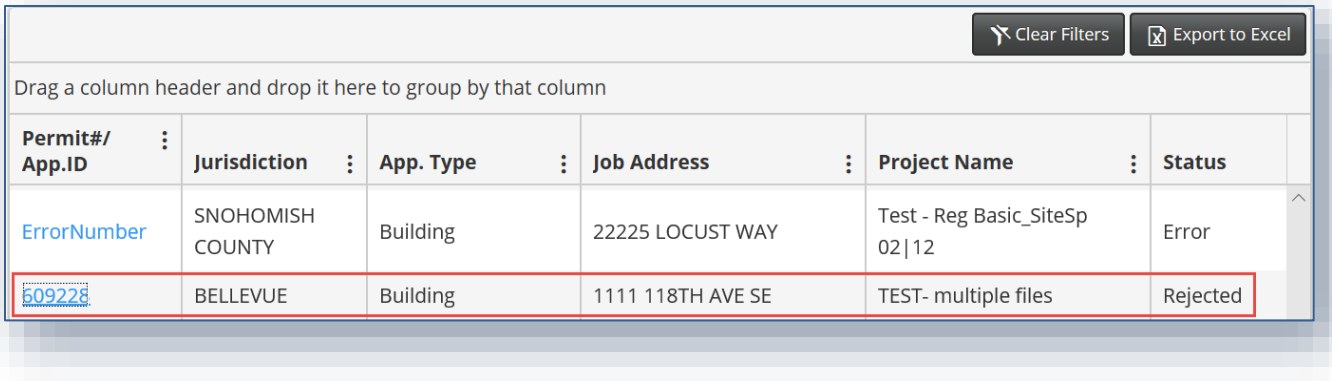
Steps to resubmit:

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

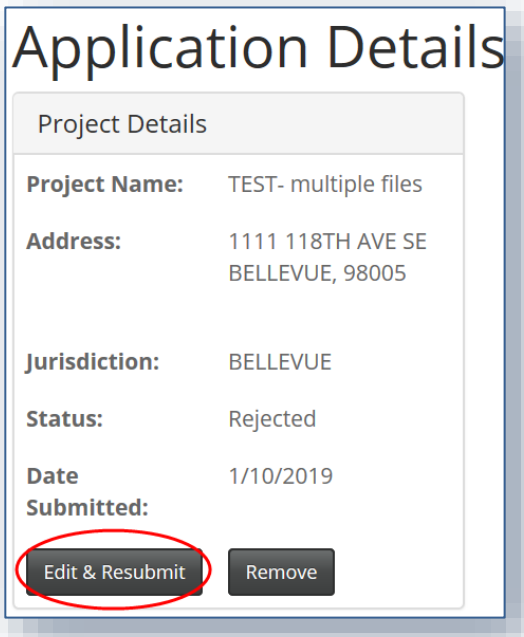
2. After logging in, click on the Dashboard link to access your personal dashboard:



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

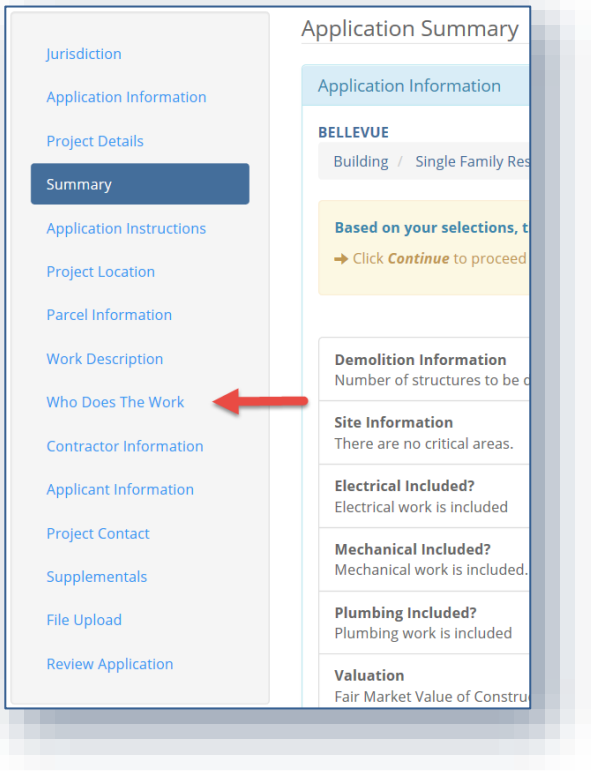


4. Click on the Edit & Resubmit button under the Project Details section on the Details page:

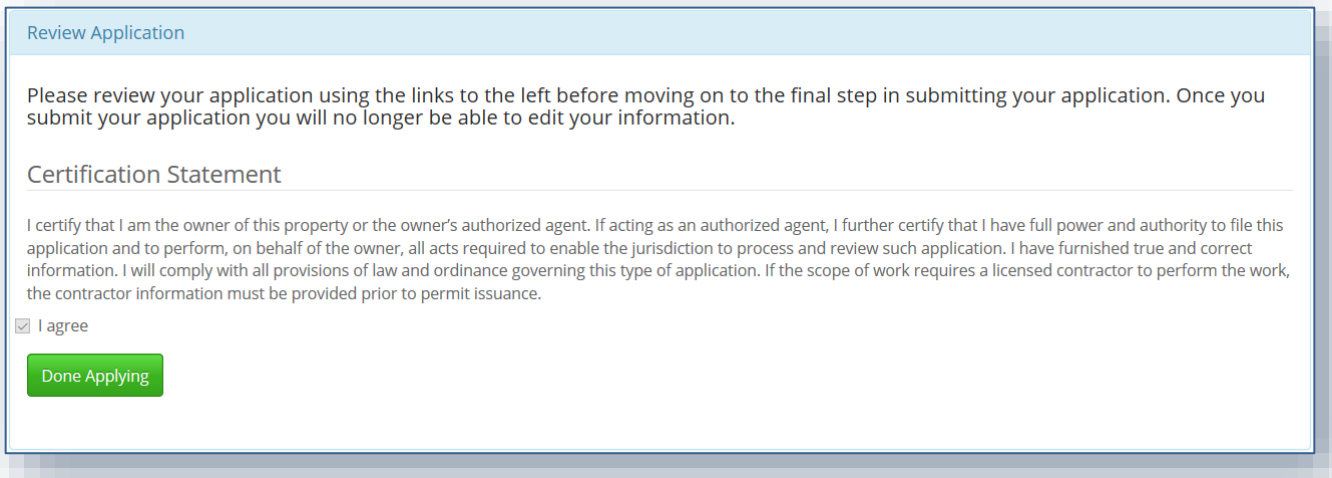


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5. This opens your previously submitted application as a draft on the Application Summary page. Use the left-hand links to navigate to applicable pages to make any required changes or to upload any missing documents:



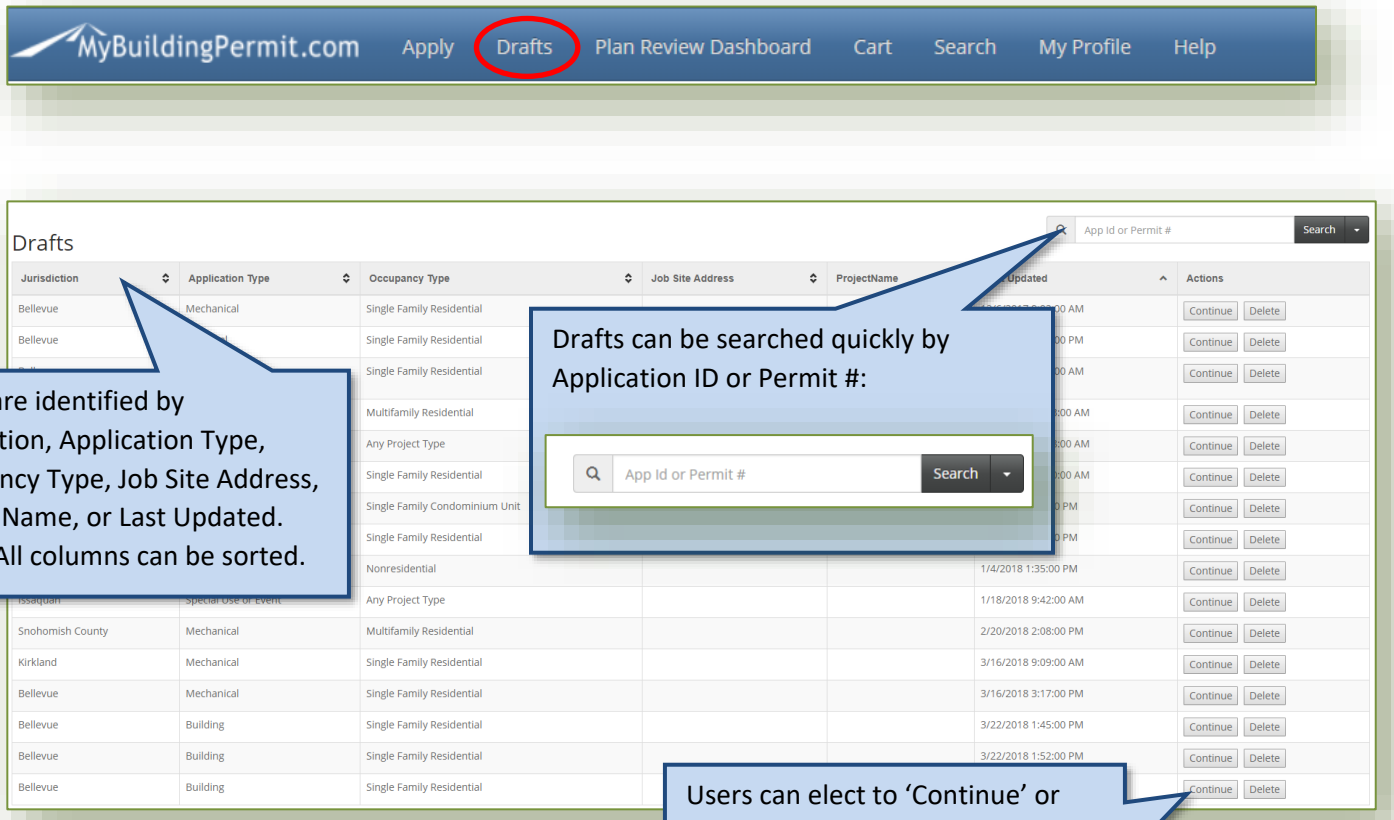
6. Click on Review Application, then click the checkbox next to I Agree, and Done Applying when ready to submit changes:



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

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

App Id or Permit # Search

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

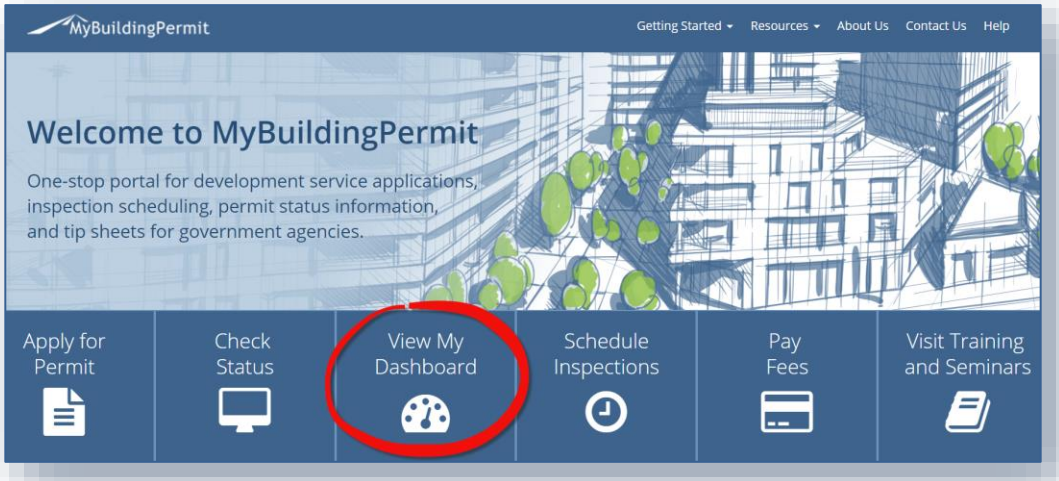
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User Dashboard

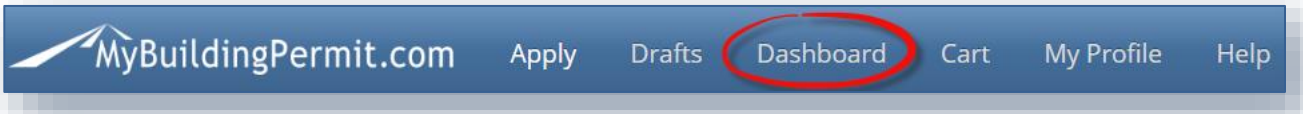
Your personal dashboard contains important information on submitted permit applications. The dashboard is used to check the status of an application, submit documents and revisions when required, assign delegates, and view/pay invoices. **Note:** Records on the dashboard are removed 180 days after closure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

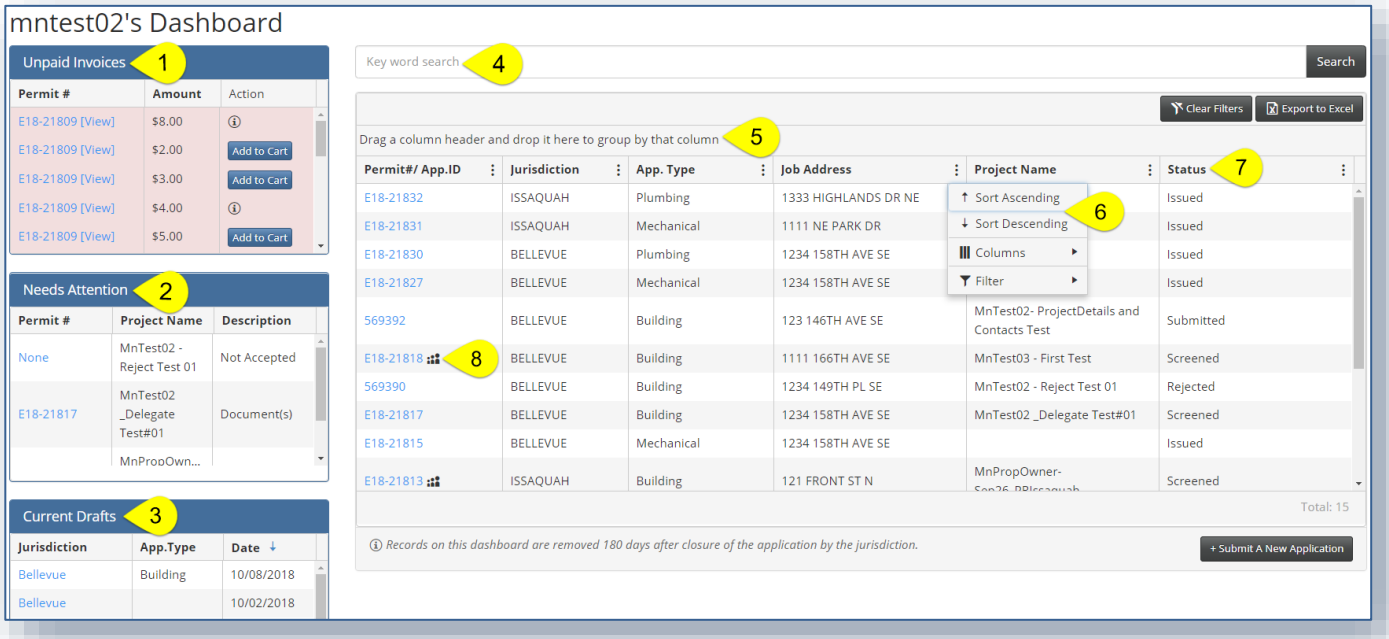


2. After logging in, click on the Dashboard link in the top menu bar:



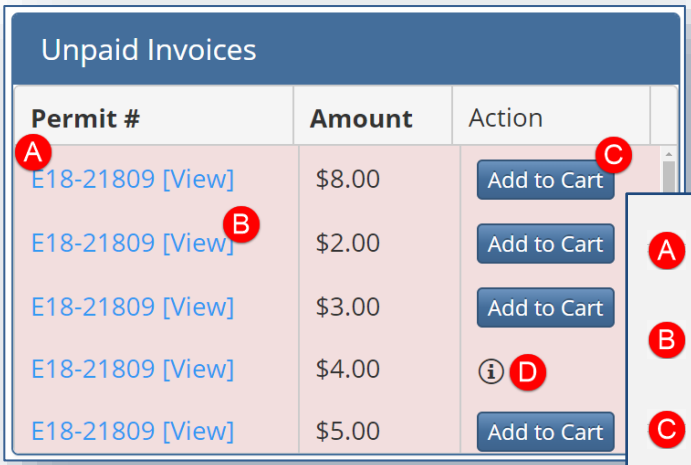
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Main Dashboard page



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.



A Click the Permit # link to view permit details

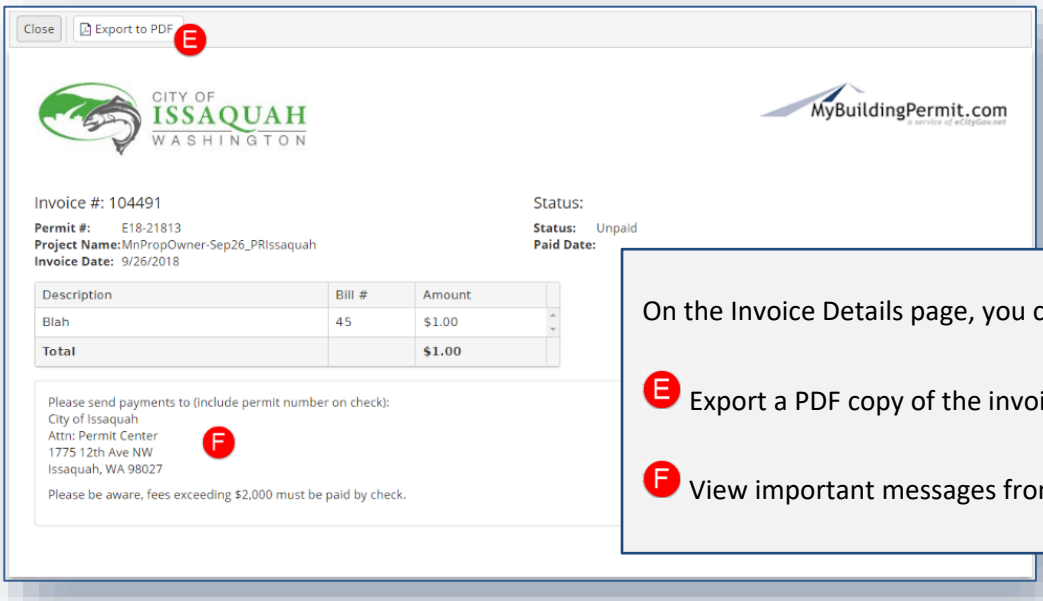
B Click View to review a copy of the invoice

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

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Invoice Details Page



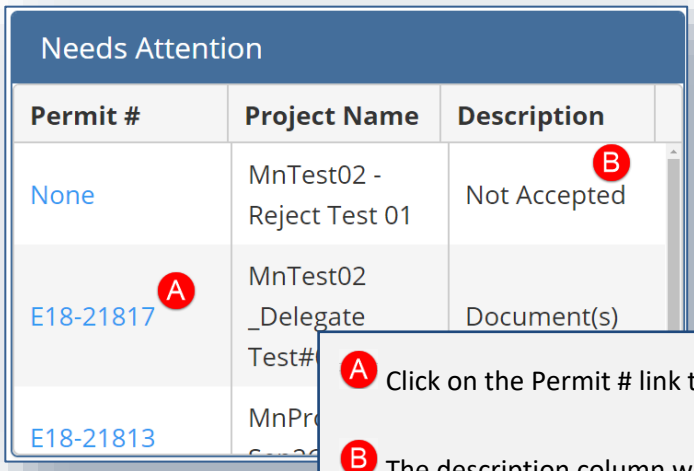
On the Invoice Details page, you can:

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:



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

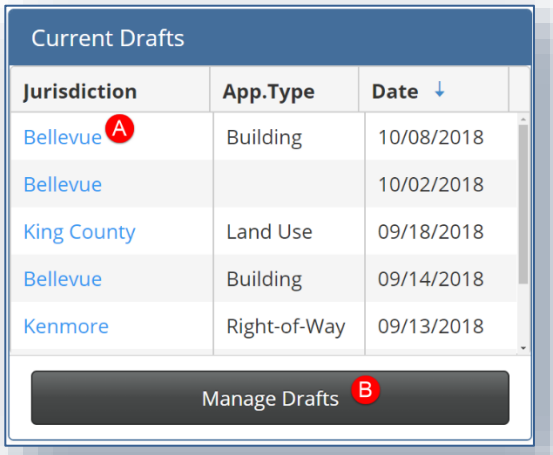
B The description column will reference one of the following:

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.

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3. Current Drafts

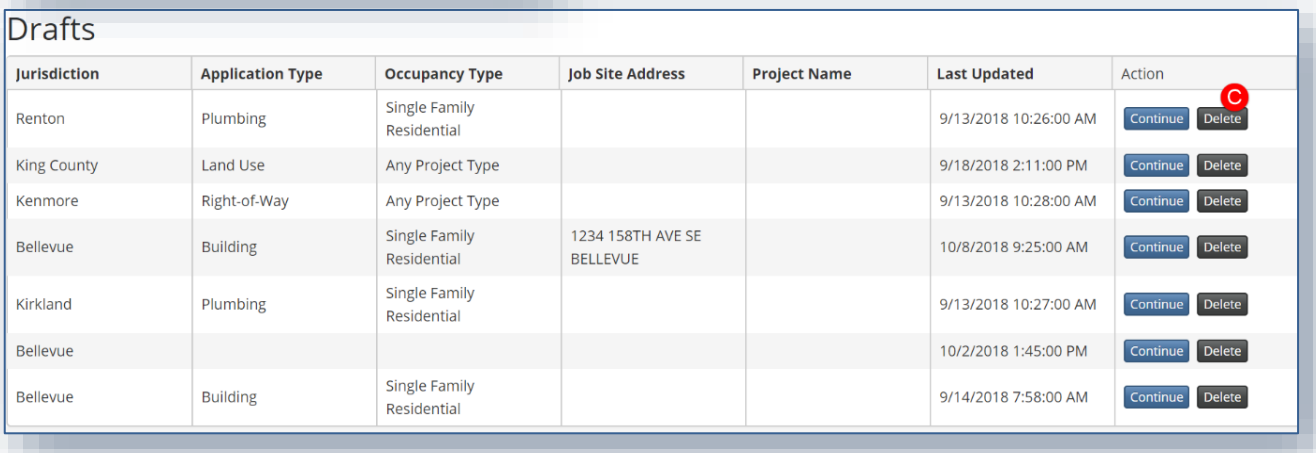
Applications are automatically saved as you go through the application process. This is a list of your unfinished, draft applications:



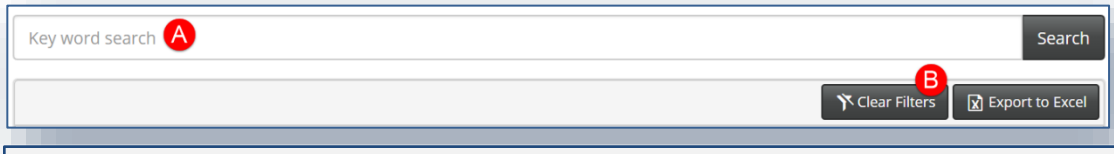
A Click the Jurisdiction name to continue application from the point it was last saved.

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.



4. Keyword Search



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.)

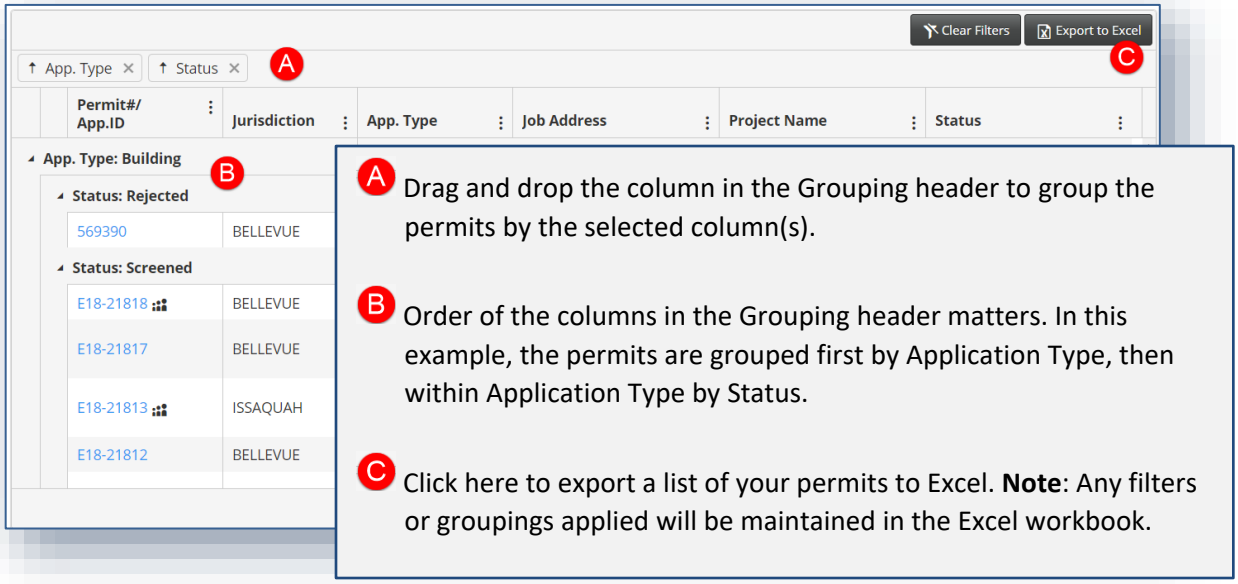
Permit # – Partial permit numbers are allowed but remember the less entered, the more returned results

B Easily clear search results by clicking on 'Clear Filters' to reset to default display.

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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.

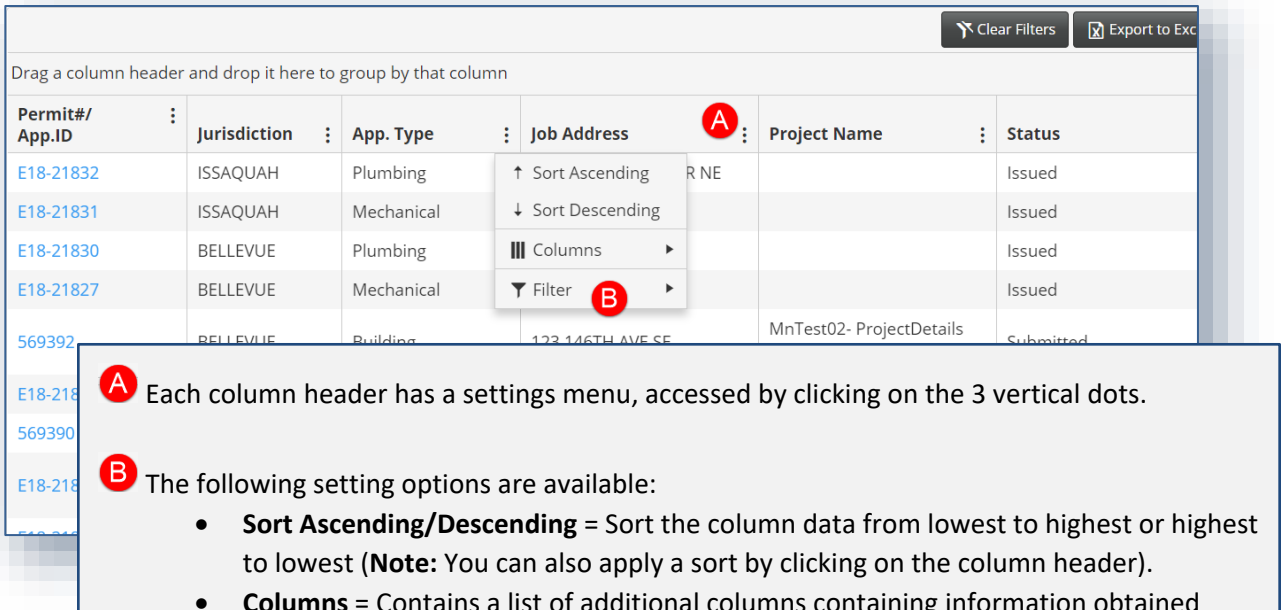


A Drag and drop the column in the Grouping header to group the permits by the selected column(s).

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



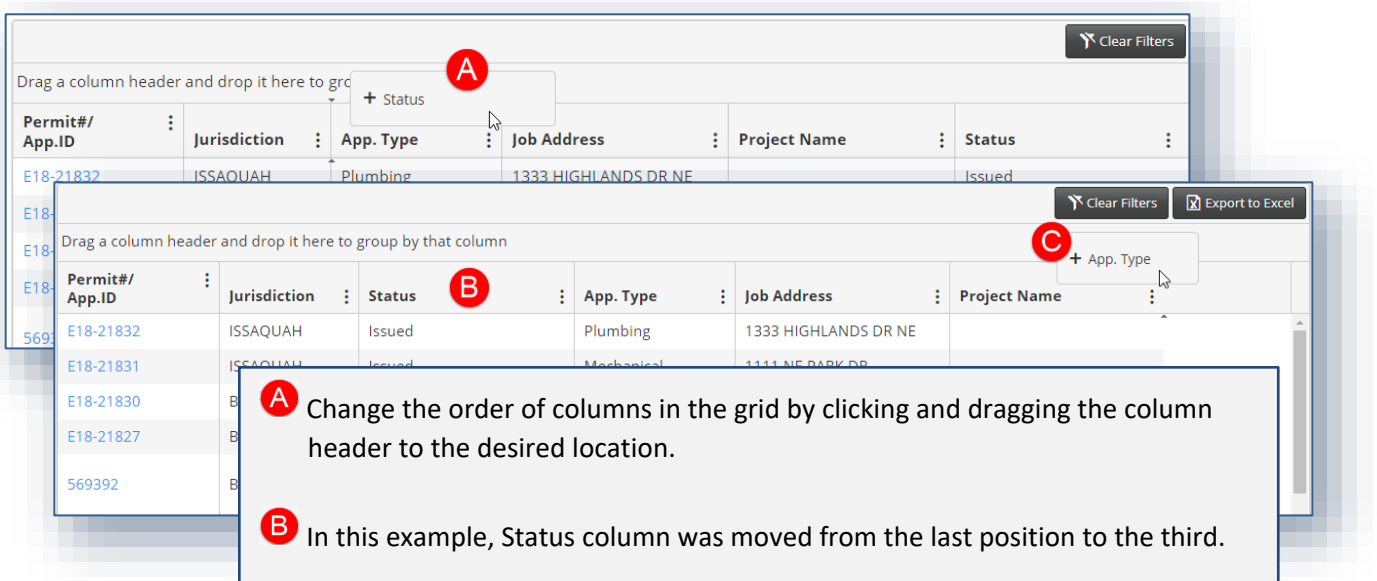
A Each column header has a settings menu, accessed by clicking on the 3 vertical dots.

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).

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7. Changing Column Order

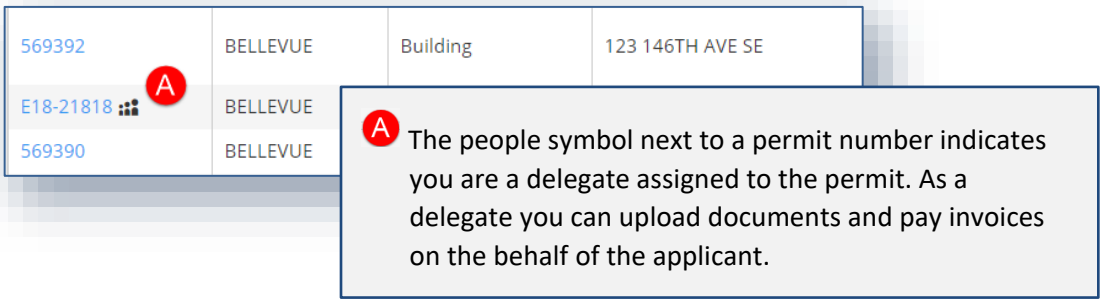


A Change the order of columns in the grid by clicking and dragging the column header to the desired location.

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



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.

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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.

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- **Job Tenant Name**
  This is the name of the tenant in the job address space (i.e. Subway).

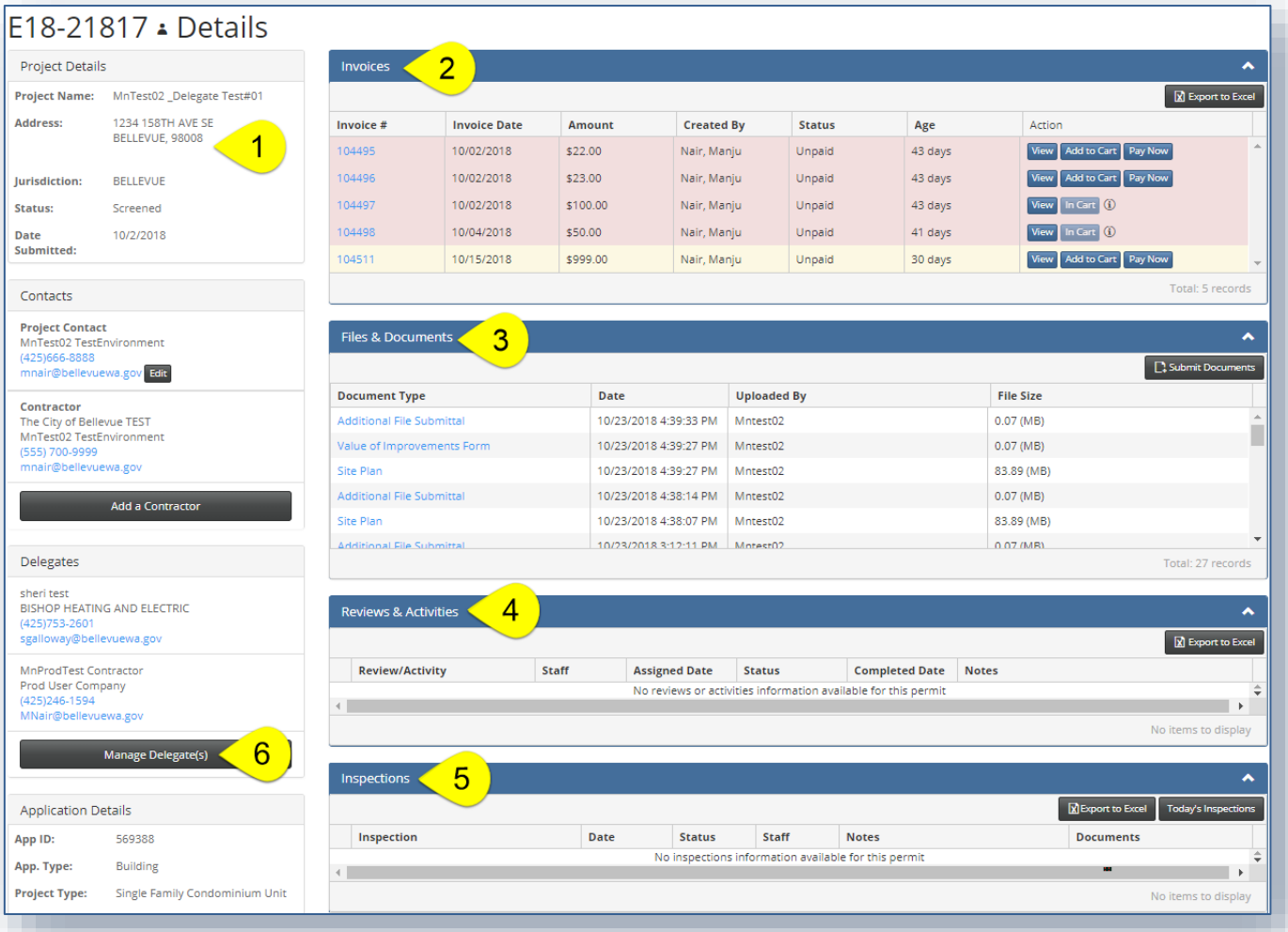
- **Proj. Contact**
  This is the primary contact on the project and can be the same as the applicant. Any questions and concerns from the Jurisdiction regarding the project will be sent to the project contact information submitted during the application process.

- **Submitted Date**
  The date the application was submitted to the Jurisdiction.

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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.

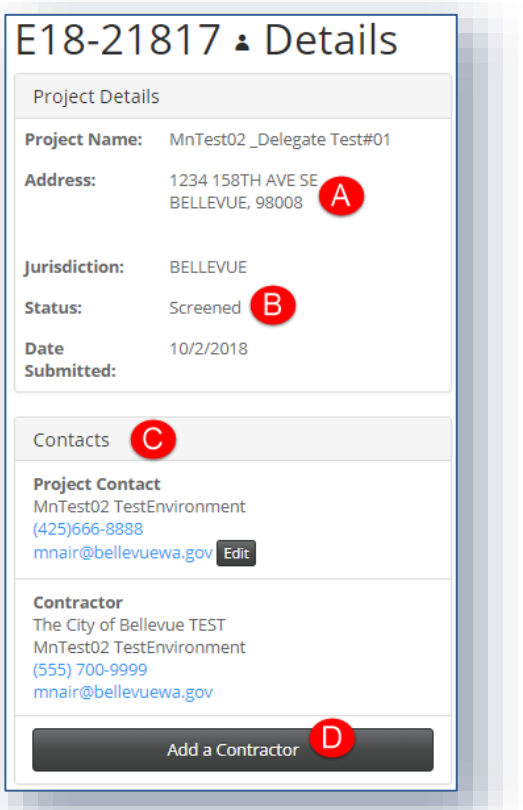


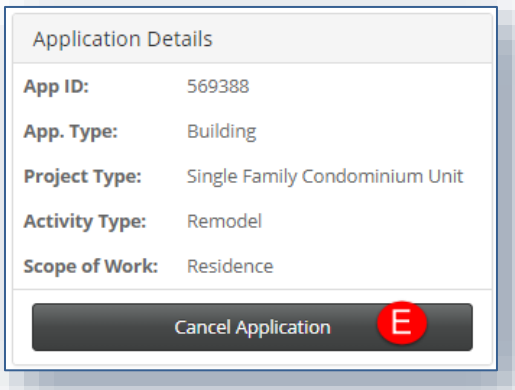
The page contains the following:

- 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.

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1. Project Details





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.

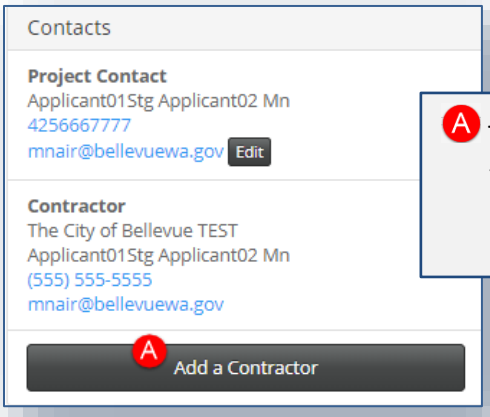
C This section lists important contacts submitted while applying.

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.

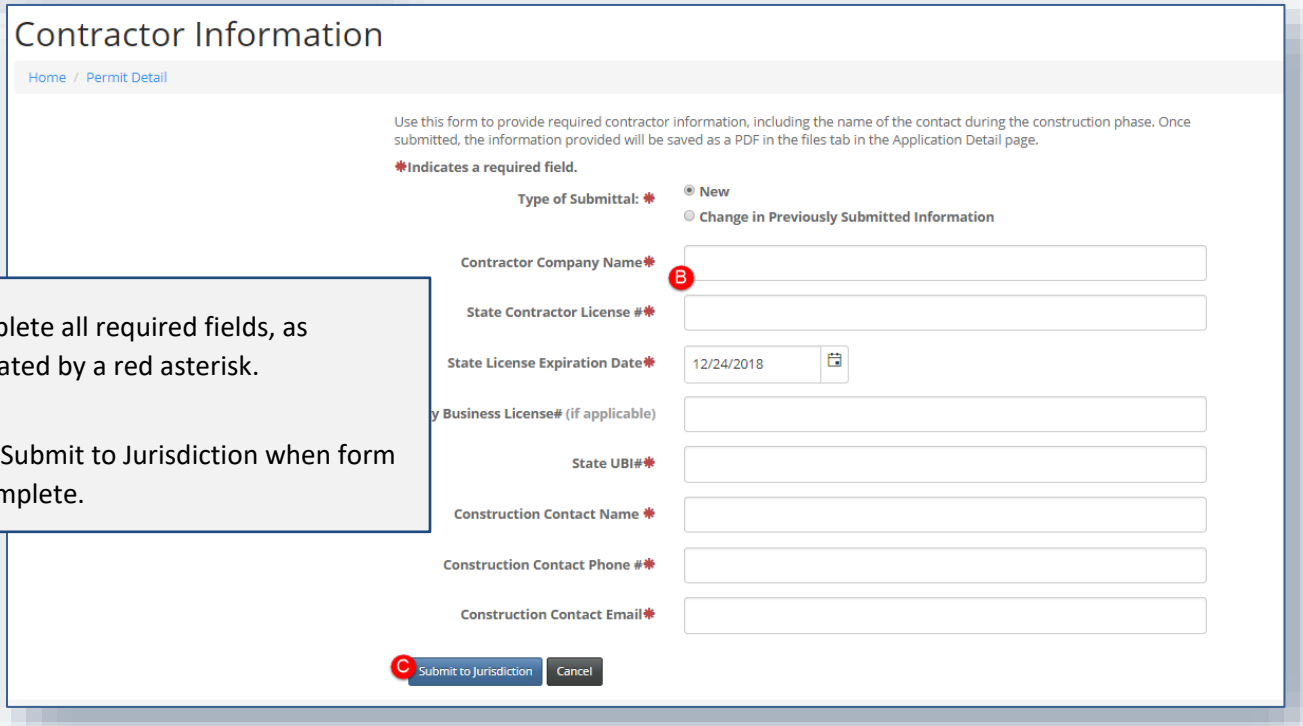
E Click here to submit a request to cancel the application to the Jurisdiction. Click here for more details.

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Steps to Submit Contractor Information:

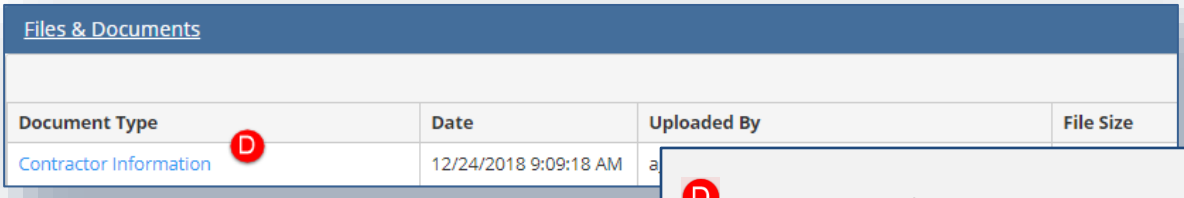


A To submit new contractor information, or make a change to previously submitted contractor info, click on Add a Contractor to notify the Jurisdiction. This button is in the Contacts section along the left-hand side of the page.



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

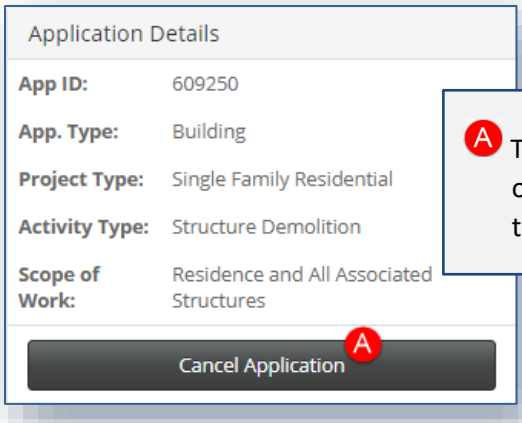
C Click Submit to Jurisdiction when form is complete.



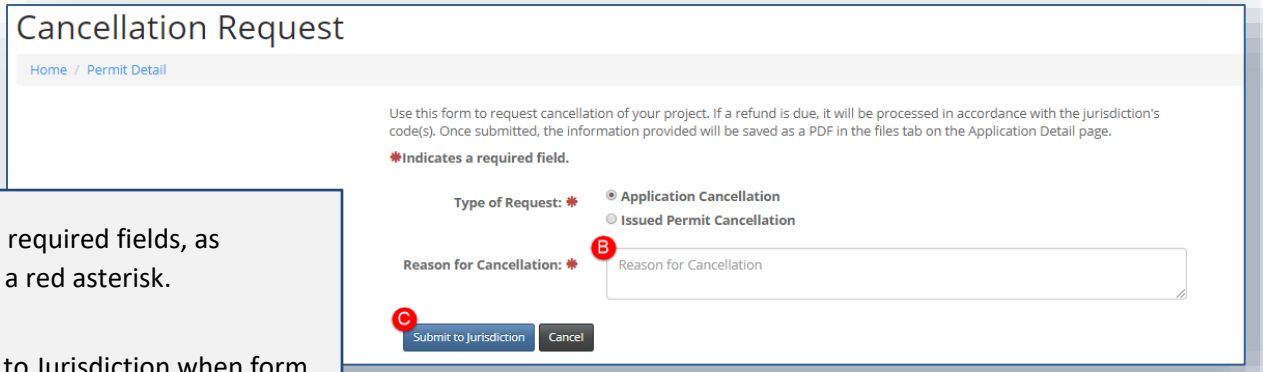
D The submitted form is attached as a pdf to the Files & Documents section, and an email is sent to notify the Jurisdiction of the newly uploaded document.

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Steps to Cancel a Submitted Application:

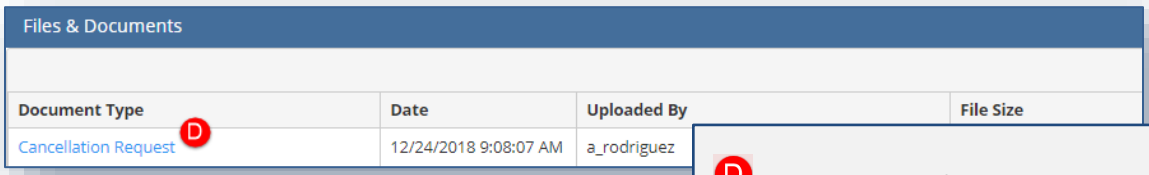


A To submit a request to cancel an application or permit, click on Cancel Application in the Application Details section on the left-hand side of the page.



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

C Click Submit to Jurisdiction when form is complete.

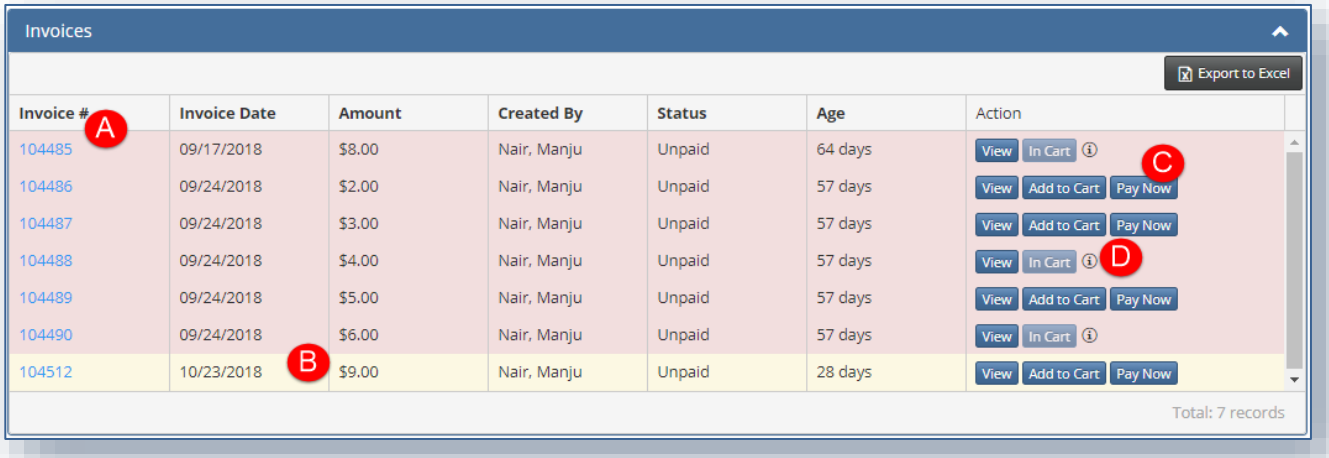


D The submitted form is attached as a pdf to the Files & Documents section, and an email is sent to notify the Jurisdiction of the newly uploaded document.

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).

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2. Invoices



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:

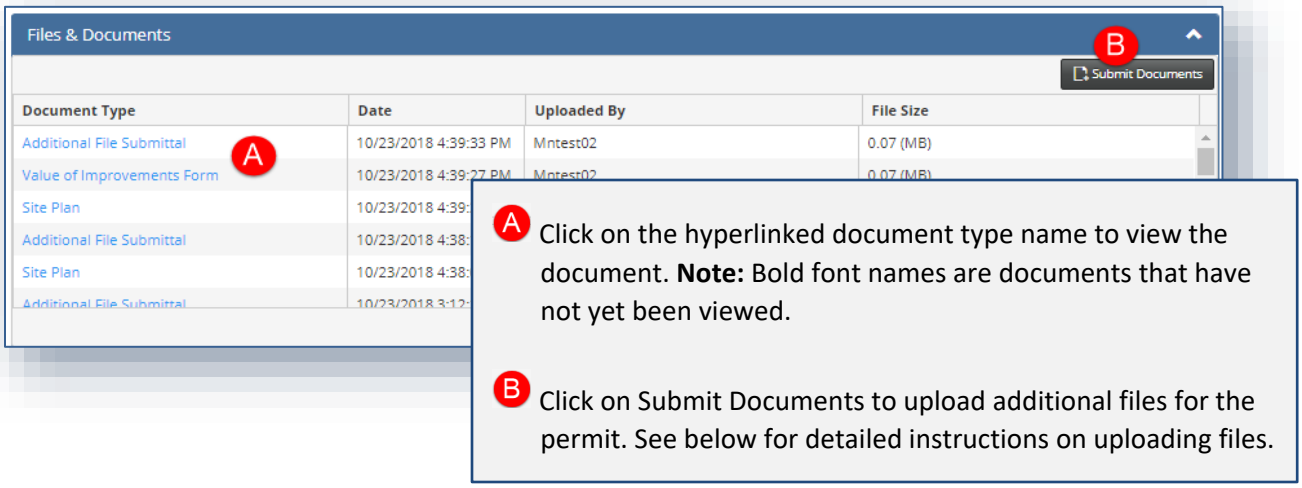
- **View** = Click to view a copy of the applicable invoice
- **Add to Cart** = Click to add invoice to your cart to pay later
- **Pay Now** = Click to add invoice to your cart and be taken directly to cart to pay the invoice.

For instructions on navigating the cart and paying online, click here.

D The (i) 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).

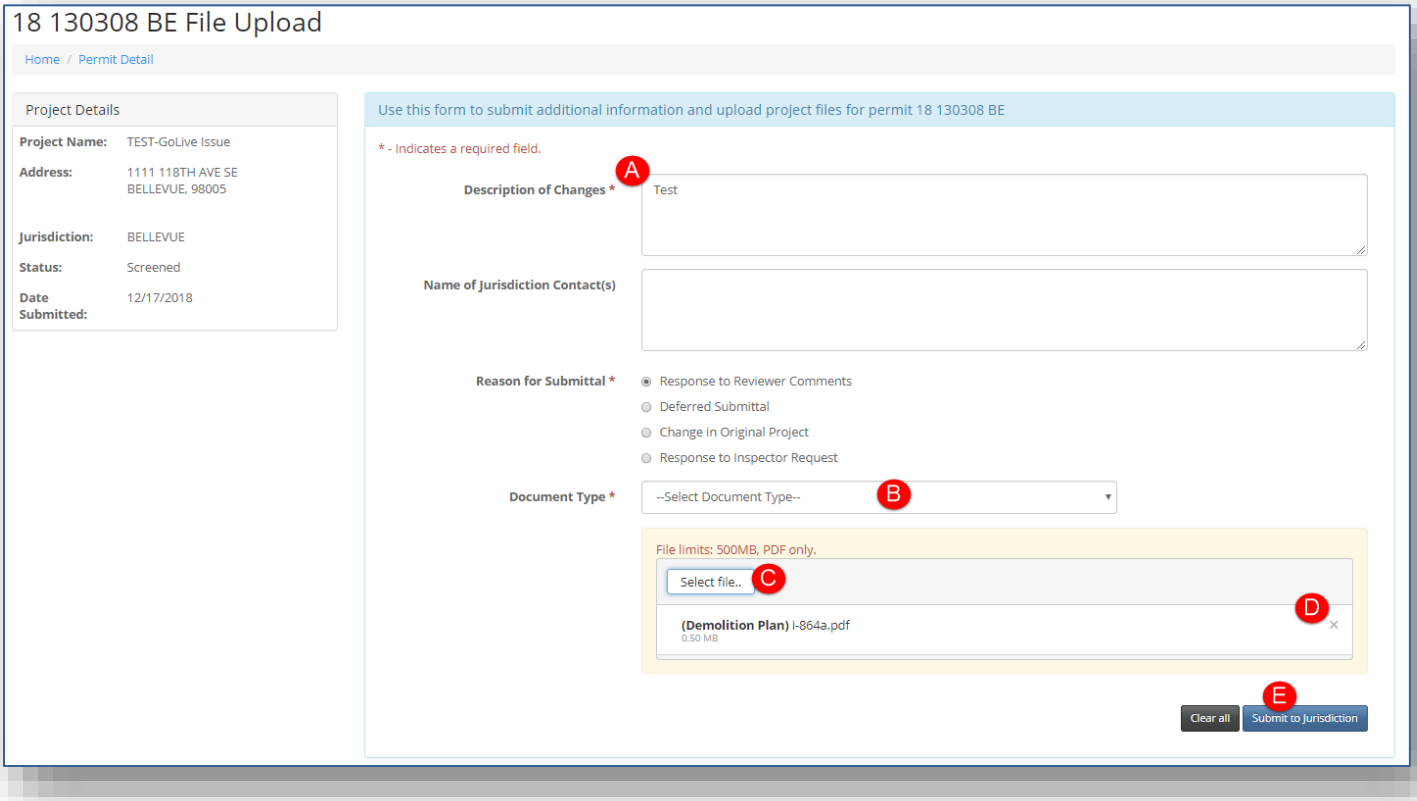
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3. Files & Documents



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.



All Rights Reserved

A Complete all the required fields:

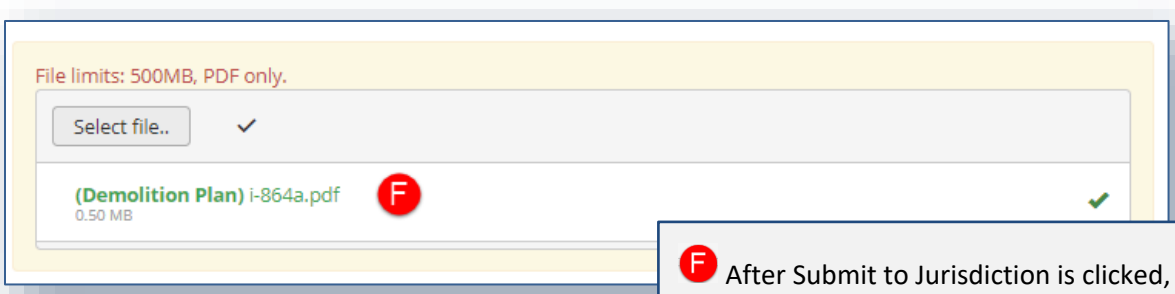
1. Enter a brief description of change within document.
2. Enter Jurisdiction contact, if applicable.
3. Select a reason for submittal.

B Select the appropriate Document Type from the available selections in the drop-down list.

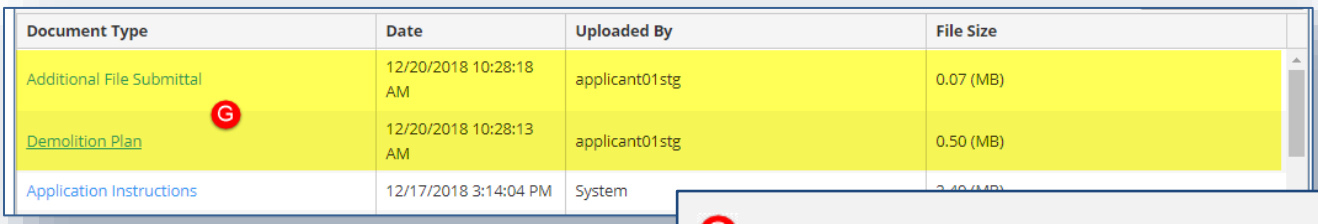
C Click on Select File to attach applicable document. Repeat above steps to upload all necessary documents at once. **Note:** You will have to select a new Document Type for each document you attach.

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.



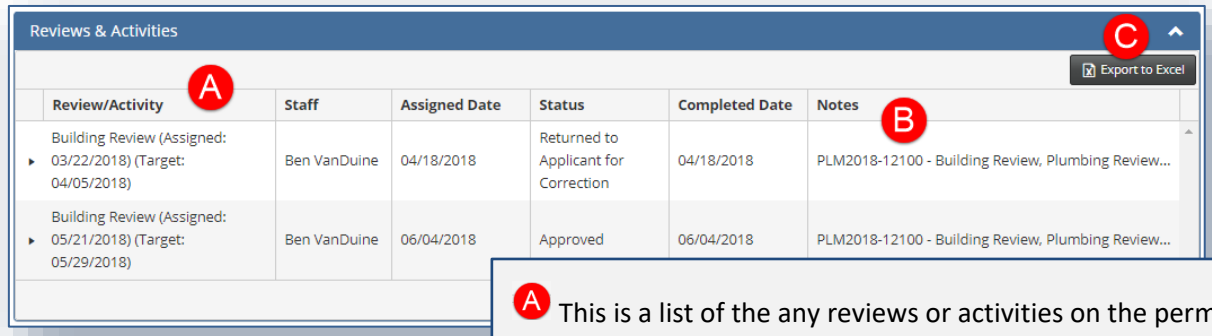
F After Submit to Jurisdiction is clicked, the file name will turn **green** and a checkmark will appear to indicate the file was uploaded successfully.



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

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4. Reviews & Activities



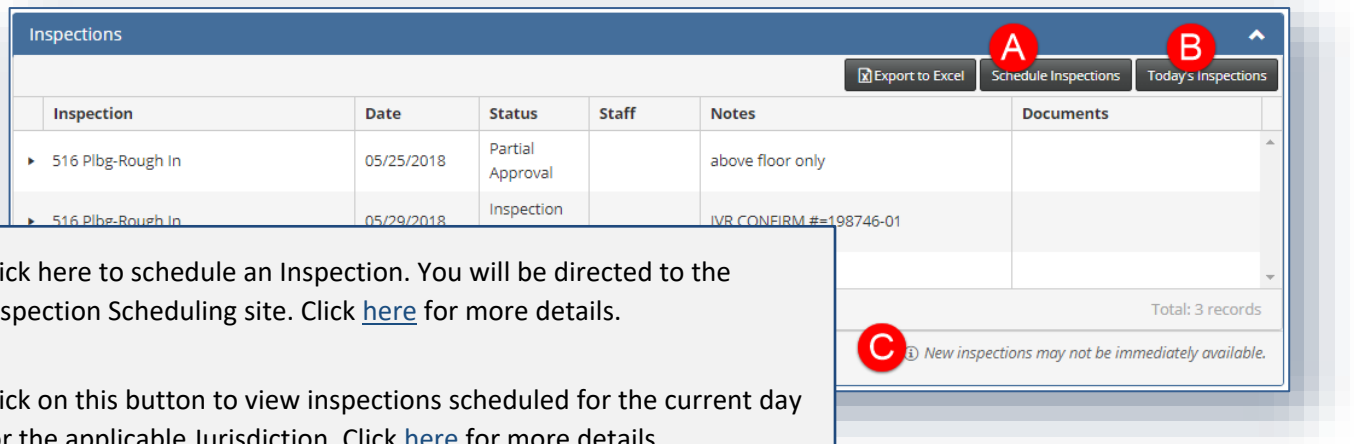
A This is a list of the any reviews or activities on the permit as provided by the Jurisdiction.

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.



A Click here to schedule an Inspection. You will be directed to the Inspection Scheduling site. Click here for more details.

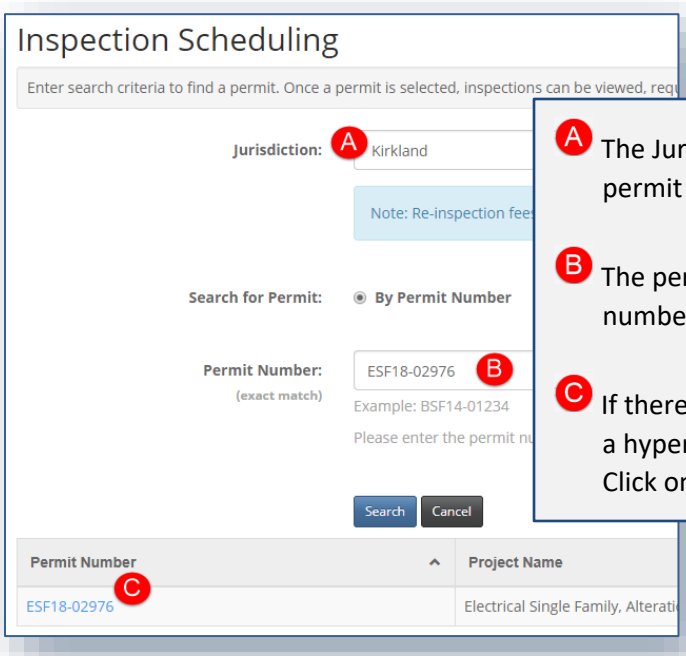
B Click on this button to view inspections scheduled for the current day for the applicable Jurisdiction. Click here for more details.

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

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Inspection Scheduling

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

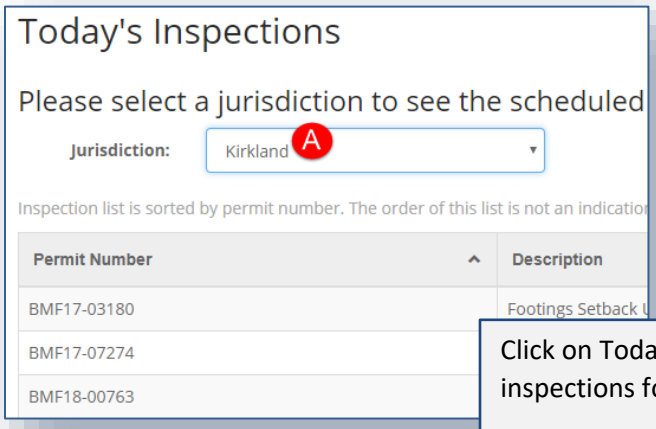


A The Jurisdiction is auto selected with applicable Jurisdiction (from permit details page).

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



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.

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6. Delegates

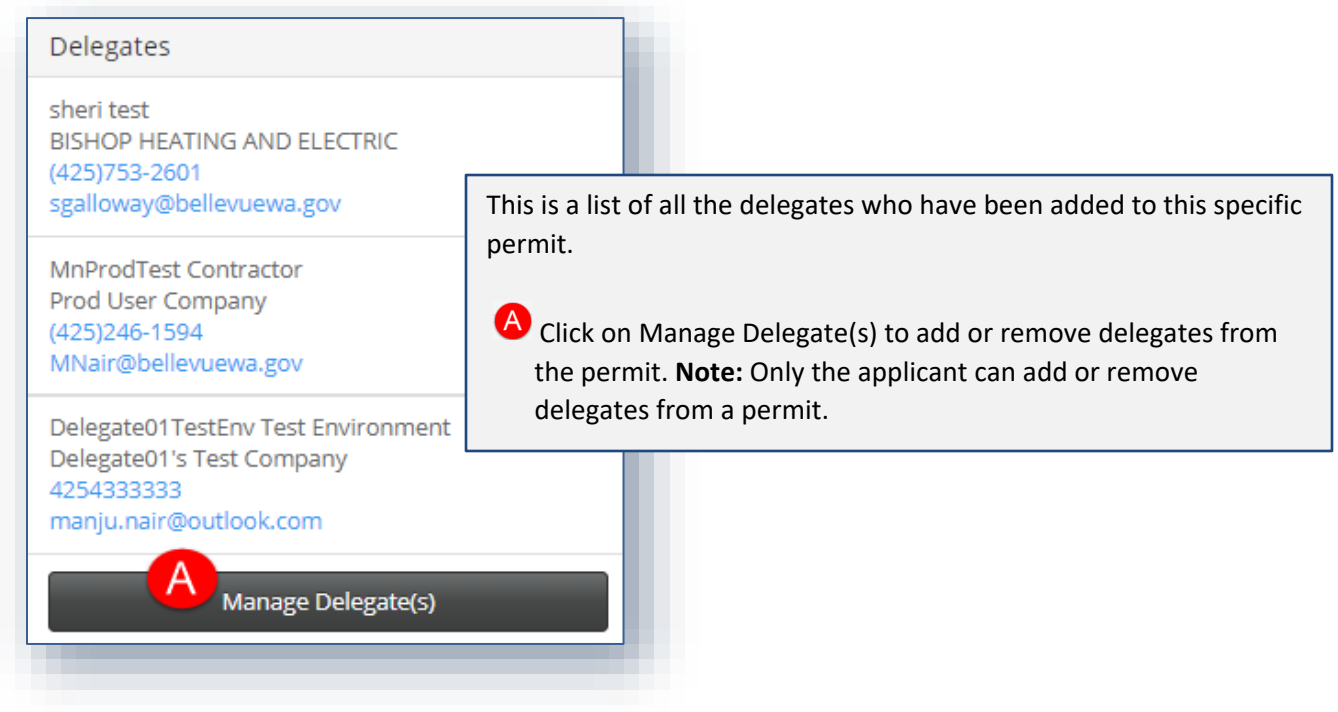
Adding a delegate to your permit authorizes someone else to perform the duties and responsibilities you have as the applicant and vies the individual(s) authority to:

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

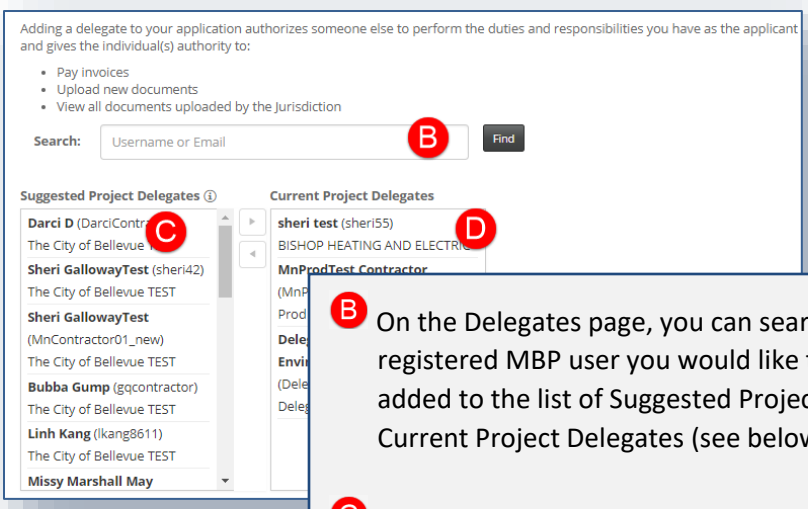
Delegates:

- 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:



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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.

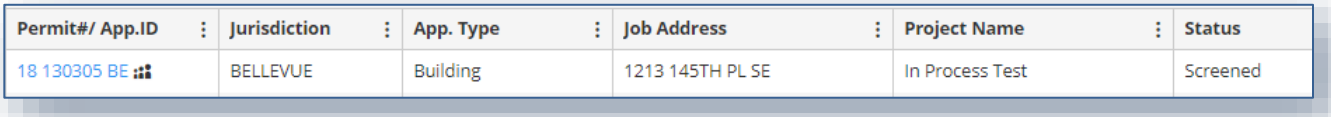
D This is the list of current delegates added to permit. To remove a delegate, click on the bold name to highlight, and then click on the ◀ arrow to move to Suggested Project Delegates list.

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





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

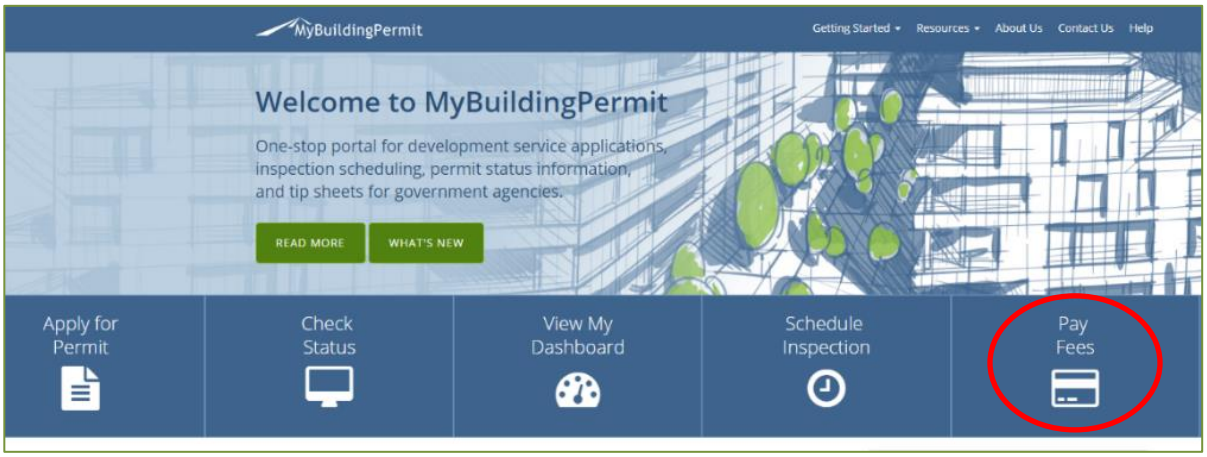


Permit#/ App.ID	Jurisdiction	App. Type	Job Address	Project Name	Status
18 130305 BE	BELLEVUE	Building	1213 145TH PL SE	In Process Test	Screened

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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:



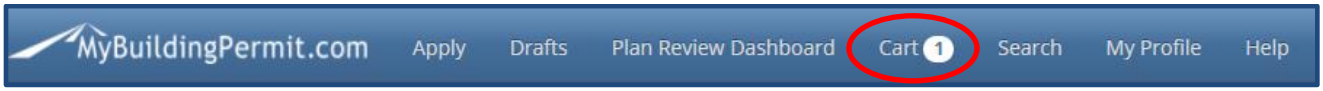
Paying Invoices

Below are instructions on how to pay an invoice on MyBuildingPermit.com. 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.

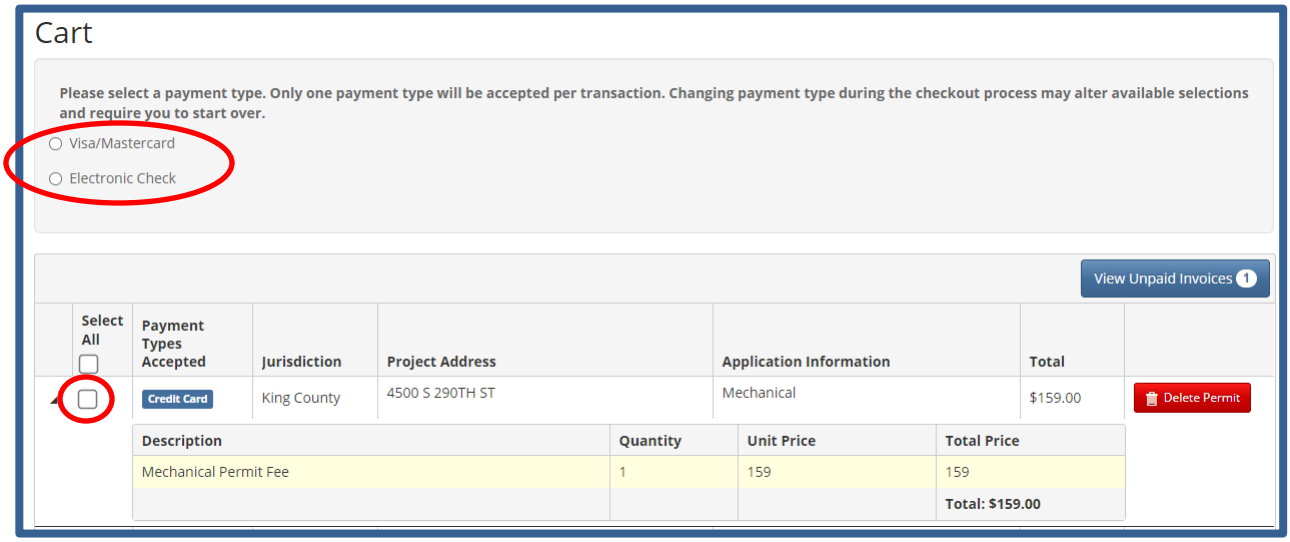
2. Click on Cart within the navigation bar at the top of the page.



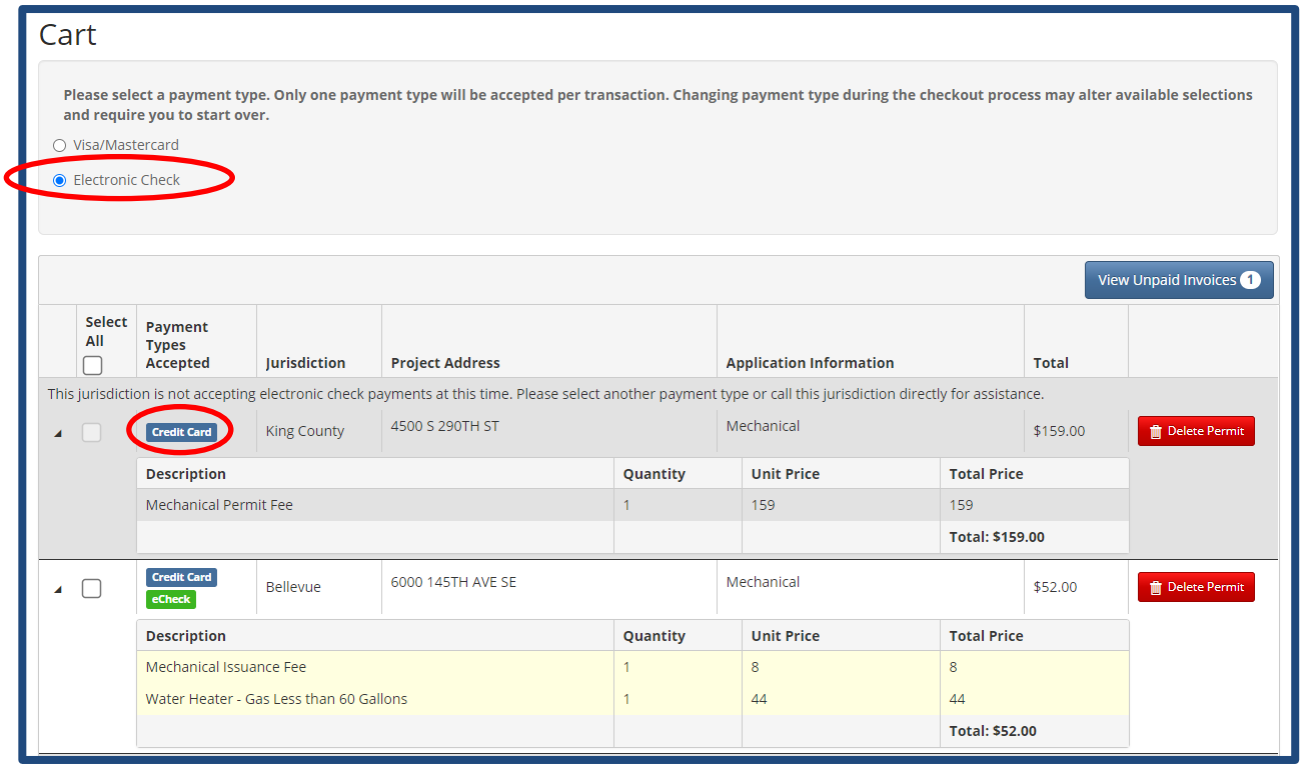
3. Select a form of payment you will use to complete your transaction. Options may include credit card (Visa or Mastercard) or electronic check. A label of what forms of payment are accepted by the jurisdiction appear next to your available options.

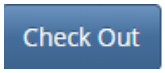
4. Select the checkbox(es) to the left of the invoice(s) you elect to pay.

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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.

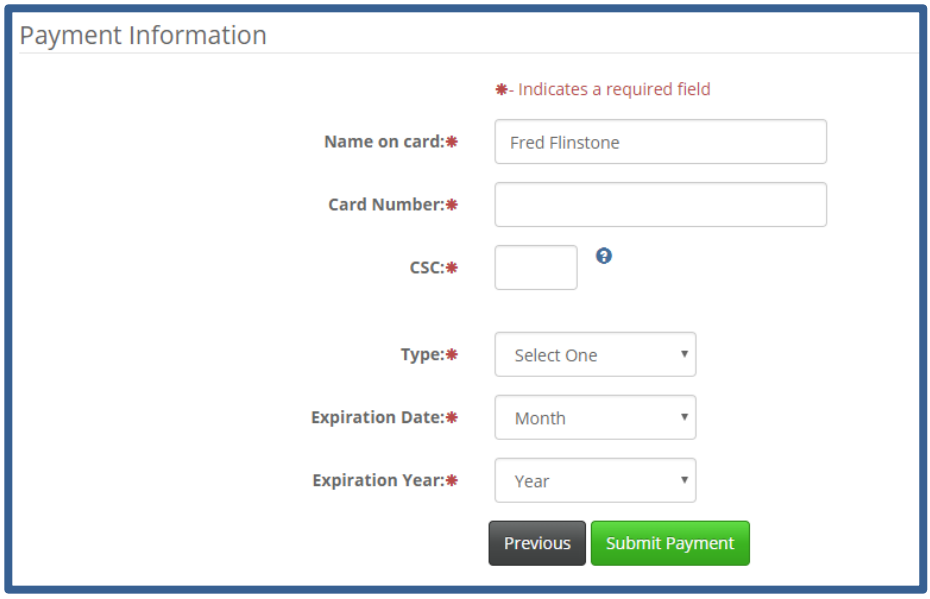


5. Click 

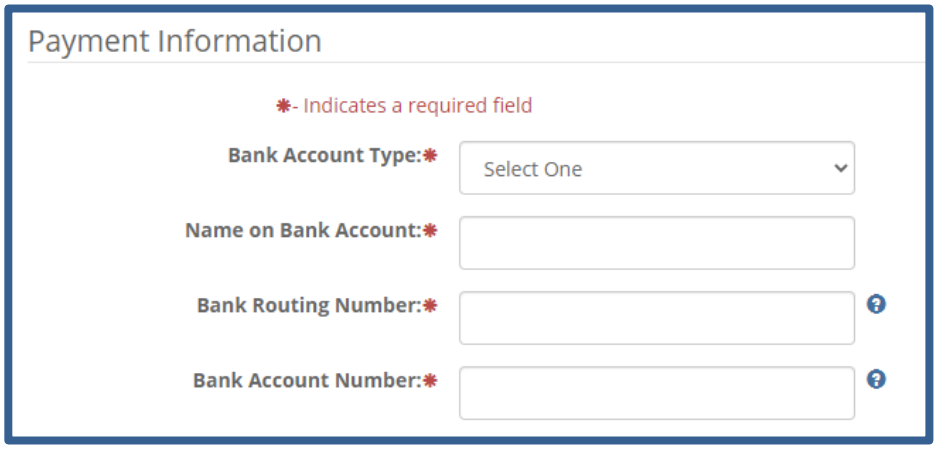
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6. Verify information on the *Order Summary* page is correct. Click Next to proceed or Previous to go back and edit your cart.

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

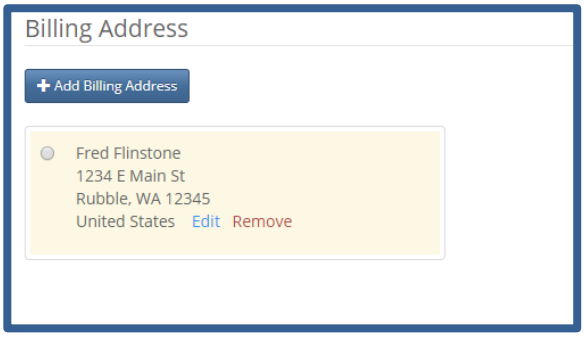


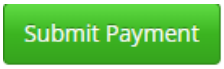
8. For transactions paid for by electronic check, enter all required information indicated with a red ✱.



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

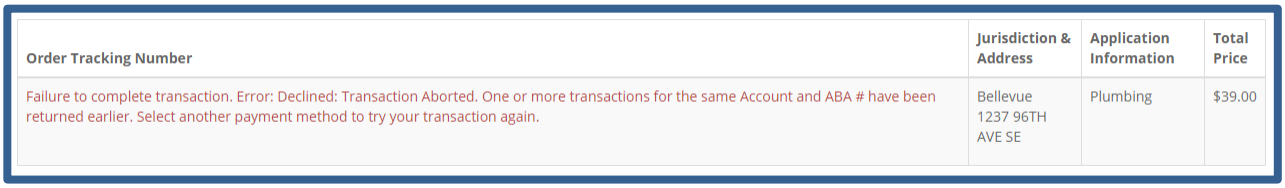


10. Click 

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.



MyBuildingPermit.com

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

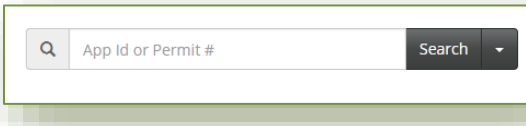
Payer

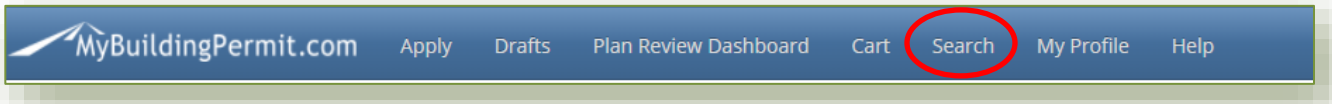
Contractor TesterUAT
450 110th Avenue NE
Bellevue,WA 98009

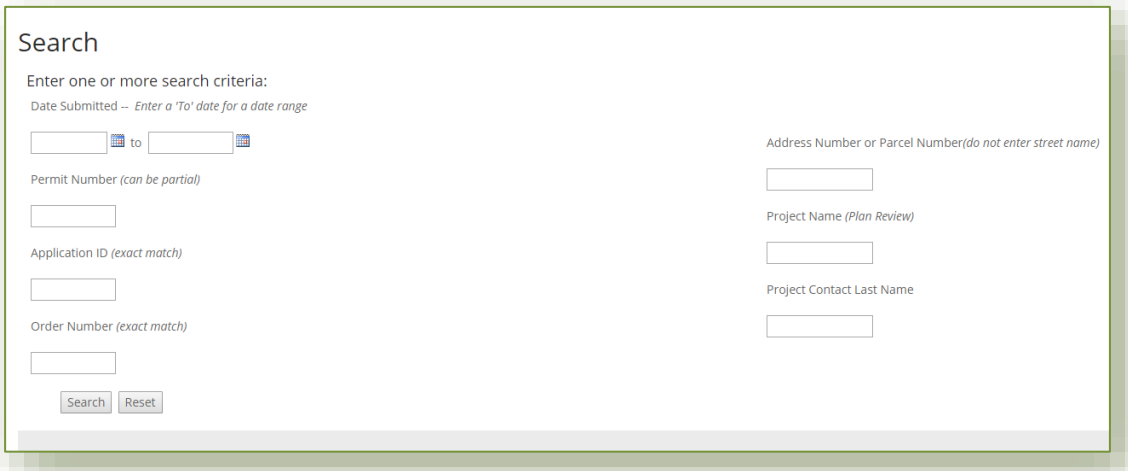
All Rights Reserved

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:



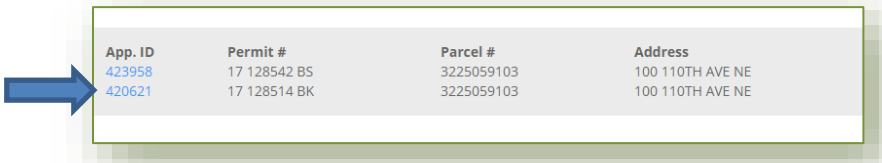




Users can search by any of the following criteria:

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

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

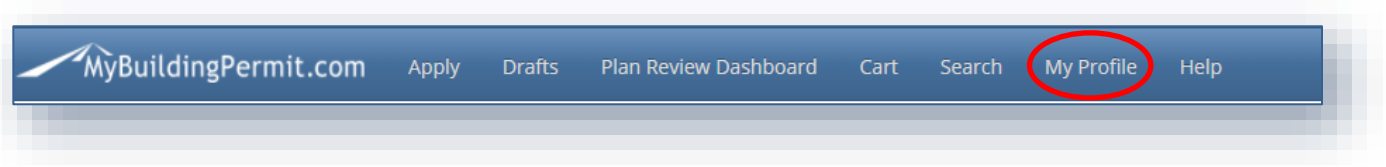


App. ID	Permit #	Parcel #	Address
423958	17 128542 BS	3225059103	100 110TH AVE NE
420621	17 128514 BK	3225059103	100 110TH AVE NE

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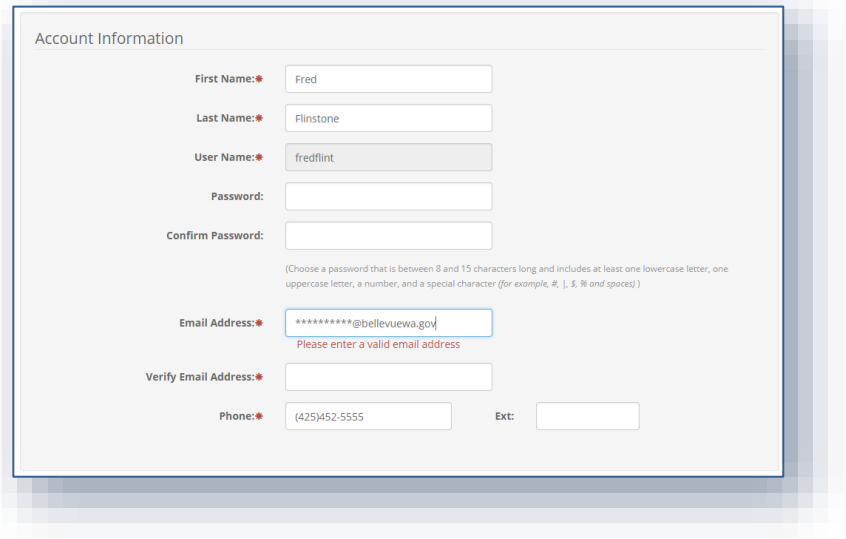
My Profile

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

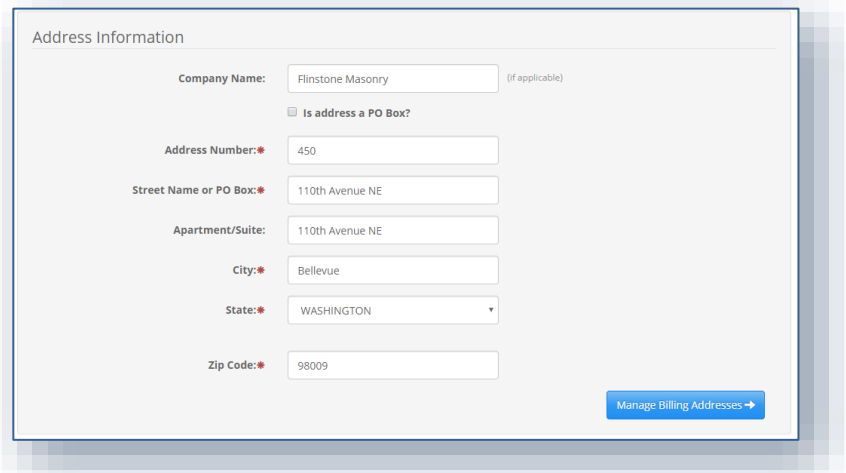


Under the *My Profile* link in the top menu bar, users can manage the following in their account profile:

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

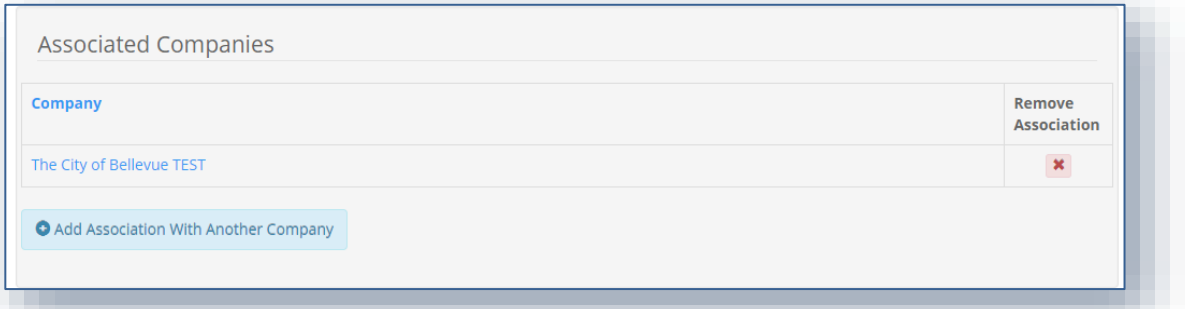


- **Address Information** including adding billing addresses (US and Canada accepted).



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

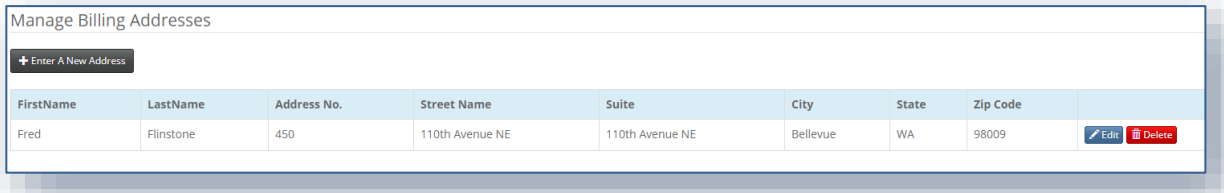


Steps to edit a user profile:

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 Manage Billing Addresses ➜ under Address Information section.



   a. Click + Enter A New Address

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

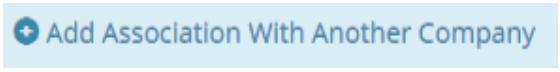
   c. Click Save

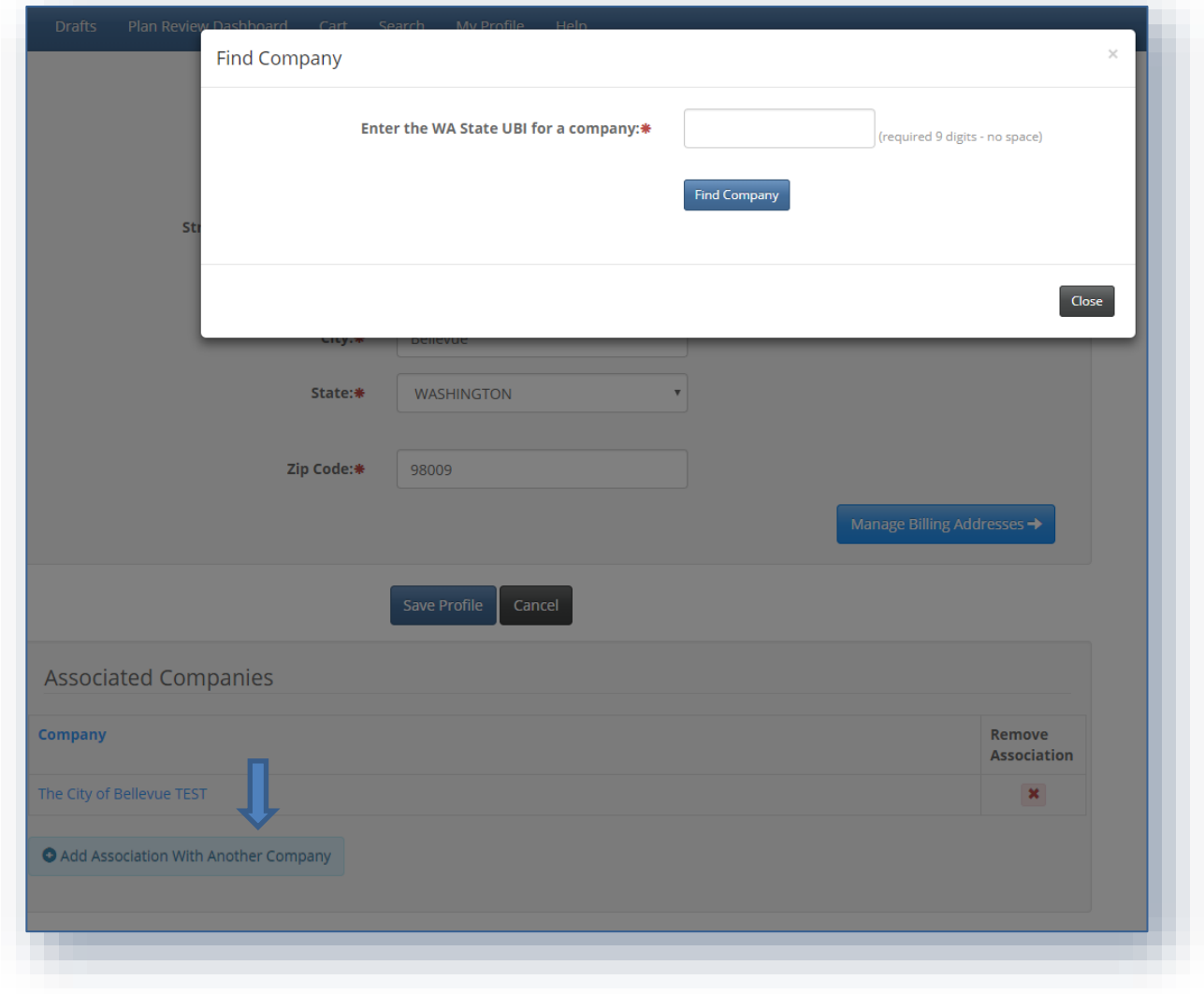
   d. Current billing addresses can be edited or deleted.

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.

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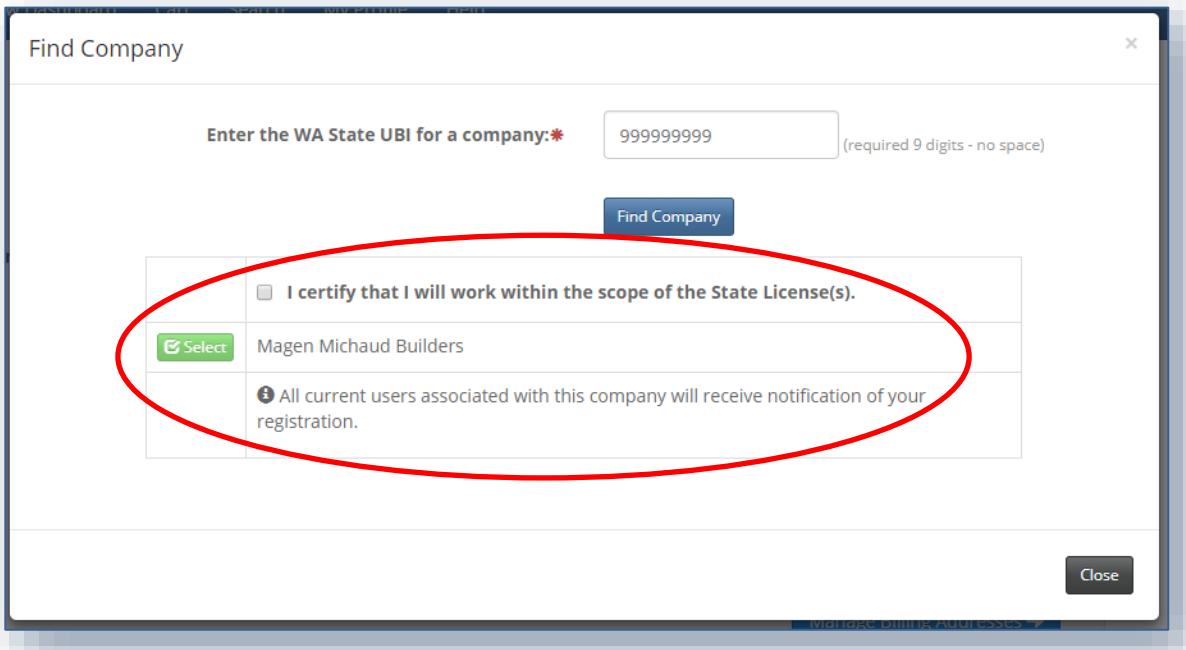
b. To **add an association to another company**, click 



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

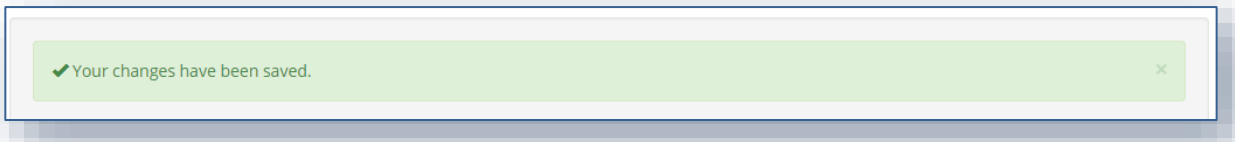
d. Click checkbox to certify and then green select button to add or click Close to cancel.

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5. Click Save Profile

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



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



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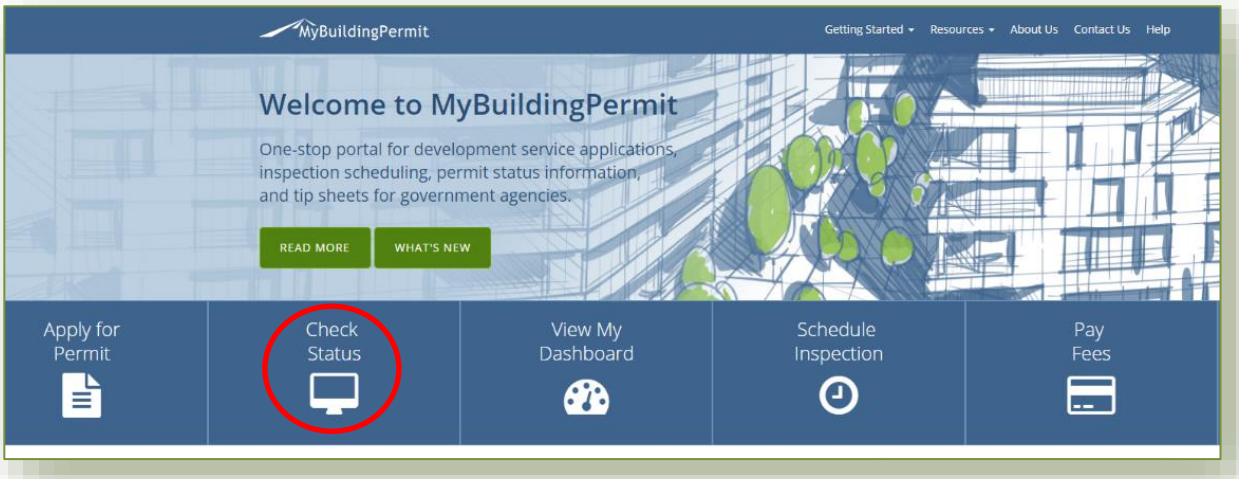
Status Site

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

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

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

The Status site can be accessed by clicking on Check Status option on the MyBuildingPermit.com home page:



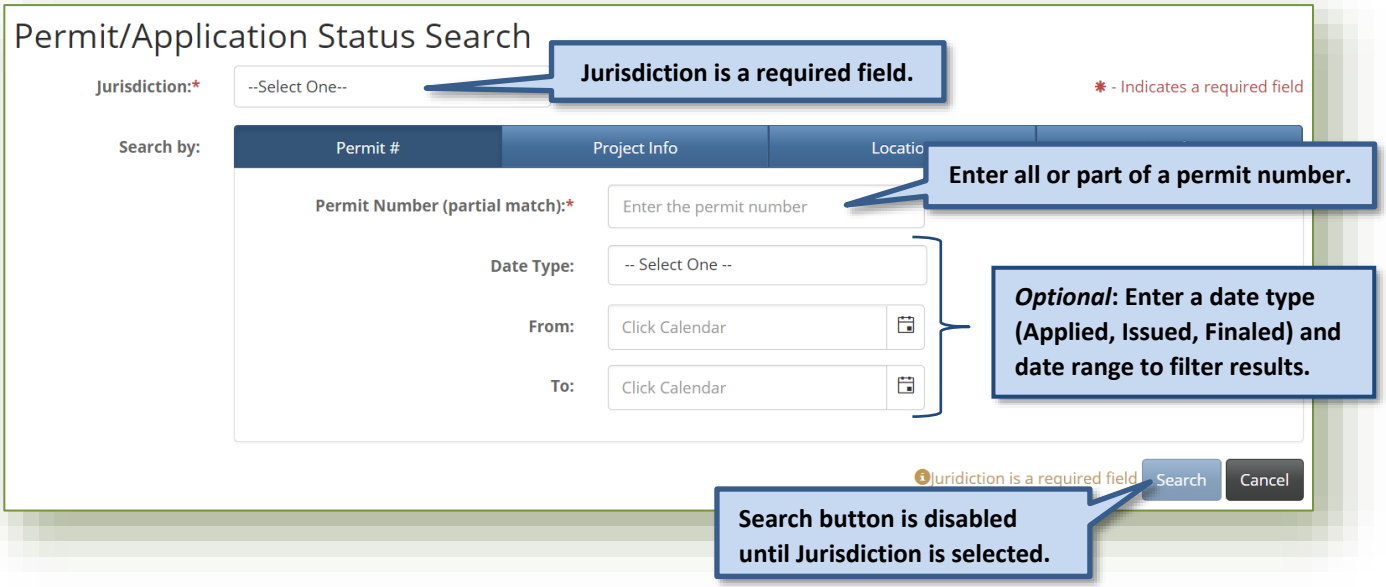
Permit Search Tips

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

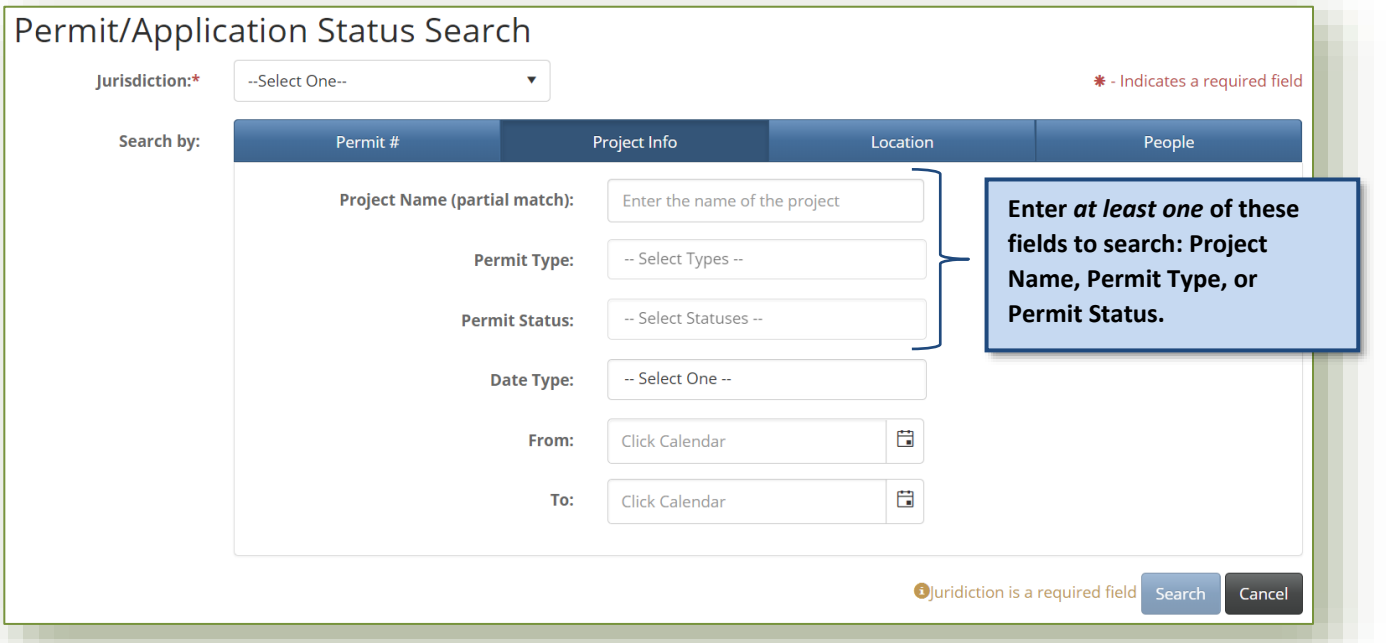
NOTE: If you have any issues navigating the site, technical support is available Monday-Friday, 7am-5pm PST. Contact the Support Desk at egovsupport@ecitygov.net or 425-452-4340.
For any questions regarding the information provided on a specific permit, please contact the Jurisdiction directly.

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Searching by Permit



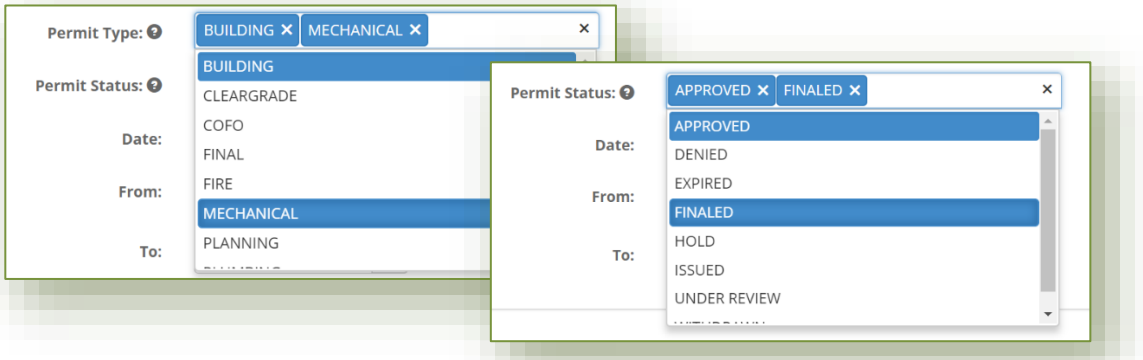
Searching by Project Info



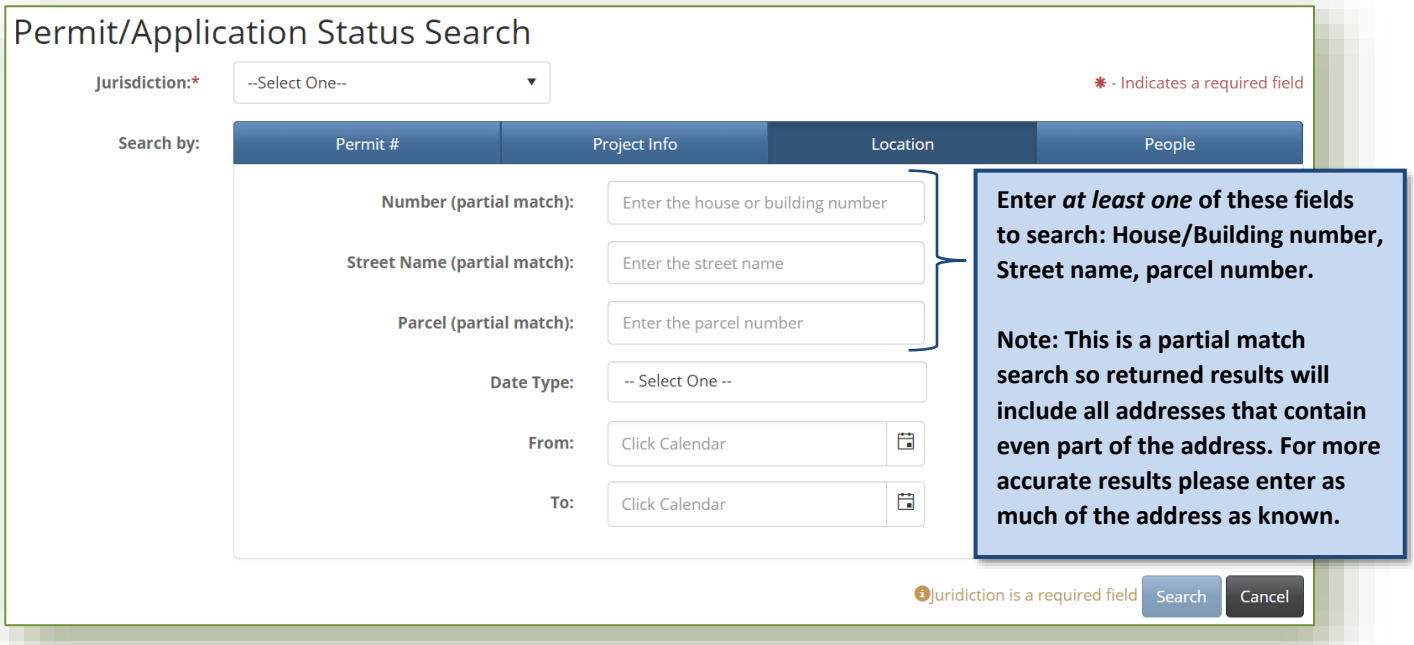
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Permit Type/Permit Status Search Tips:

- ***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

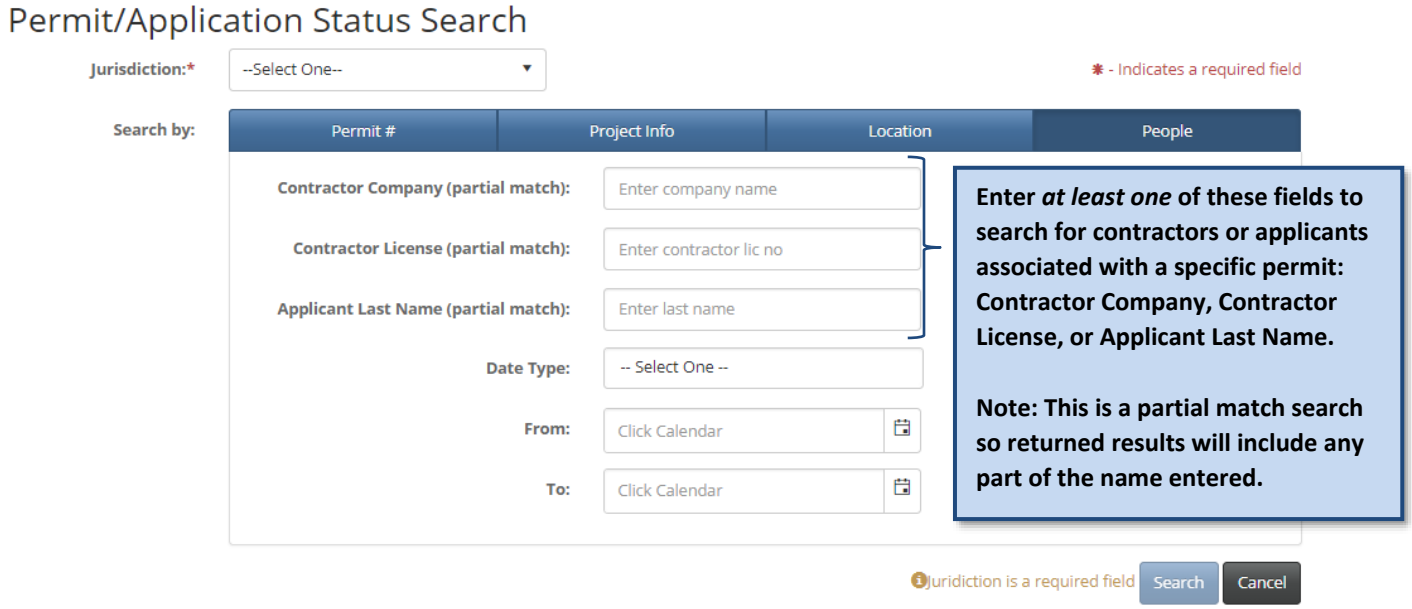


Enter *at least one* of these fields to search: House/Building number, Street name, parcel number.

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

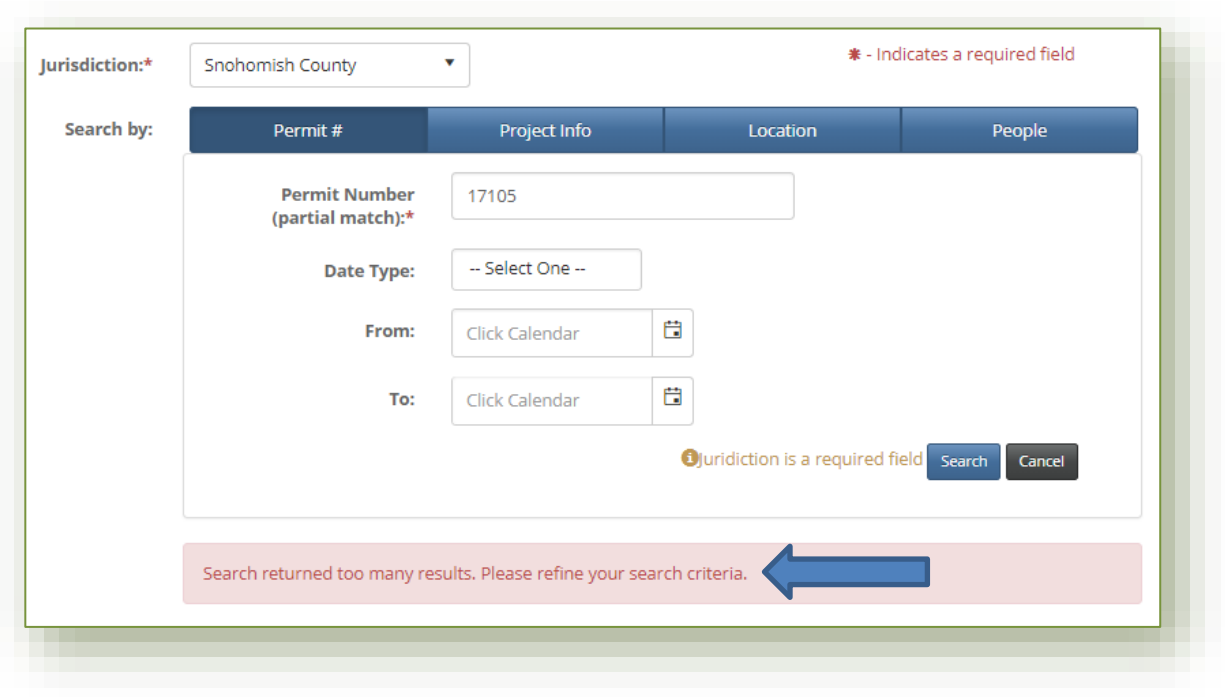
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Searching by People



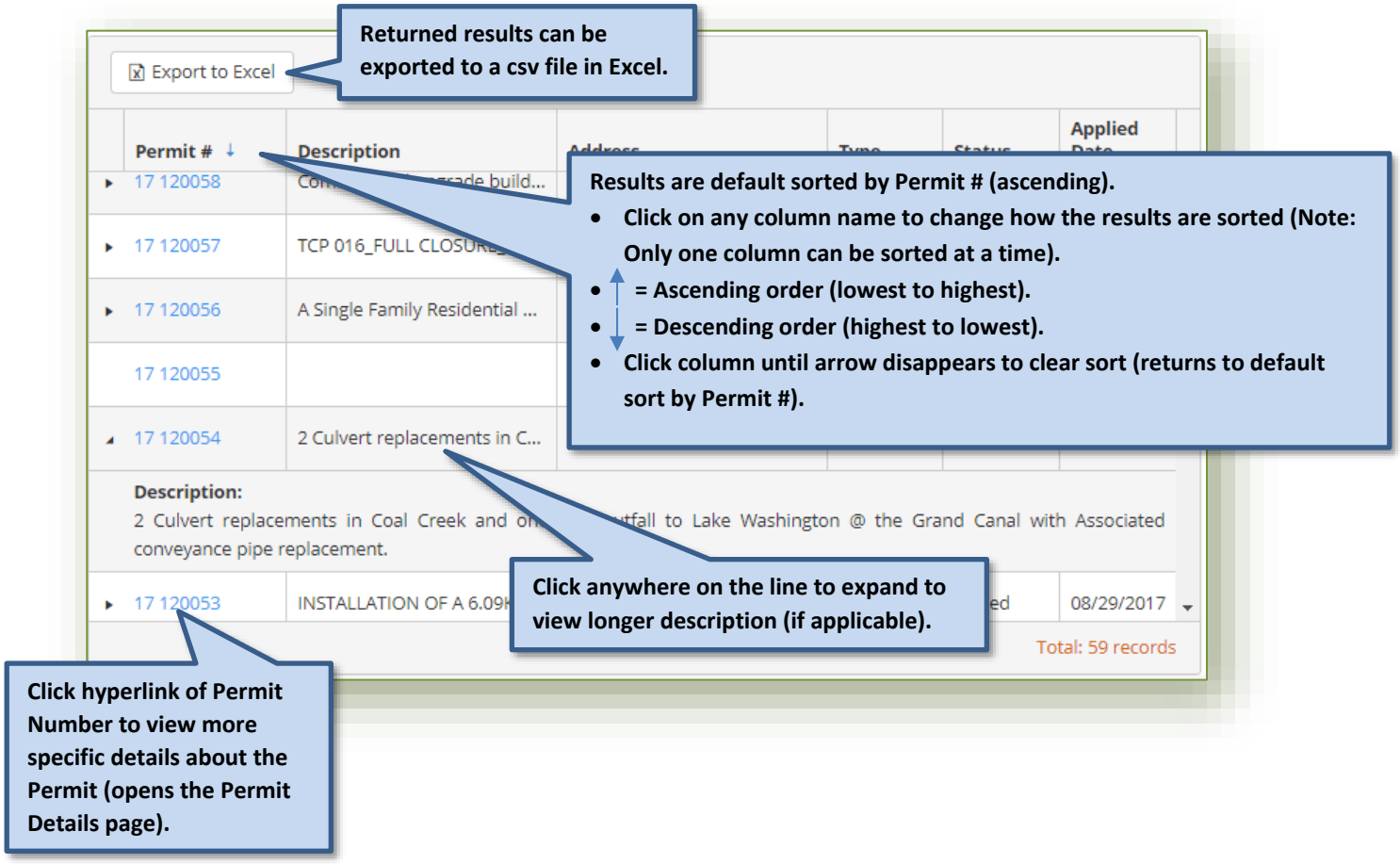
Search Results

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:



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

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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.

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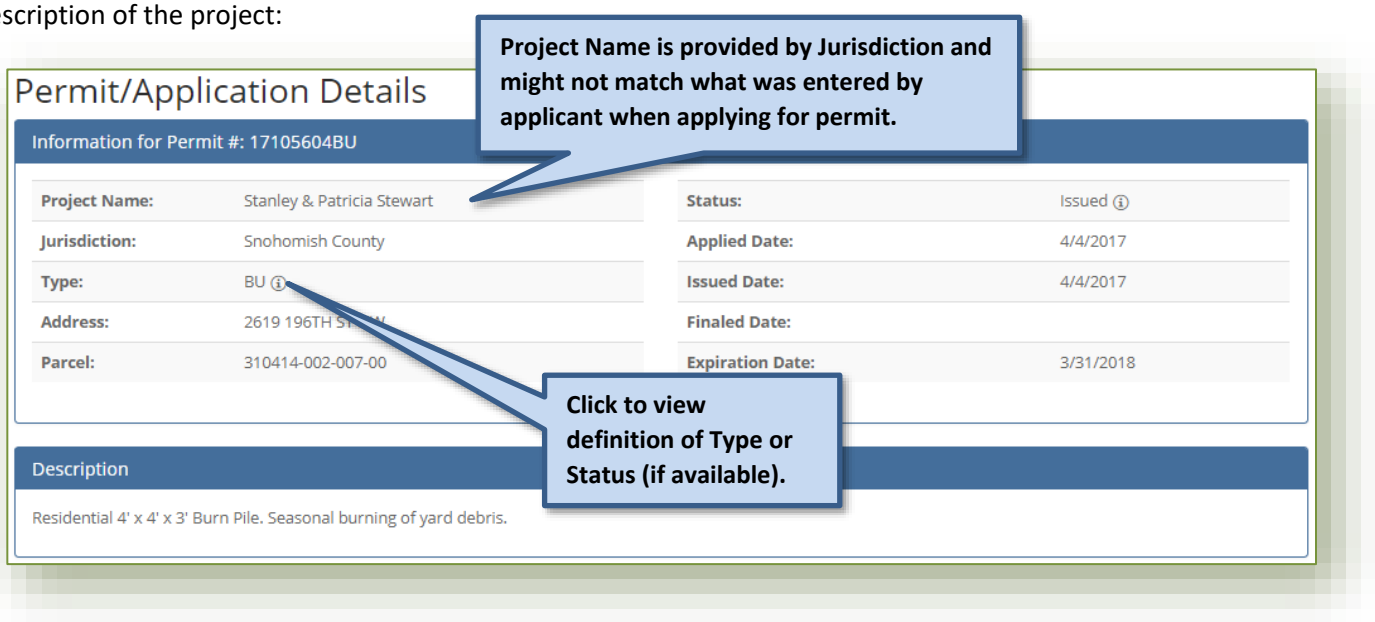
- Columns can be sorted in each section by clicking on the applicable column names:
  - Only one column can be sorted at a time.
  - A small arrow will appear indicating a sort has been applied:
    - ↑ = Ascending order (lowest to highest).
    - ↓ = Descending order (highest to lowest).
    - To remove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

Note:

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

Permit Details/Description

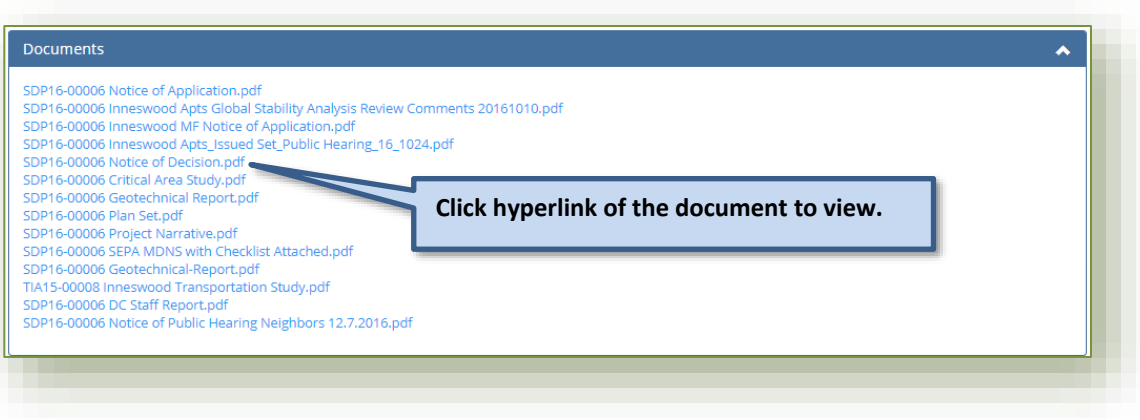
An overview of the permit including Permit number, project name, Jurisdiction, Permit type, Address/Parcel associated with permit, Permit Status, important dates (Applied, Issued, Finaled, and Expiration), and a description of the project:



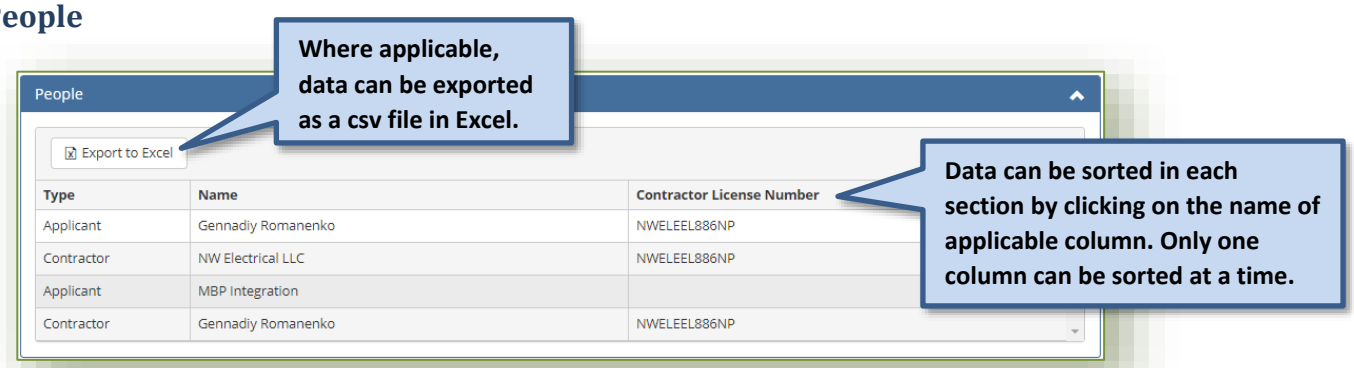
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Documents

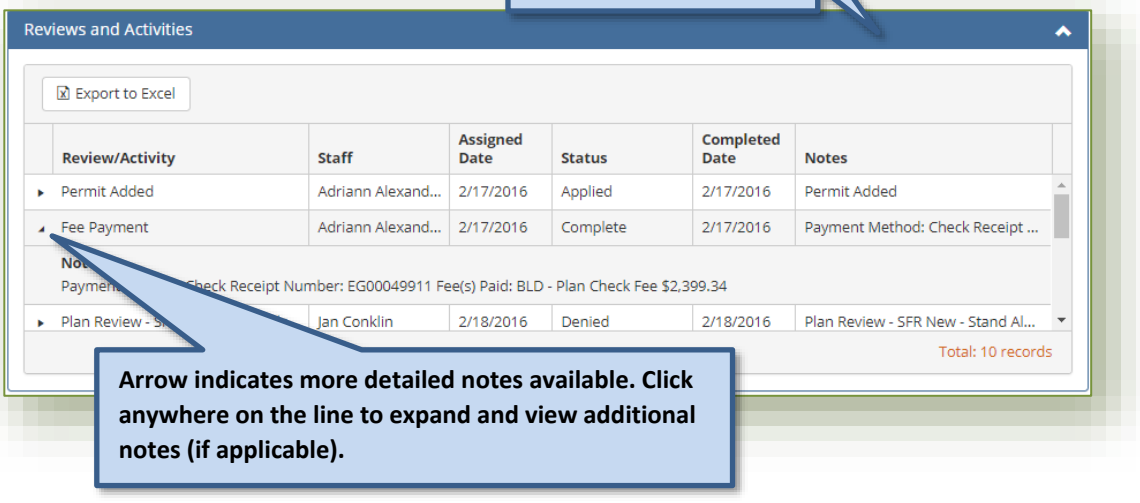
If a Jurisdiction provides links to permit documents this section will appear. If no documents are available the section will not appear on the details page. For requests for documents on a particular permit, please contact the applicable Jurisdiction directly.



People



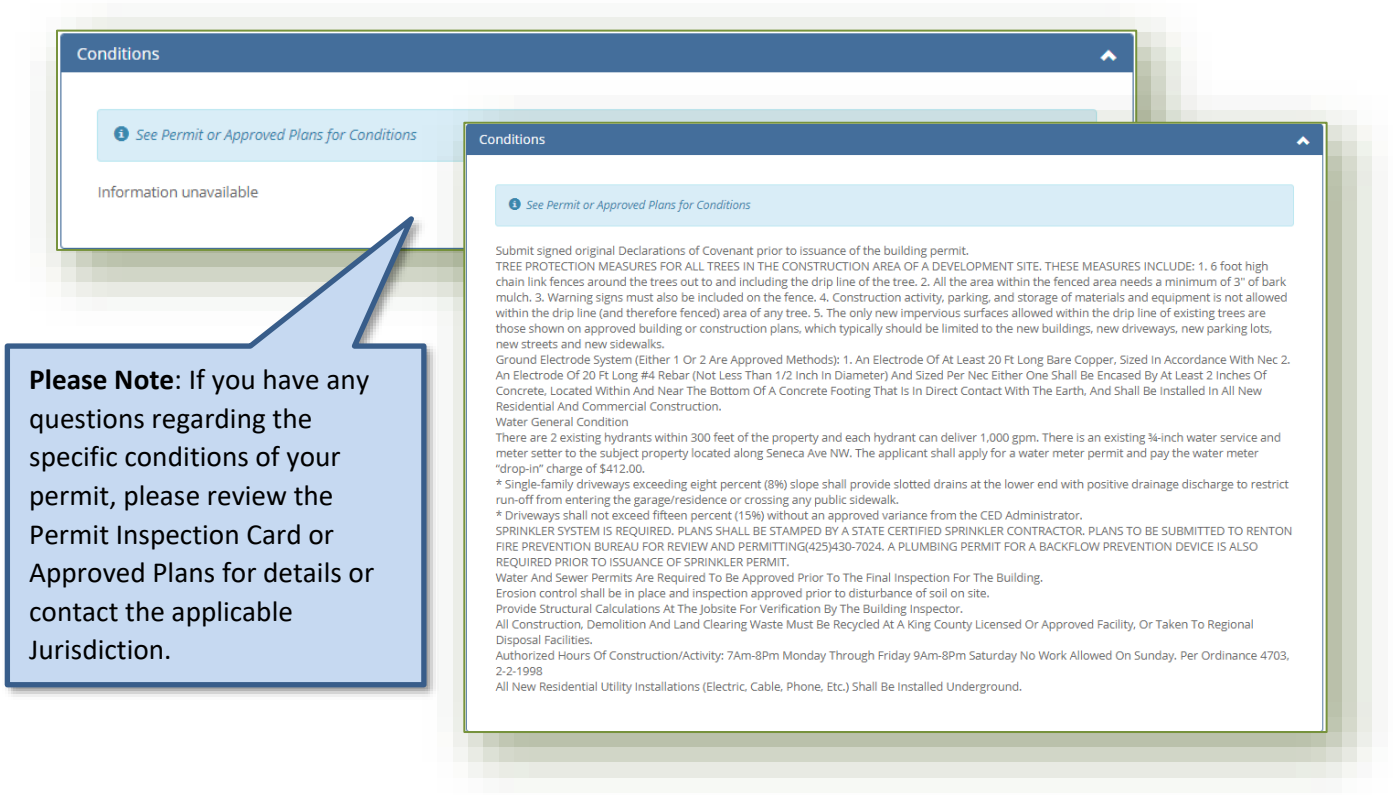
Reviews and Activities



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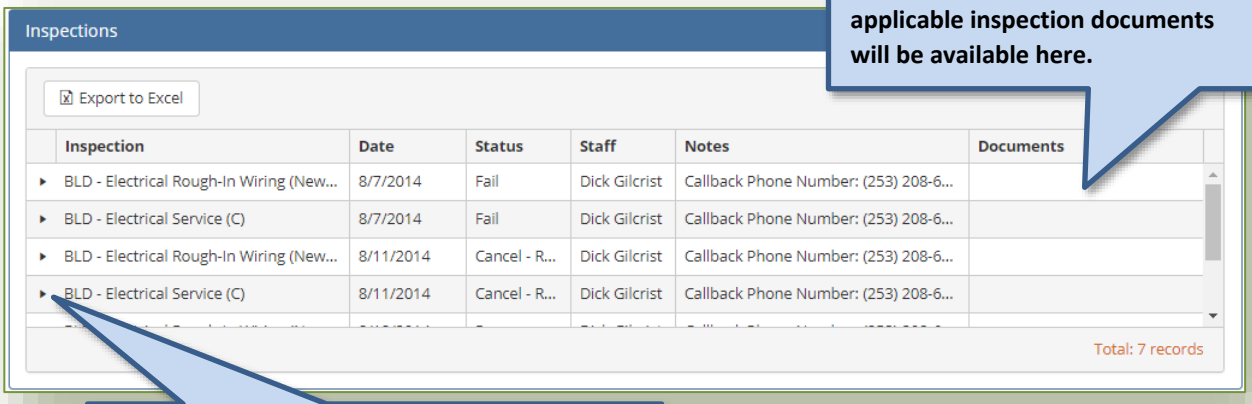
Conditions

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).



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

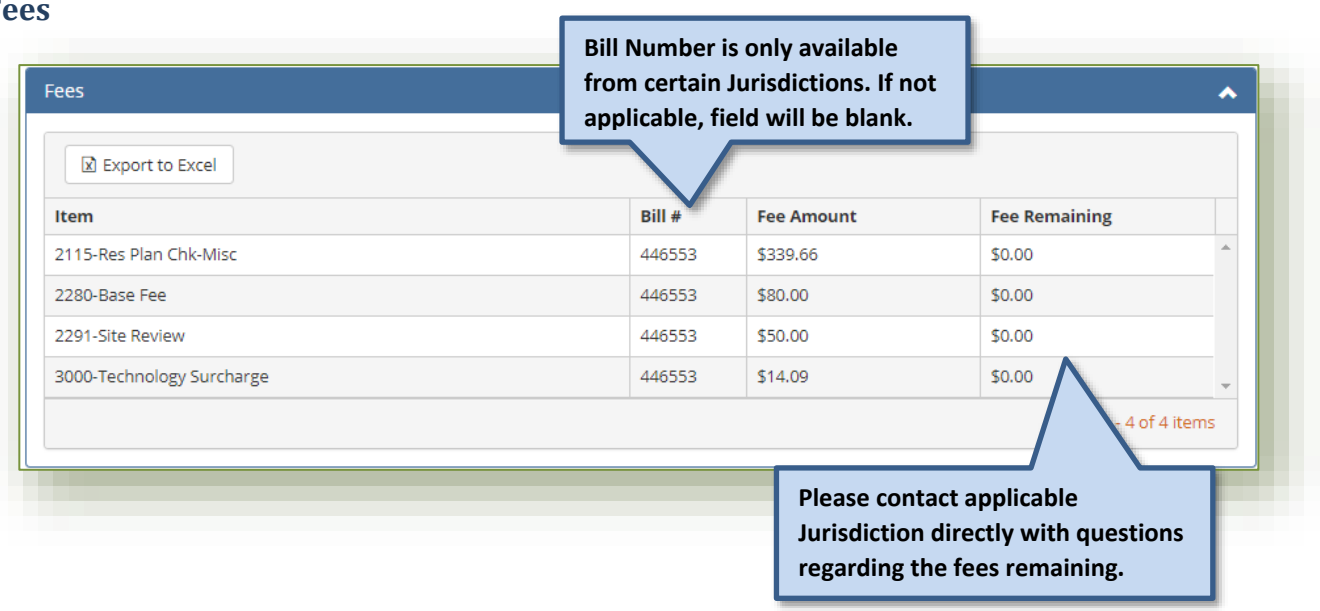


If provided by Jurisdiction, a link to applicable inspection documents will be available here.

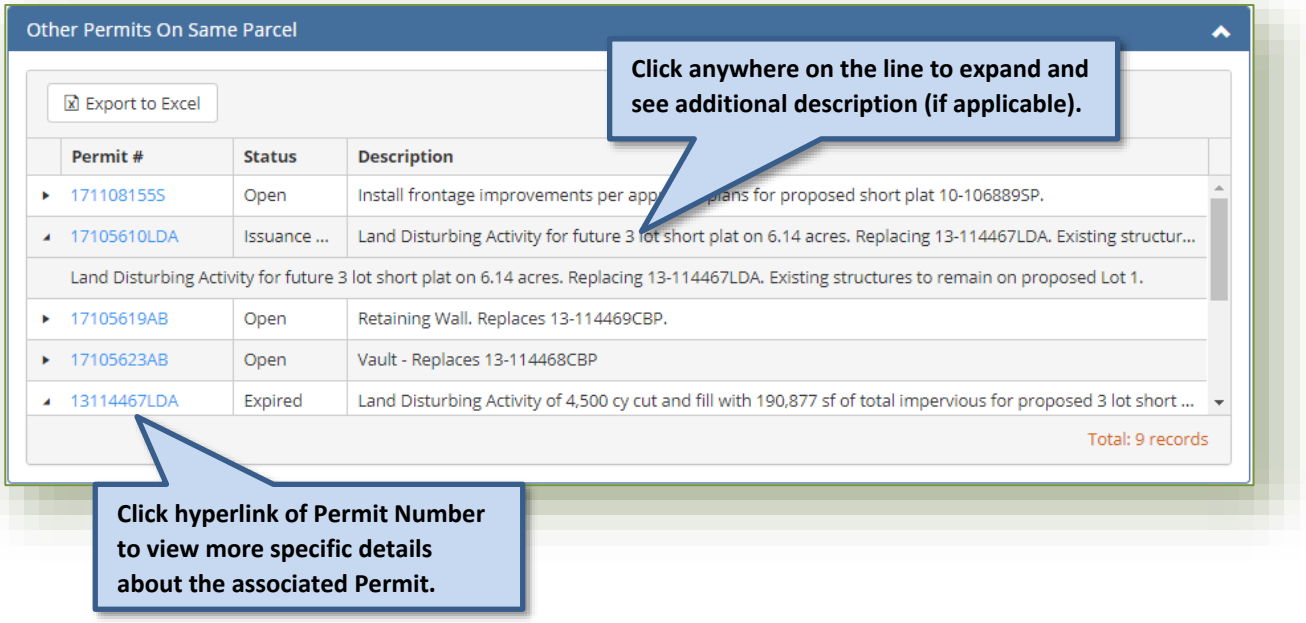
Arrow indicates more detailed notes available. Click anywhere on the line to expand and view additional inspection notes (if applicable).

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Fees



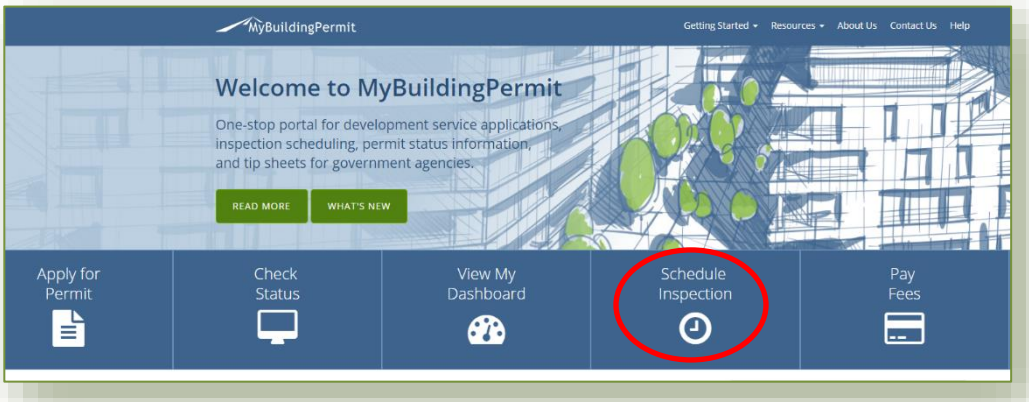
Other Permits on Same Parcel



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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

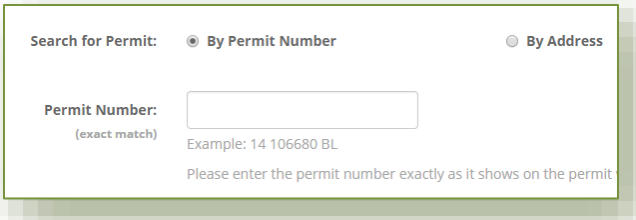
1. On the MyBuildingPermit.com home page, click on Schedule Inspection.

2. Select Jurisdiction from drop-down.

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

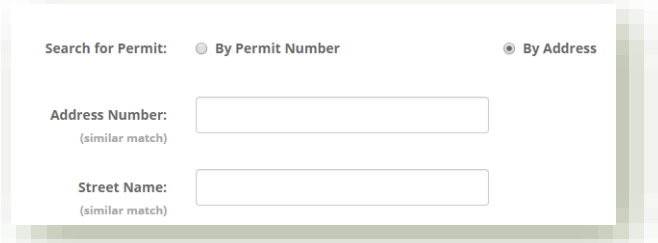
3. Select Search for Permit method: **By Permit Number** or **By Address.**

   a. **Permit Number**—must be an exact match as it appears on the permit (including any dashes and/or spaces).



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

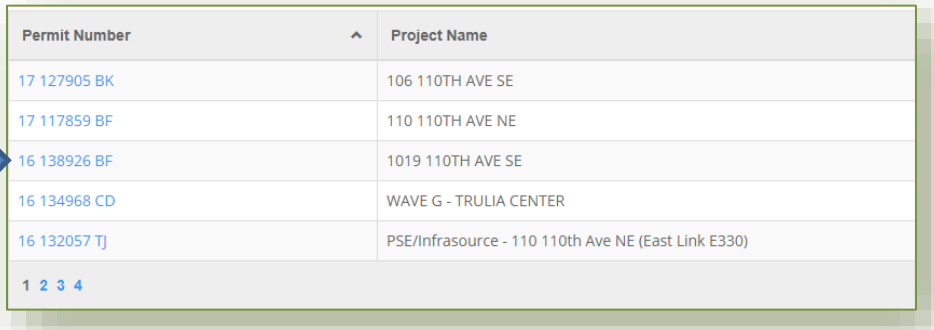


4. Click 

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*.

View Scheduled Inspections:

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



6. View a list of all scheduled inspections:



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.

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

10. Click Submit Inspection Request

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 Cancel Online

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

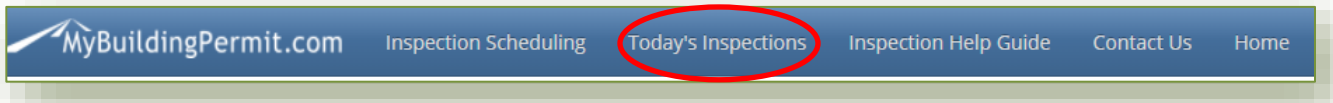
13. Acknowledge the pop-up message asking to confirm the cancelation.

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

Steps to View Today's Inspections

1. On the MyBuildingPermit.com home page, click on Schedule Inspection.

2. Click on Today's Inspections in the blue bar across the top of the page:



3. Select the applicable Jurisdiction

4. A list of all scheduled inspections will display:

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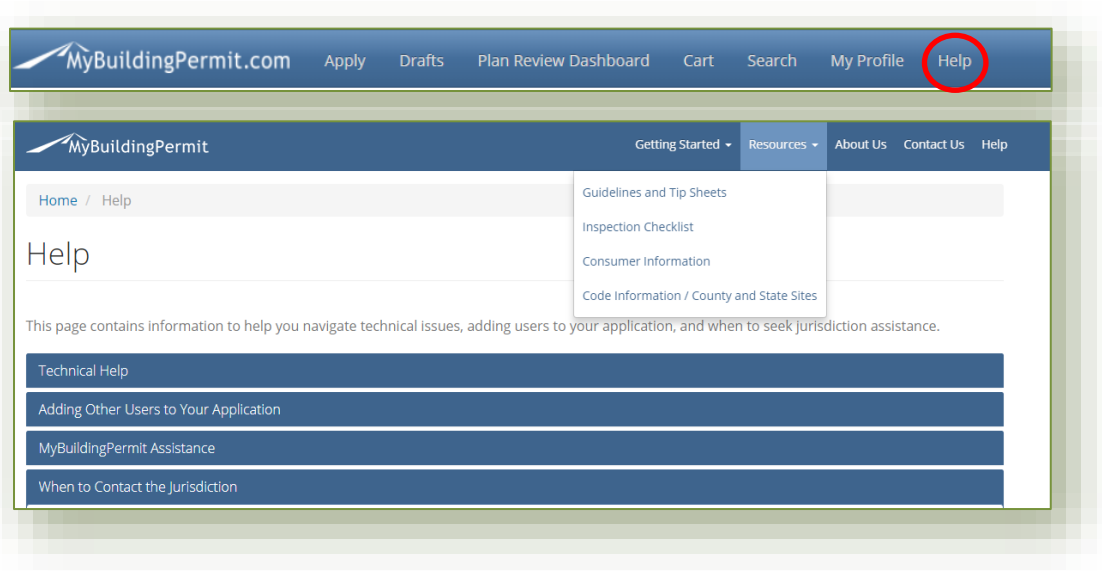
Permit Number	Description	Inspector
13 120079 BB	242 Bldg-Ext Lath	Jim Babst (425) 452-5204
13 120079 BB	268 Bldg-Final	Jim Babst (425) 452-5204
13 120079 BB	720 Fire-Life/Safety	Dennis Warner (425) 452-6011
13 120079 BB	720 Fire-Life/Safety	Dennis Warner (425) 452-6011
13 120079 BB	740 Fire-Final	Dennis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

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Help

Users can access information to help navigate technical issues and instructions on how to complete specific tasks on the 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 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

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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.

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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.

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