

INTRODUCTION TO ONLINE PORTAL

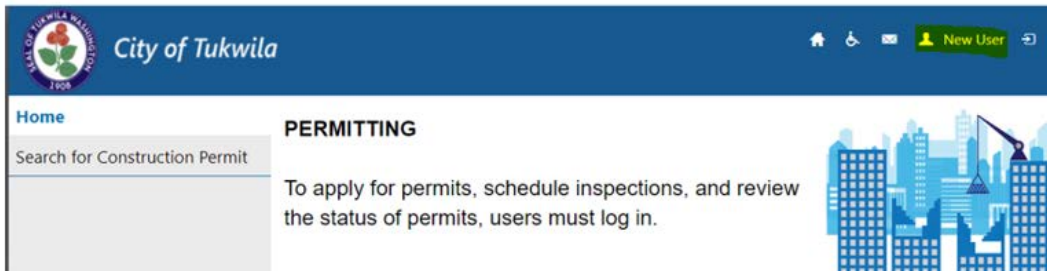
Tukwila's Online Permitting Portal allows a user to:

- Search for permits
- Pay for permits
- Schedule inspections
- Review current status of a permit

NEW USER

If this is the first time you are accessing the site, follow these steps to create a New User account.

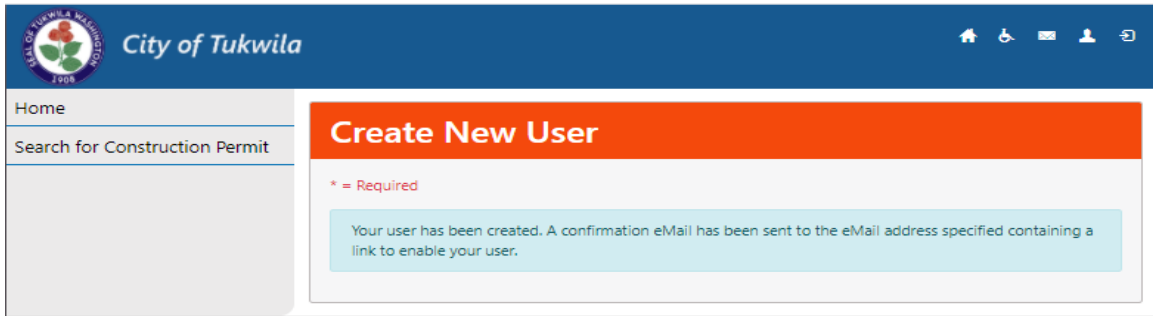
1. Select "New User"



2. Fill out the requested information, security questions, and click "Create New User"

A screenshot of the 'Create New User' registration form on the City of Tukwila Online Permitting Portal. The form is divided into several sections: 'Login', 'Name and Address', and 'Phone Number'. The 'Login' section includes fields for 'eMail Address' (pre-filled with 'tam.harris@tukwila.gov'), 'Confirm eMail Address', 'Password', and 'Confirm Password'. The 'Name and Address' section includes fields for 'First Name', 'Last Name', 'Address One', 'Address Two', 'City', 'State', and 'ZIP Code'. The 'Phone Number' section includes a warning 'At least one phone must be entered' and fields for 'Home Phone', 'Work Phone', 'Work Extension', and 'Cell Phone'. A red asterisk indicates required fields.

3. User will be sent a verification email:

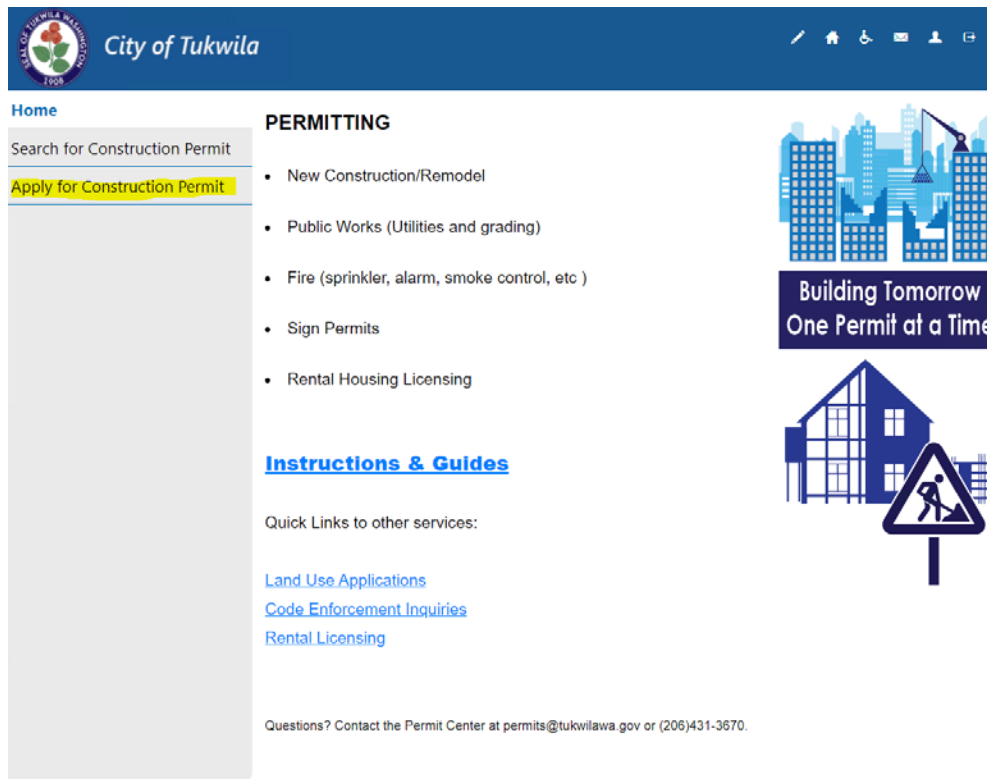


4. Once you have a login, return to the portal and log in



LOG IN AND APPLY

1. Once you are logged in, the menu expands on the left hand side and includes both "Search for" and "Apply for Construction Permit".



2. Selecting “Search For Construction Permit” allow you to search by Permit number, Parcel number, or address.

The screenshot shows the City of Tukwila website interface. The header includes the city logo and navigation icons. The left sidebar contains links for Home, Search for Construction Permit (highlighted), and Apply for Construction Permit. The main content area is titled 'Search for Construction Permit' and features a search form. The 'Search By' dropdown is set to 'Permit Number'. Under 'Search Criteria', the 'Permit Number' field is filled with 'D20-0186' and has a green checkmark. A 'Search' button is located at the bottom right of the form. A footer note reads: 'WHEN SUBMITTING APPLICATIONS, PLEASE MAKE SURE YOU HAVE ATTACHED ALL REQUIRED DOCUMENTS.'

3. Resulting search will open another menu on left hand pane, with additional information about the permit

The screenshot shows the City of Tukwila website interface displaying the 'Permit Details' page. The left sidebar now includes 'Permit Detail' (highlighted) along with other links. The main content area is titled 'Permit Details' and displays the following information:

Permit Number:	D20-0186	Status:	APPROVED
Type:	ACCESSORY DWELLING UNIT	Subtype:	ATTACHED
Address:	6300 SOUTHCENTER BLVD		
Applied Date:	08/29/2020	Applied By:	THAR
Approved Date:		Approved By:	
Issued Date:		Issued By:	
Finalized Date:		Finalized by:	
Expired Date:		Expired By:	
Description:	TESTING THIS IS ONLY A TEST		

A footer note reads: 'WHEN SUBMITTING APPLICATIONS, PLEASE MAKE SURE YOU HAVE ATTACHED ALL REQUIRED DOCUMENTS.'

4. Selecting “Apply For Construction Permit”, will allow the user to start building a permit application.

5. Throughout the application process, the user will be asked to answer questions on the Permit types, subtype, and additional relevant information

The screenshot shows the 'Application Type' form. The header includes the City of Tukwila logo and navigation icons. The left sidebar contains links for 'Home', 'Search for Construction Permit', and 'Apply for Construction Permit'. The main content area has an orange header 'Application Type' and a red asterisk legend '* = Required'. Two dropdown menus are present: '* Application Type' with 'DEVELOPMENT' selected and a green checkmark, and '* Subtype' with 'HOTEL_MOTEL' selected and a green checkmark. A blue 'Continue' button is at the bottom right. Below the form is a warning: 'WHEN SUBMITTING APPLICATIONS, PLEASE MAKE SURE YOU HAVE ATTACHED ALL REQUIRED DOCUMENTS.' A certification statement follows, and contact information for the Permit Center is provided at the bottom.

6. User can look up the site by using Address, Parcel, or Owner

The screenshot shows the 'Submit Application - Search' form. The header includes the City of Tukwila logo and navigation icons. The left sidebar contains links for 'Home', 'Search for Construction Permit', and 'Apply for Construction Permit'. The main content area has an orange header 'Submit Application - Search' and a red asterisk legend '* = Required'. A 'Search By:' dropdown menu is set to 'Address'. Below is a 'Search Criteria' section with two dropdown menus: '* Street Number' with '6300' selected and a green checkmark, and '* Street Name' with 'South' selected and a green checkmark. Blue 'Back' and 'Continue' buttons are at the bottom right. A blue 'Cancel' link is at the bottom left. Below the form is a warning: 'WHEN SUBMITTING APPLICATIONS, PLEASE MAKE SURE YOU HAVE ATTACHED ALL REQUIRED DOCUMENTS.'

7. The applicant should select the first valid address that matches the query. Please note the apartment or suite should *not* be selected unless doing work against that *specific location*.

City of Tukwila

Home

Search for Construction Permit

[Apply for Construction Permit](#)

Submit Application - Search Results

Show 10 entries Search:

* Select	Address	Owner Name	Parcel Number	Geo Type
<input checked="" type="radio"/>	6300 SOUTHCENTER BLVD	TUKWILA CITY OF	0003200005	
<input type="radio"/>	6300 SOUTHCENTER BLVD	TUKWILA CITY OF	0003200005	
<input type="radio"/>	6300 SOUTHCENTER BLVD 209	TUKWILA CITY OF	0003200005	
<input type="radio"/>	6300 SOUTHCENTER BLVD 115	TUKWILA CITY OF	0003200005	
<input type="radio"/>	6300 SOUTHCENTER BLVD 203	TUKWILA CITY OF	0003200005	
<input type="radio"/>	6300 SOUTHCENTER BLVD 202	TUKWILA CITY OF	0003200005	

8. Depending on the Permit Type and Subtype being applied for, a list of questions will come up for the applicant to fill out. Note, if the question does not apply to the permit you are applying for, you can enter "N/A" or "0" in the field.

Address: 6300 SOUTHCENTER BLVD Parcel Number: 0003200005

Owner: TUKWILA CITY OF

If a field marked required * does not apply to this application, enter "N/A" or "0"

* Total Job Value: ✖
Must not be empty.

* DESCRIPTION OF WORK

* SUB-TYPE

*

NEW/ADDITION/ALTERATION

9. The following screen will ask the applicant for different types of contacts. Please note that the "Contact for Correspon" will be used for all outgoing communication about the permit processing.

Submit Application - Application Contact

** = Required*

Address:	6300 SOUTHCENTER BLVD	Parcel Number:	0003200005
Owner:	TUKWILA CITY OF		

CONTACT FOR CORRESPON

* Contact Name: ✖
Must not be empty.

* Address 1:

Address 2:

* City:

* State: ▼

* Zip:

* Phone:

* Email:

DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE

* Contact Name:

Address 1:

Address 2:

City:

State: ▼

Zip:

Phone:

Email:

10. After finishing the contact page, an application summary will show all information entered. Once you hit Finish on this page, you will receive the following notification and an e-mail.

NOTE: If there are any fees assessed upon submittal of the application, you will be given the opportunity to pay the fees at this time.

****NOTE**** YOUR APPLICATION IS CONSIDERED *INCOMPLETE* UNTIL YOU HAVE UPLOADED ALL REQUIRED DOCUMENTS**

The screenshot shows the City of Tukwila website interface. On the left is a navigation menu with items: Home, Search for Construction Permit, Permit Detail, Permit Contacts, Permit Fees Due, Schedule Inspection, Scheduled Inspections, Plan Review, Attachments (highlighted in yellow), and Apply for Construction Permit. The main content area has an orange header 'Submit Application - Application Confirmation'. Below the header is a green box with the following text: 'An email with the new permits information was sent to the email address associated with your account. The permit will not be processed until all required documents are uploaded. PLEASE UPLOAD ALL REQUIRED DOCUMENTS USING THE ATTACHMENT MENU. If you are unsure of the requirements, refer to: [Instructions & Guides](#). Once your application is deemed complete, the Permit Center will contact you regarding fees due and next steps.' Below the green box, application details are listed: Address: 6300 SOUTHCENTER BLVD, Parcel Number: 0003200005, Owner: TUKWILA CITY OF, and Permit Number: D20-0202. At the bottom of the main content area is a grey box labeled 'Fees for this Permit'.

11. To upload your attachments, click on the left hand menu choice "Attachments" choice.

Attachments

NOTE: Additional information on requirements for each type of permits, and specifications for attachments, can be found here:

<https://www.tukwilawa.gov/departments/permit-center/>

Attachments must be uploaded one at a time.

Attachments

Permit Number:	D20-0202	Permit Type:	DEVELOPMENT
Address:	6300 SOUTHCENTER BLVD	Permit Date:	09/08/2020

There is no data that matches the search request made.

Add Attachment

* Description: ✕
Must not be empty.

* File:

After uploading all required attachments, your permit application submittal is complete! Once the permit center has reviewed the application, you will be informed via e-mail if there are additional required documents or fees that need to be paid.