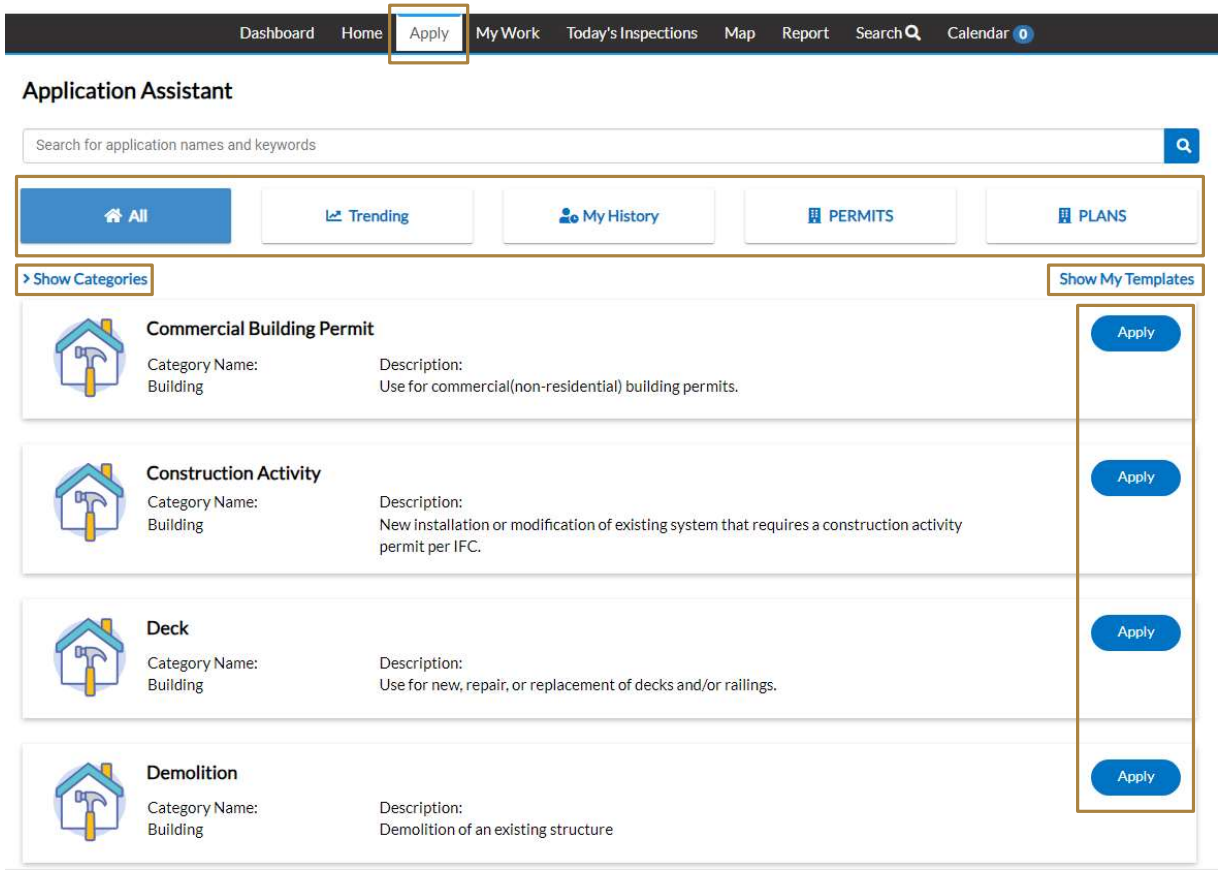
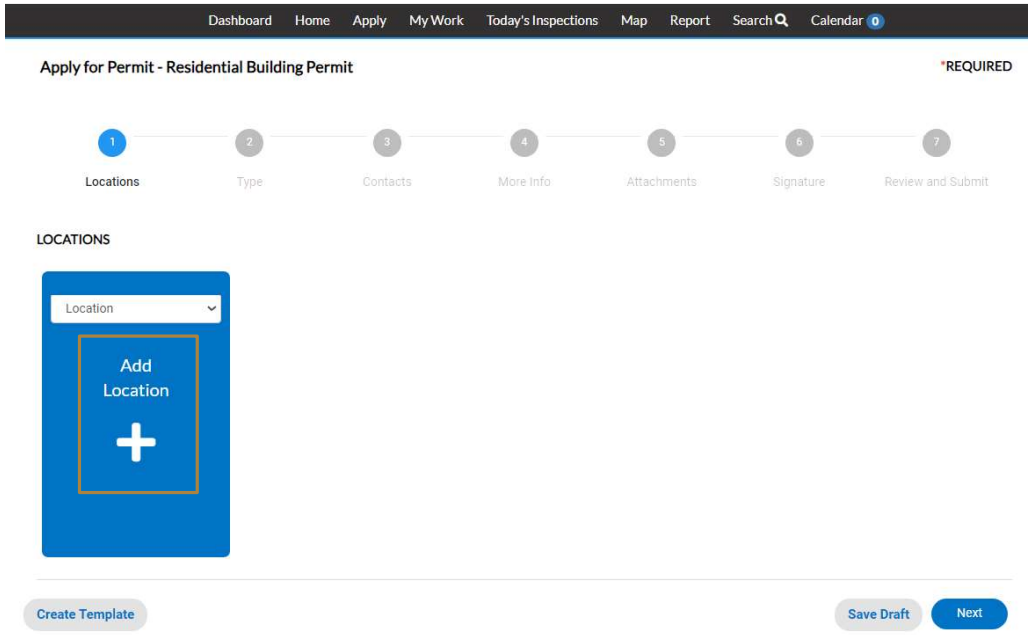
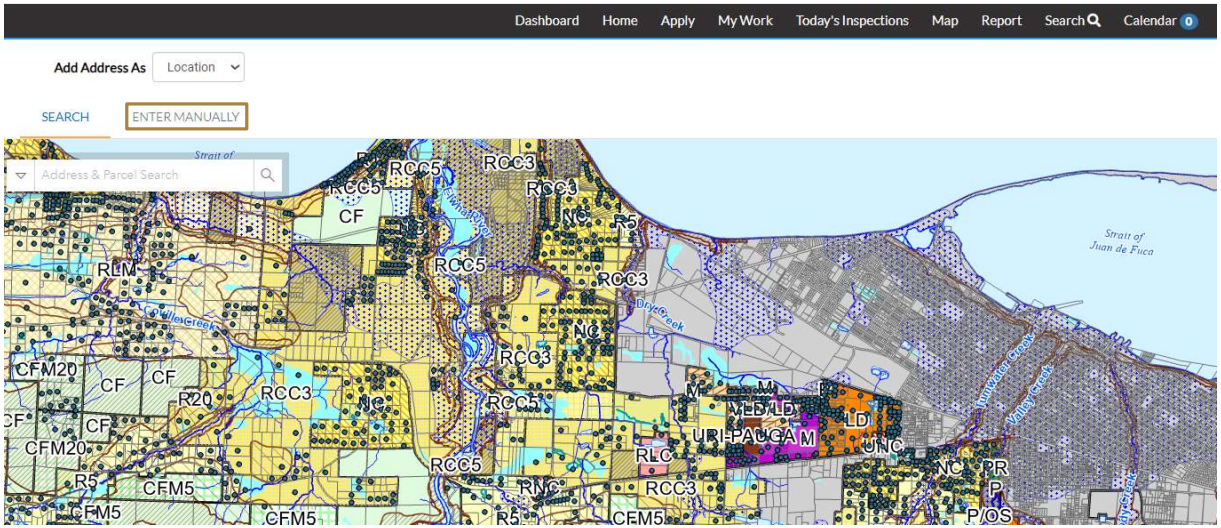


Applying for a Permit / Plan

- Click the "Apply" button at the top
- You can narrow down the options displayed
  - **Trending**: Displays permits/plans that others have recently applied for
  - **My History**: Displays past permit/plans that you have applied for
  - **Permits / Plans**: Separates by type of application
- **Show Categories:** Not set up at this time
- **Show My Templates:** You can save an application as a template to save time for future use.
  - This will be helpful for contractors who apply for similar permits over and over (ex: Re-Roof or spec homes)
- Find the correct permit / plan and then click "Apply"

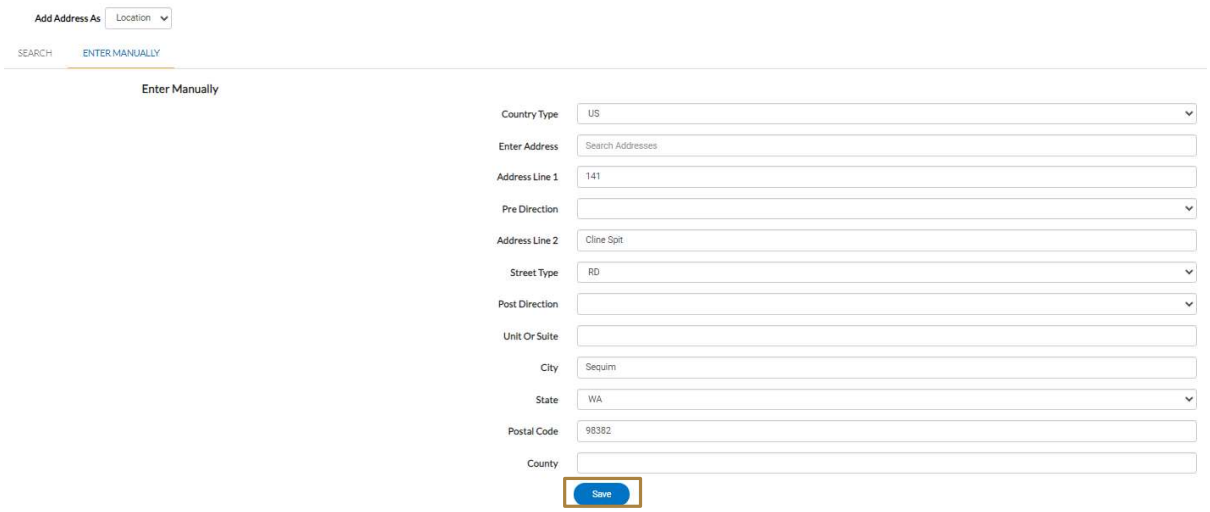


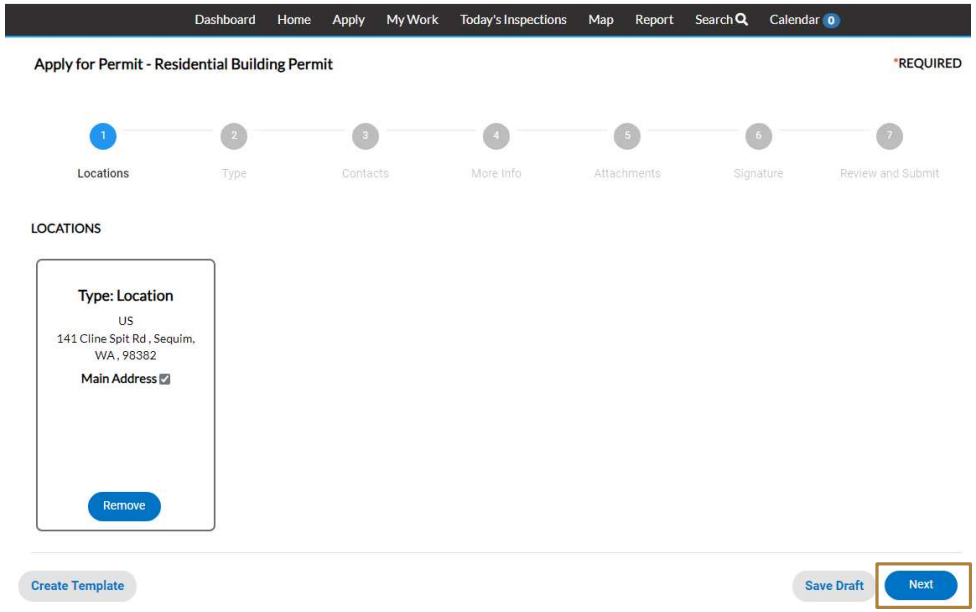


Applying for a Permit / Plan

Location

- Click "Add Location"
- Opens the map where you can search for an address or parcel
- If the address or parcel does not populate, the address can be entered in manually



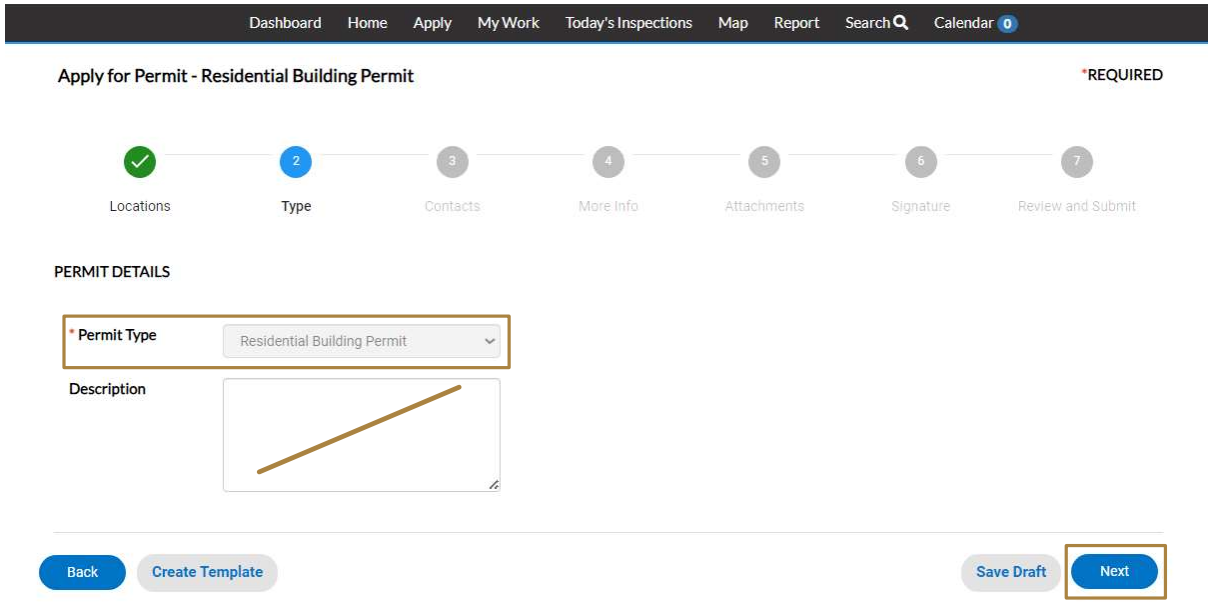


Applying for a Permit / Plan

Location

- Enter in address information and click "Save"
  - ***NOTE:*** *Always search for the address first in the "Enter Address" field*
  - **Address Line 1:** House number
  - **Pre-Direction:** Prefix to the road name (ex: N, E, S, W)
  - **Address Line 2:** Street name
  - **Street Type:** Street designator (ex: RD, ST, AVE, WAY)
  - **Post Direction:** ex: N, E, S, W
  - **Unit of Suite:** ex: "Unit B", "Suite 220"
- Click "Next" to finish with location
- Example:

12345 NW First AVE S Suite 678; Sequim, WA 98382



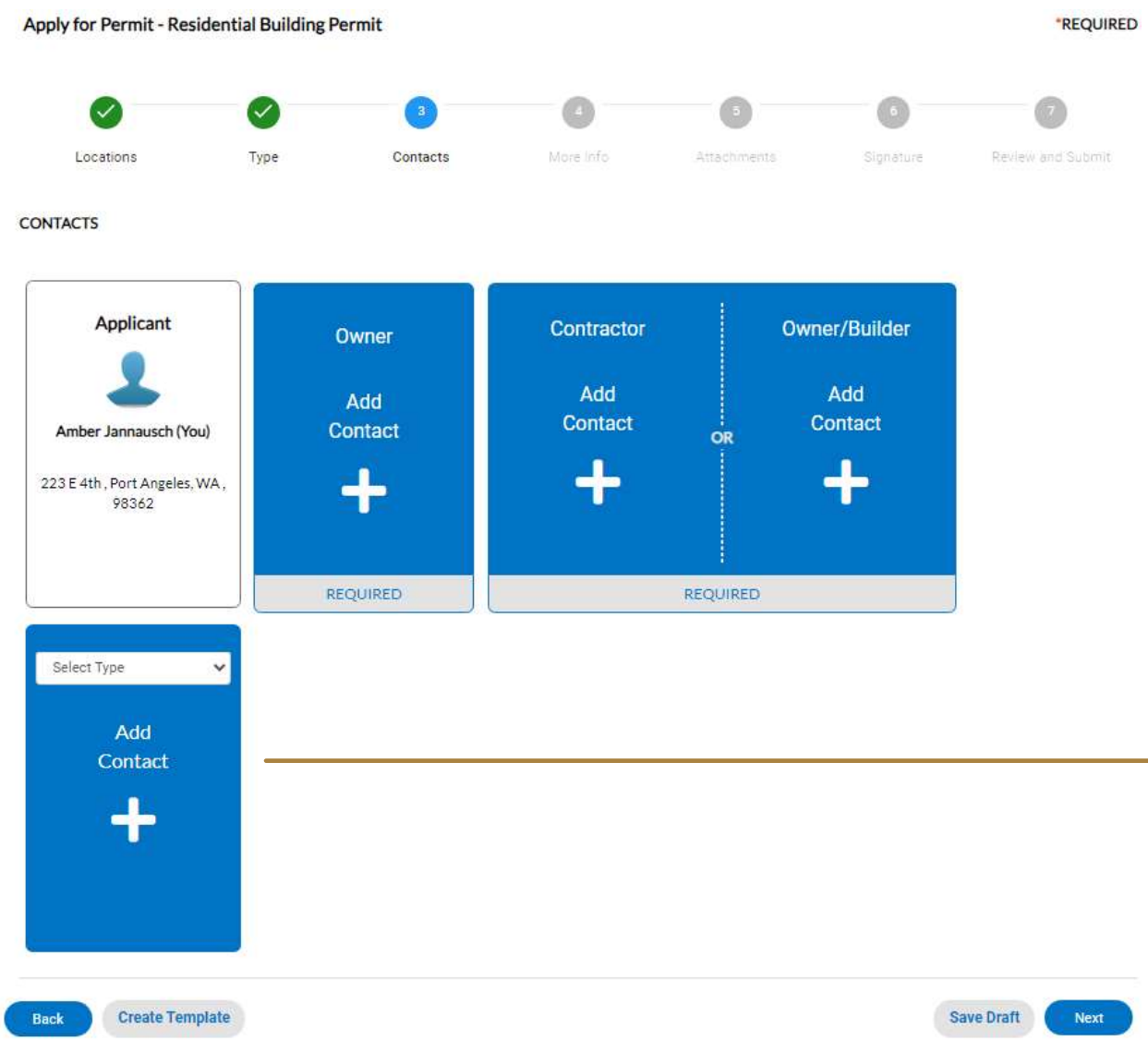
Applying for a Permit / Plan

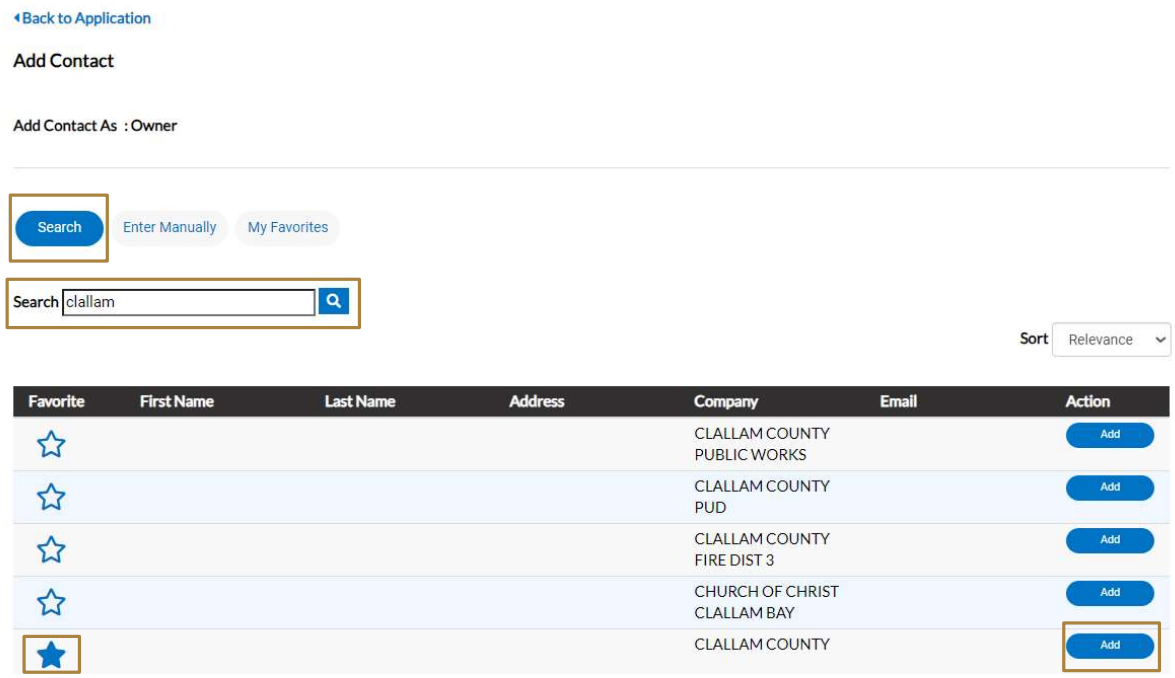
Type

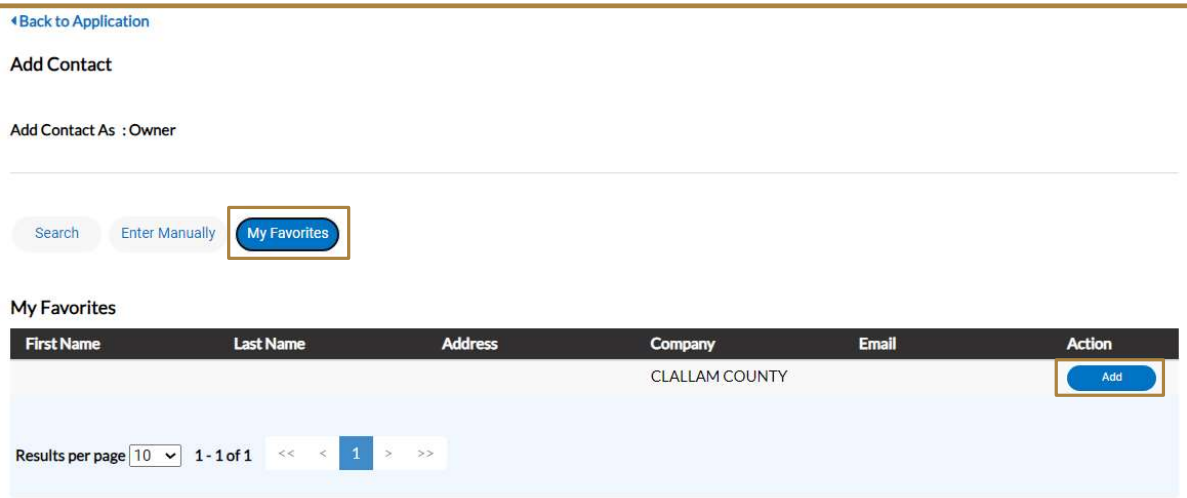
- For most permits, a type will have to be designated:
  - Commercial
    - **Types**: Commercial, Wireless Communication Facility
  - Mechanical
    - **Types**: HVAC, Miscellaneous, Propane, Solar Panels, Wood Burning Appliance
  - Miscellaneous
    - **Types**: Deck, Demolition, Fence, Foundation Only, Ham Radio Tower, Plumbing, Re-Roof, Retaining Wall, Swimming Pool
  - Underground Storage Tank
    - **Types**: New Placement, Removal/Decommissioning
  - Fire
    - **Types**: Alarm, Construction, Operational Activity, Suppression/Sprinkler
- Description does not need to be entered
- Click "Next"

Contacts

- Depending on the permit / plan type being applied for, different contacts will be required
- All contacts should be added to a project, even if they are not listed as required
  - Examples: Architect, drafter, engineer, agent



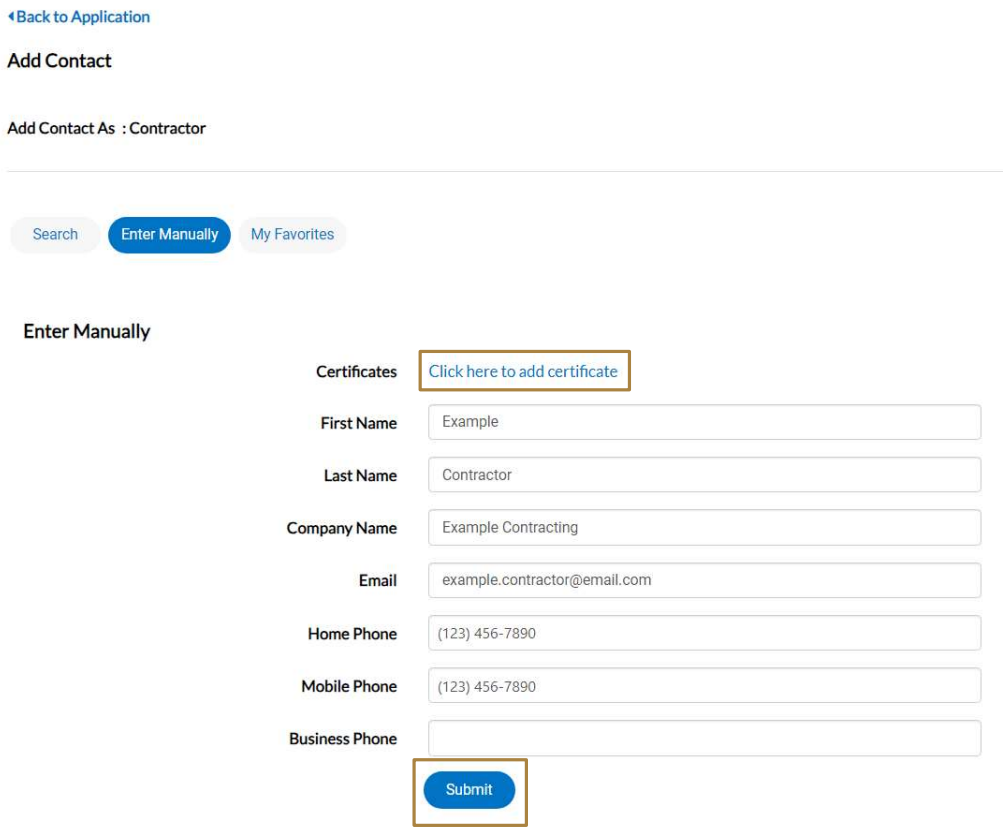




Applying for a Permit / Plan

Contacts

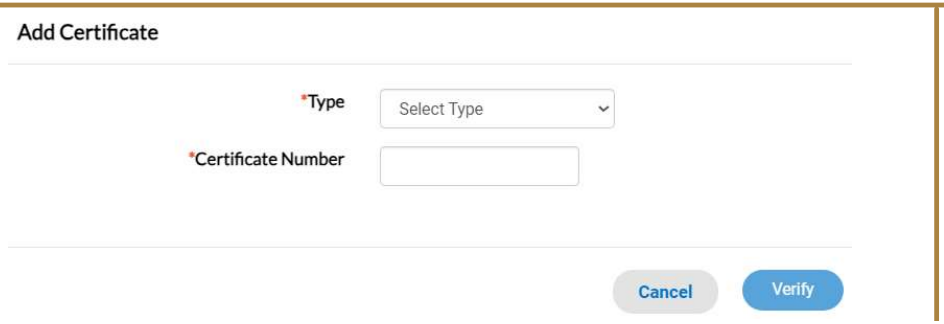
- Best practice is to **ALWAYS** search for a contact first (or use a favorite) and only enter in a contact manually if they are not already loaded.
  - Why? Because this allows a contact to be linked to all their projects and have them show up on their dashboard
  - *Don't forget to check for other spellings of names*
- If the contact exists, click the "Add" button.
- You can also mark a contact as a "Favorite" by clicking the star button. They will then show up in your "My Favorites" contact list
- If a contact is already saved as a favorite, click "My Favorites" and then "Add" for the contact

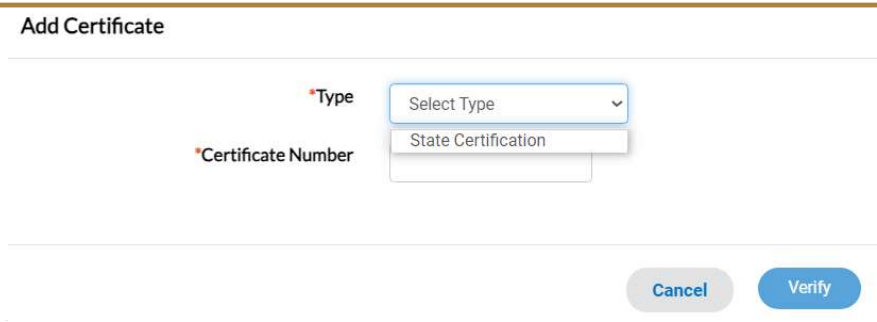


Applying for a Permit / Plan

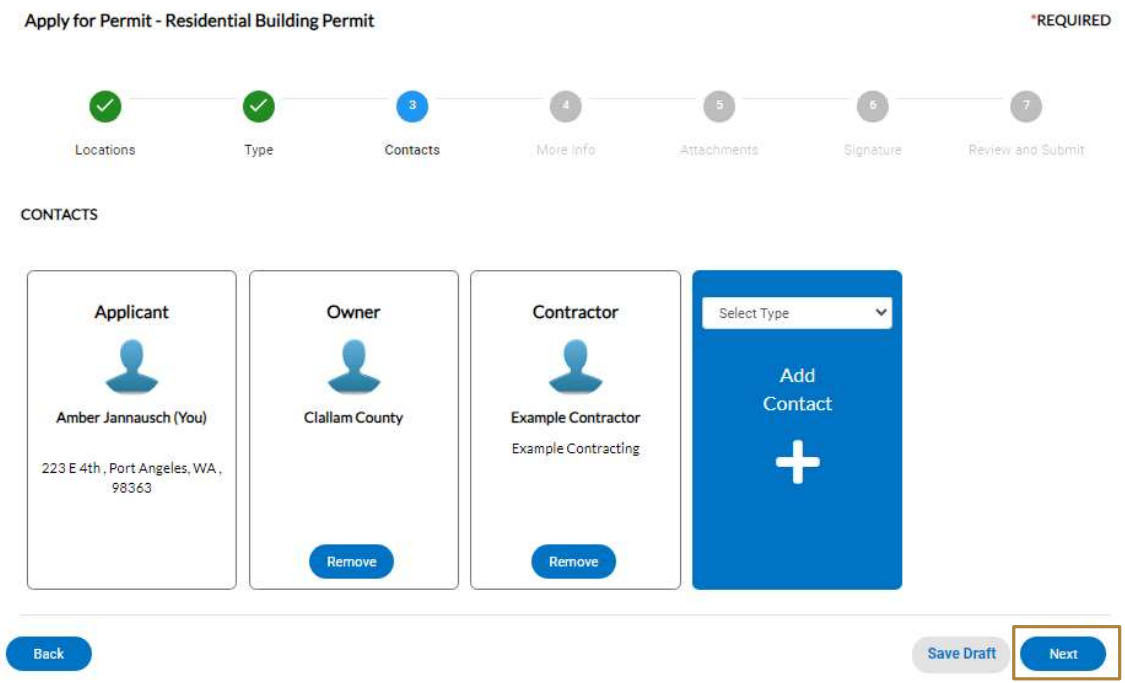
Contacts

- If a contact was not already loaded, then manually enter in their information and then click "Submit"
- If a new contractor is being loaded, their contractor's license needs to be added as a certificate
  - Click "Click here to add certificate"
  - Select "State Certification" for the "Type"
  - Enter in their license number from the L&I website https://secure.lni.wa.gov/verify/
  - Click "Verify" and then enter any additional required information
    - This will confirm their contractor's license is valid and active with the Department of Labor and Industries

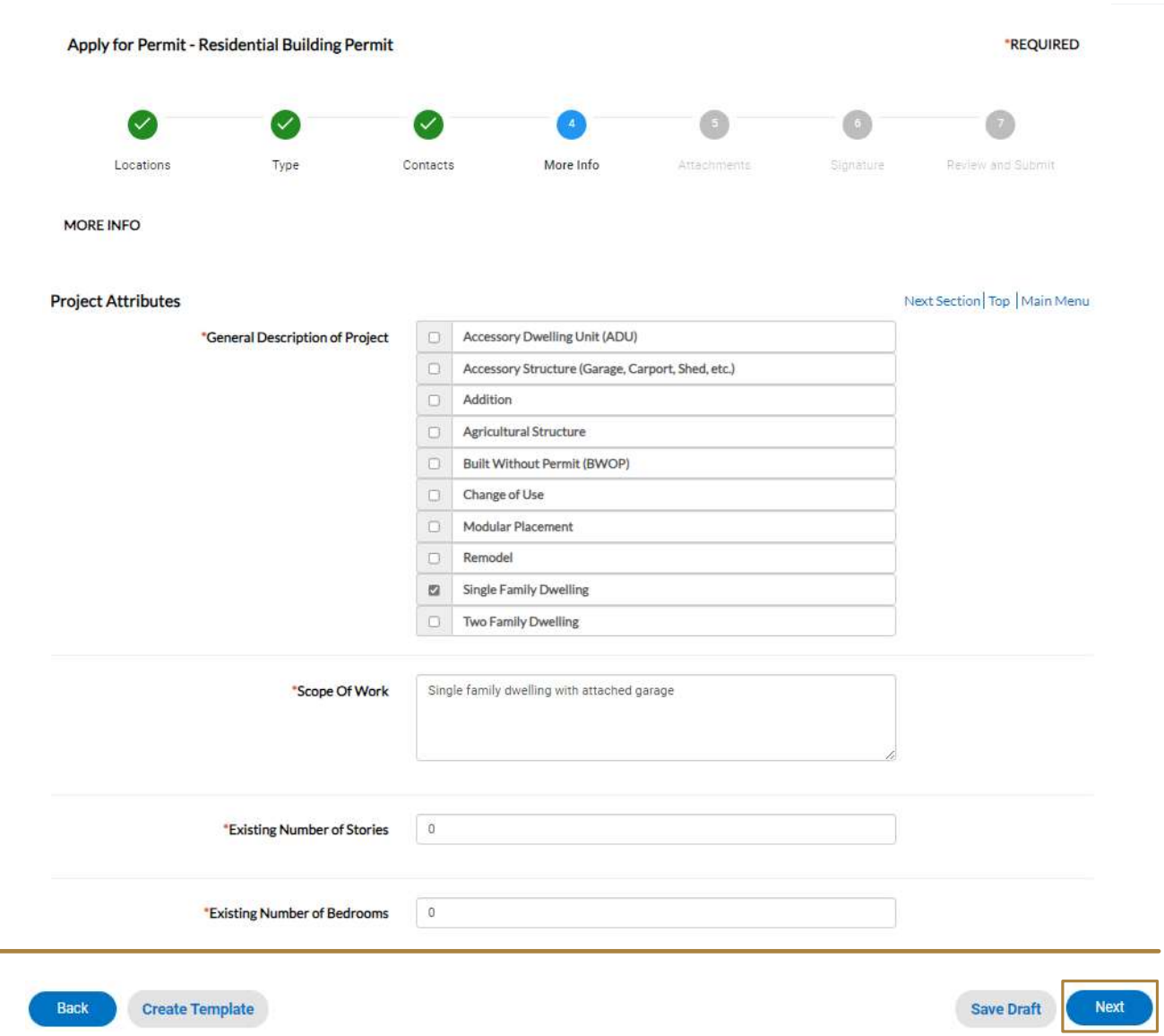




Contacts



- Make sure all contacts are loaded for the project, and then click “Next”



Applying for a Permit / Plan

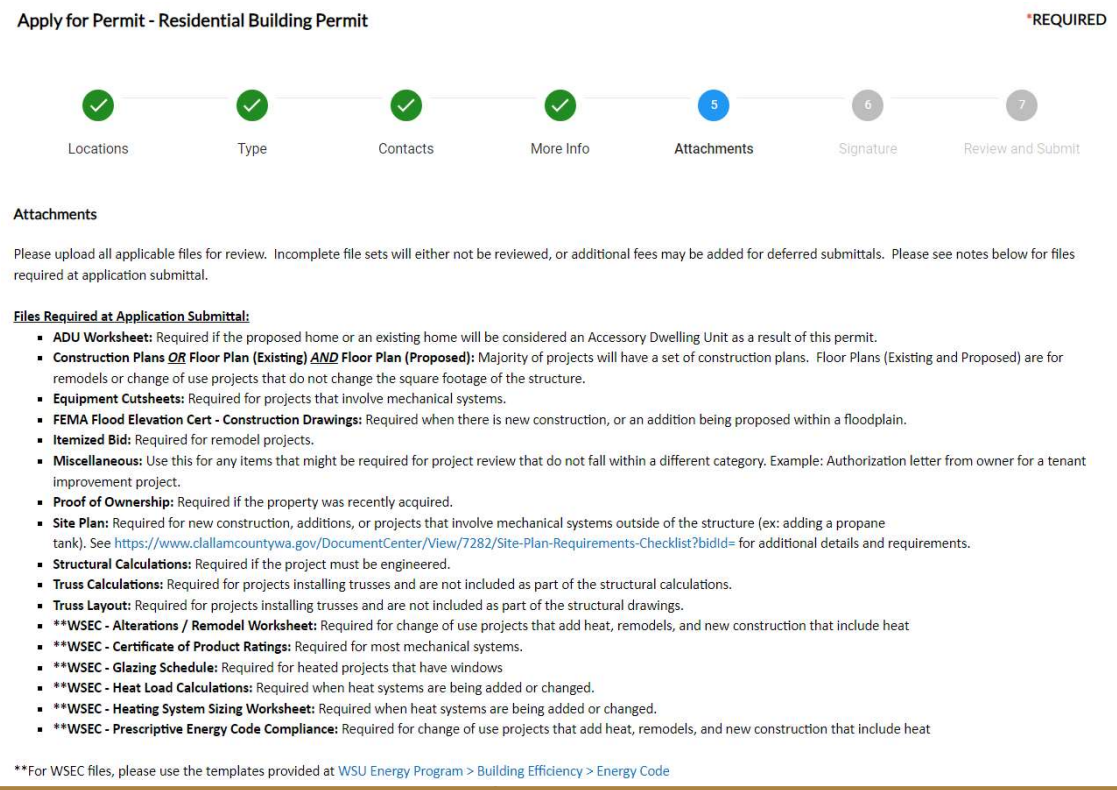
More Info

- This section is where you provide the details about the project
- Provide as much information as possible
- Required fields are marked with an "*"
- Do not fill in boxes labeled as "Staff Use Only", "Staff Only", or "Historical Use Only"
- Incomplete applications may be returned or denied
- Fees may be adjusted if incorrect information is provided
- If you have questions when filling out this section, please contact the department whose application it is for
- When the section is complete, click "Next"

Applying for a Permit / Plan

Attachments

- Upload all attachments applicable to a project.
- Incomplete file sets will either not be reviewed, or additional fees may be added
- Click on the file category that you would like to upload, or select the file category from the drop-down list
  - Locate the file on your computer, and then click open



Apply for Permit - Residential Building Permit

*REQUIRED

Locations · Type · Contacts · More Info · 5 Attachments · 6 Signature · 7 Review and Submit

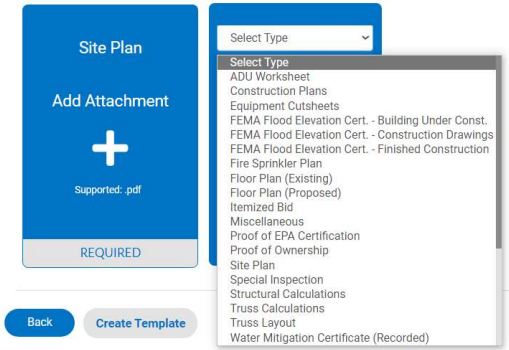
Attachments

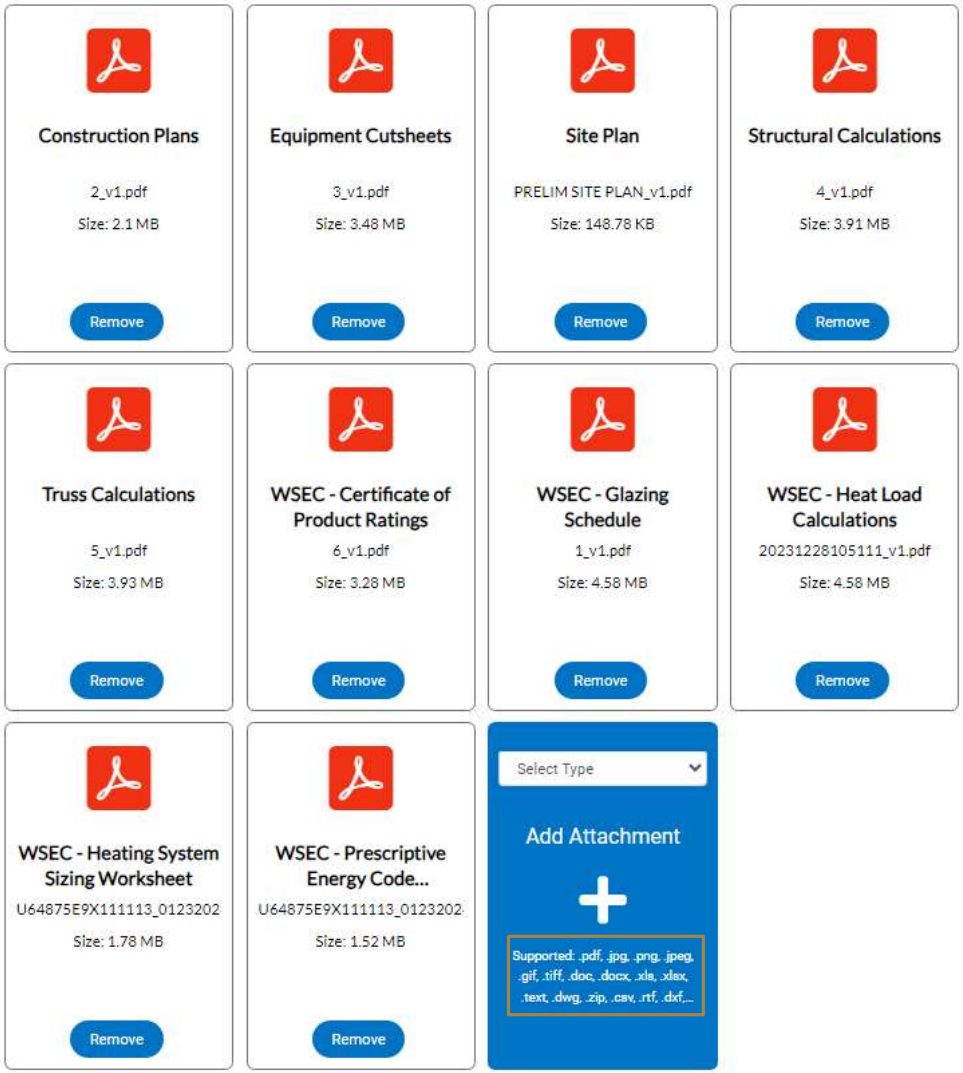
Please upload all applicable files for review. Incomplete file sets will either not be reviewed, or additional fees may be added for deferred submittals. Please see notes below for files required at application submittal.

Files Required at Application Submittal:

- **ADU Worksheet:** Required if the proposed home or an existing home will be considered an Accessory Dwelling Unit as a result of this permit.
- **Construction Plans *OR* Floor Plan (Existing) *AND* Floor Plan (Proposed):** Majority of projects will have a set of construction plans. Floor Plans (Existing and Proposed) are for remodels or change of use projects that do not change the square footage of the structure.
- **Equipment Cutsheets:** Required for projects that involve mechanical systems.
- **FEMA Flood Elevation Cert - Construction Drawings:** Required when there is new construction, or an addition being proposed within a floodplain.
- **Itemized Bid:** Required for remodel projects.
- **Miscellaneous:** Use this for any items that might be required for project review that do not fall within a different category. Example: Authorization letter from owner for a tenant improvement project.
- **Proof of Ownership:** Required if the property was recently acquired.
- **Site Plan:** Required for new construction, additions, or projects that involve mechanical systems outside of the structure (ex: adding a propane tank). See https://www.clallamcountywa.gov/DocumentCenter/View/7282/Site-Plan-Requirements-Checklist?bidId= for additional details and requirements.
- **Structural Calculations:** Required if the project must be engineered.
- **Truss Calculations:** Required for projects installing trusses and are not included as part of the structural calculations.
- **Truss Layout:** Required for projects installing trusses and are not included as part of the structural drawings.
- ****WSEC - Alterations / Remodel Worksheet:** Required for change of use projects that add heat, remodels, and new construction that include heat
- ****WSEC - Certificate of Product Ratings:** Required for most mechanical systems.
- ****WSEC - Glazing Schedule:** Required for heated projects that have windows
- ****WSEC - Heat Load Calculations:** Required when heat systems are being added or changed.
- ****WSEC - Heating System Sizing Worksheet:** Required when heat systems are being added or changed.
- ****WSEC - Prescriptive Energy Code Compliance:** Required for change of use projects that add heat, remodels, and new construction that include heat

**For WSEC files, please use the templates provided at WSU Energy Program > Building Efficiency > Energy Code





Attachments

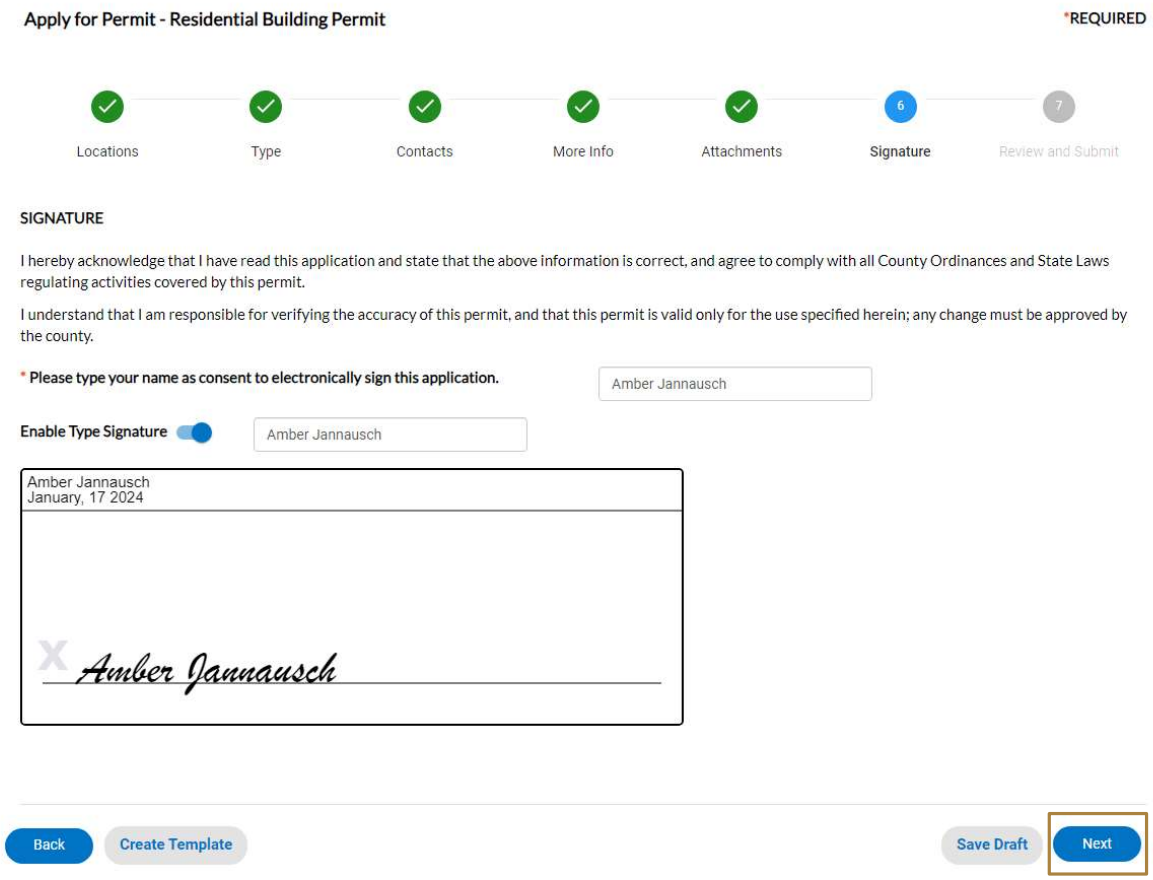
- Continue uploading files until the file set is complete
- Click "Next"

- Troubleshooting:
  - Each file can only be added once (same file cannot be used for different file categories)
  - Check that it is a supported file type
    - The supported file types change with each file category

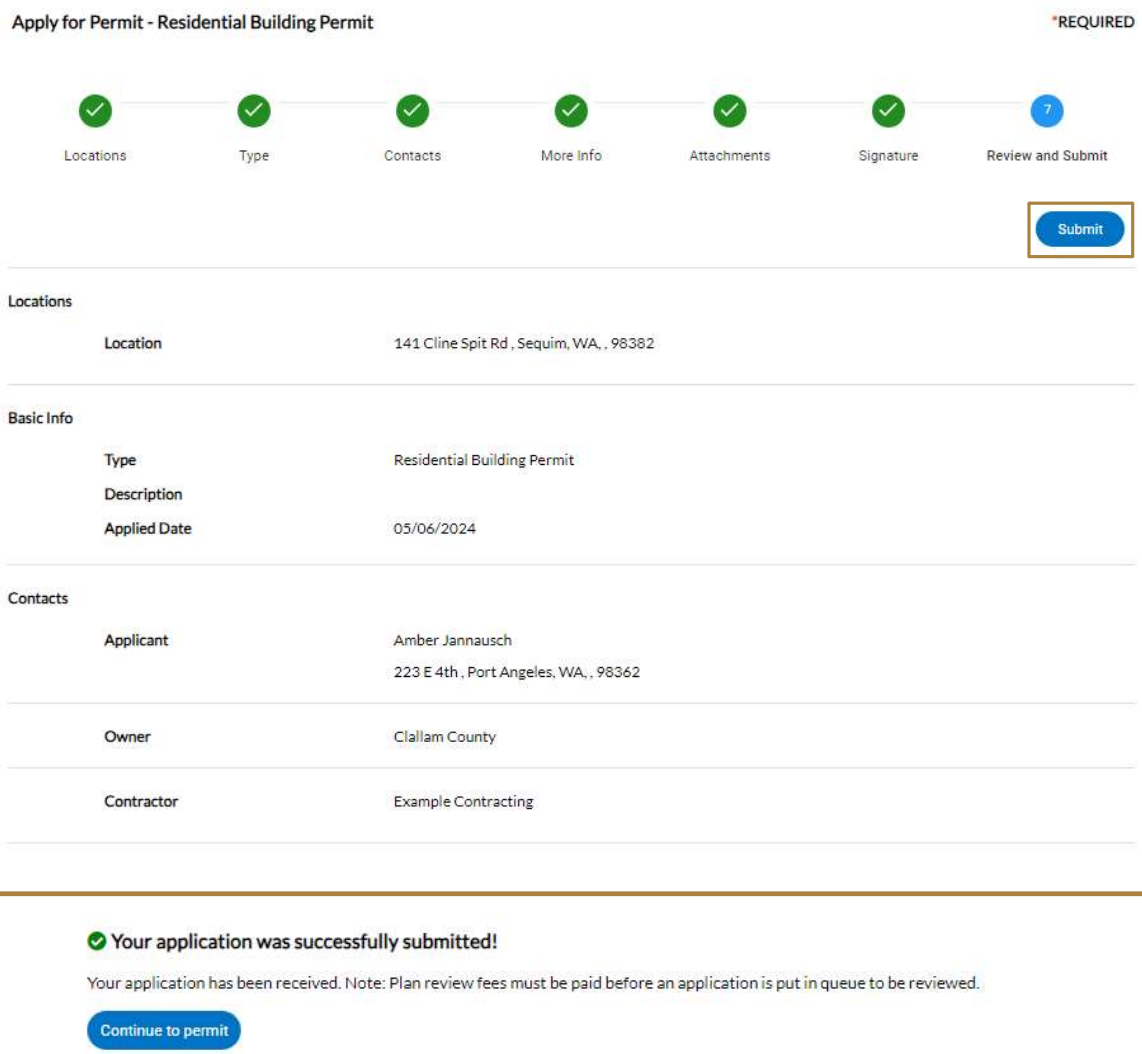
Applying for a Permit / Plan

Signature

- Sign the application
- You can either type your signature or draw it
- Click "Next"



Review and Submit Application



- Review the contents of the application
- If all the information is complete and accurate, click "Submit"
- ***NOTE:*** *Over the next 24-72 hours (M-F), the application will be reviewed for completeness and fees will be invoiced.*
  - Plan review fees (if applicable) must be paid prior to being put in queue for plan review.