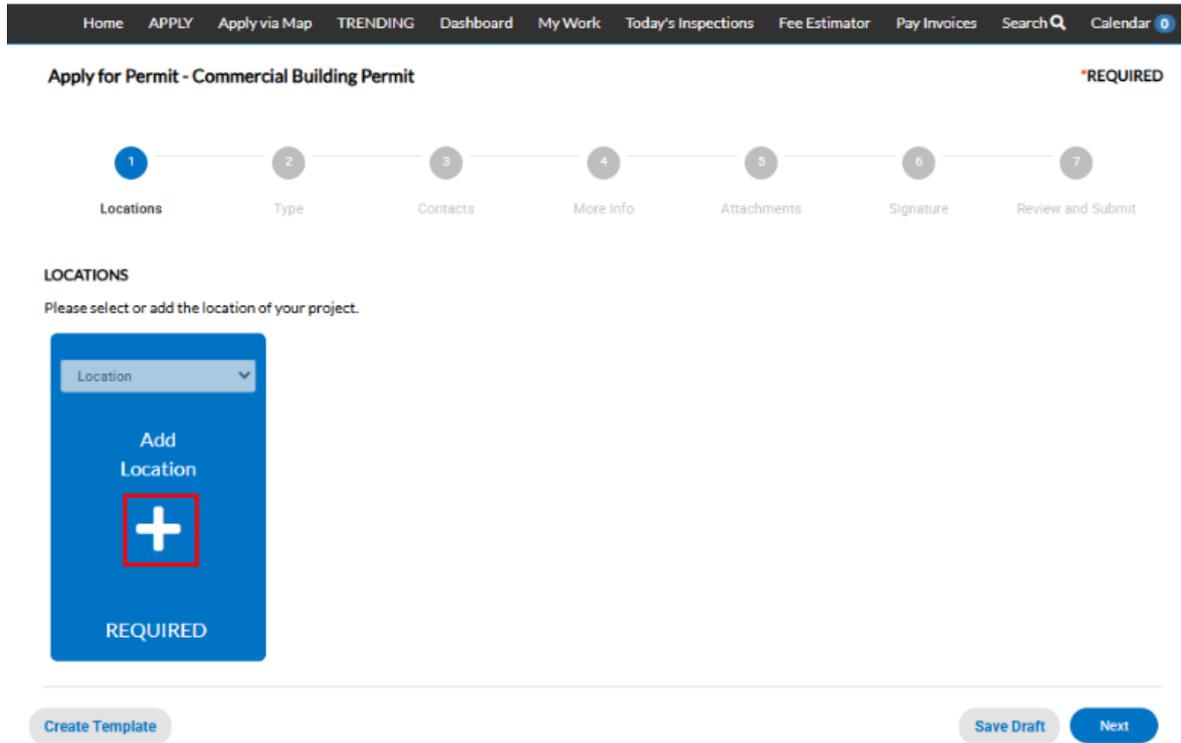


Add a Location to an Application

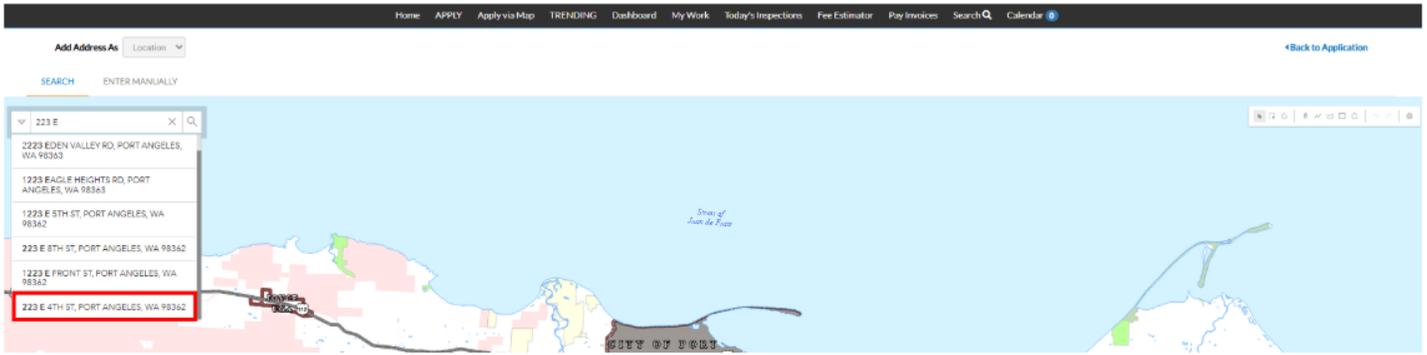
1. Click on the + sign within the blue box:



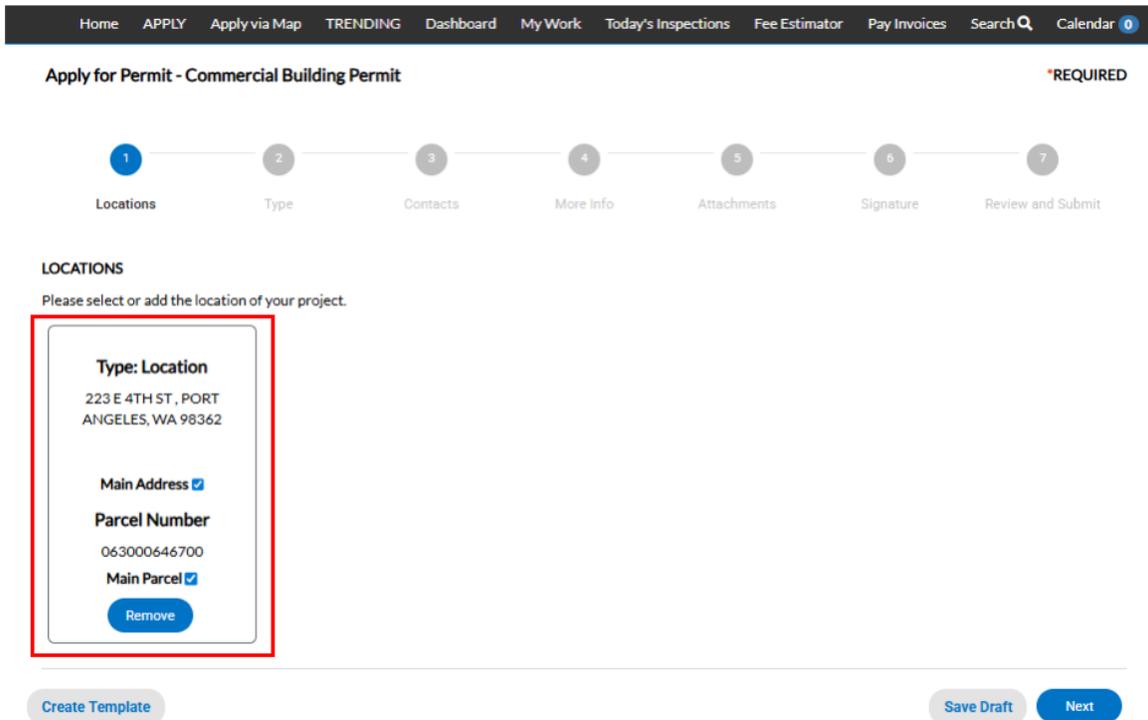
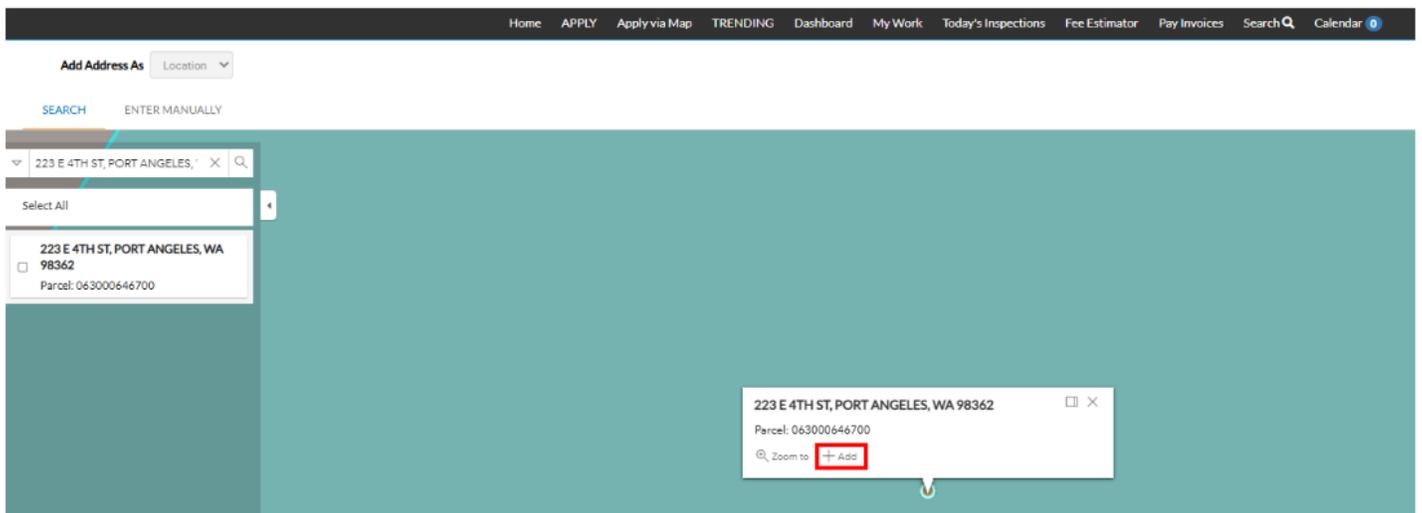
2. In the **Address & Parcel Search** box in the top left corner, type in the 12-digit parcel number (without dashes) or the address for the parcel. After a few moments, a drop down will be displayed with possible options. Select the appropriate one.

Note: The parcel number is also referred to as the GeoID or Geographic ID but contains only the first 12 digits.





3. Once a selection is made, the map will zoom to the location. Click the **+Add** button to add it to the application.



4. Click the **Next** button in the bottom right corner to proceed with the application.

Troubleshooting

A. If the address or parcel number does not show an expected result in step 2, choose **Enter Manually** in the top left corner.

B. Enter the address information and then click **Save**.

- 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: Street suffix (ex: N, E, S, W)
- Unit or Suite: ex: “Unit B”, “Suite 220”

Add Address As Location

SEARCH ENTER MANUALLY

Enter Manually

Country Type US

Enter Address Search Addresses

Address Line 1 223

Pre Direction E

Address Line 2 First

Street Type ST

Post Direction

Unit Or Suite Suite 5

City Port Angeles

State WA

Postal Code 98362

County

Save

Apply for Permit - Commercial Building Permit

REQUIRED



LOCATIONS

Please select or add the location of your project.

Type: Location
US
223 Suite 5 E First ST, Port Angeles, WA, 98362
Main Address
Remove

Create Template

Save Draft

Next

For further assistance, please contact the department in which the application is for.