

INTRODUCTION TO CITY OF TUKWILA ONLINE PERMIT PORTALS

Tukwila's Online Permitting Portals allow a user to:

- Apply for a new permit
- Search for permits
- Upload or download attachments
- Pay for permits
- Schedule inspections
- Review current status of a permit

We have two portals:

CONSTRUCTION PERMITS PORTAL

Or

LAND USE PERMITS PORTAL

However, they are used in relatively the same way.

If you aren't sure what permit type you need, please review [this link](#).

SEARCH FOR AN EXISTING PERMIT

1. Selecting "Search For Construction Permit" (or Land Use permit) allows you to search by Permit number, parcel or address. No login is required to view existing permits or applications.

The screenshot shows the City of Tukwila online permit portal. The header includes the City of Tukwila logo and name, and navigation icons. The main content area is titled "Search for Construction Permit". It features a "Search By:" dropdown menu set to "Permit Number". Below this is a "Search Criteria" section with a legend indicating that an asterisk (*) denotes a required field. The "Permit Number:" field is filled with "D20-0186" and has a green checkmark icon. A blue "Search" button is located at the bottom right of the search criteria section. A footer note at the bottom of the page reads: "WHEN SUBMITTING APPLICATIONS, PLEASE MAKE SURE YOU HAVE ATTACHED ALL REQUIRED DOCUMENTS."

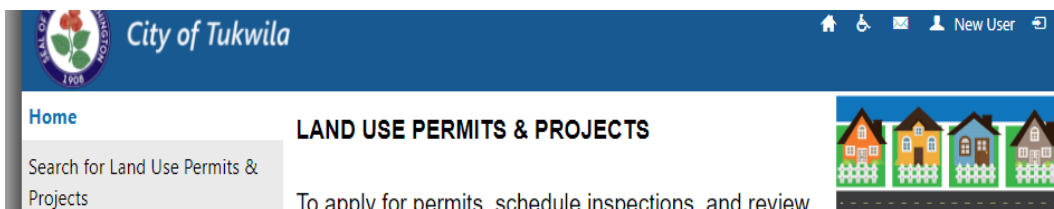
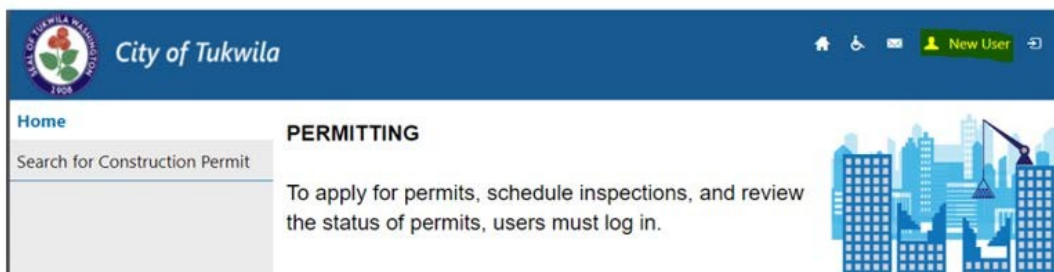
2. The resulting search will open another menu on the left-hand panel, with additional information about the permit.



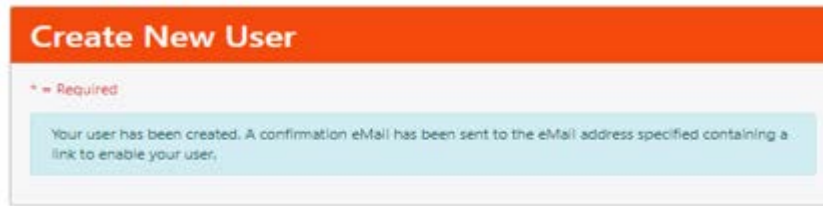
NEW USERS

If this is the first time you are accessing the site, follow these steps to create a New User account. Select whichever portal is appropriate for your permit type. The Construction portal is illustrated below, but the NEW USER icon is also available in the Land Use portal. The instructions to create a new user account are the same for either portal.

1. Select “New User”. Whether you are entering from the Construction or Land Use portal the requested information is the same.



2. Fill out the requested information, security questions, and click “Create New User”.
3. User will be sent a verification email (check your “junk” email if it doesn’t arrive right away).

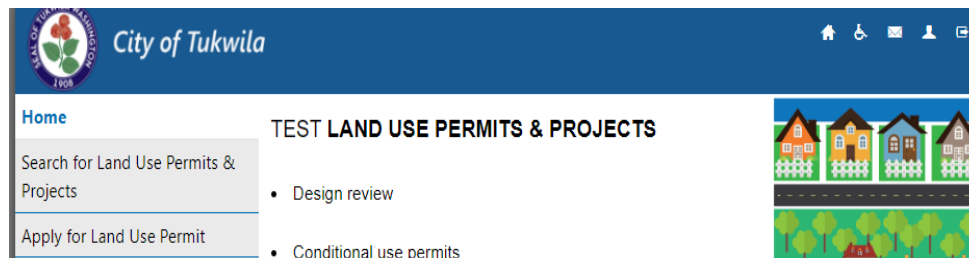


4. Once you have a login, return to the portal you need (Construction or Land Use) and log in.



LOG IN AND APPLY

1. Once you are logged in to whichever portal you need, the menu expands on the left-hand side and includes both "Search for..." and "Apply for ..." buttons.



2. Selecting "Apply For Construction (or Land Use) Permit", will allow the user to start building a permit application.
3. Throughout the application process, the user will be asked to answer questions on the Permit types, subtype, and additional relevant information to that permit type whether it is Construction or Land Use.

City of Tukwila

Home

Search for Construction Permit

Apply for Construction Permit

Application Type

* = Required

* Application Type: DEVELOPMENT ✓

* Subtype: HOTEL_MOTEL ✓

[Continue](#)

WHEN SUBMITTING APPLICATIONS, PLEASE MAKE SURE YOU HAVE ATTACHED ALL REQUIRED DOCUMENTS.

CERTIFICATION: By using this portal to apply for permits I certify I am the owner of the property or the owner's authorized agent. If acting as an authorized agent, I further certify that I have full power and authority to file this application and to perform, on behalf of the owner, all acts required to enable the jurisdiction to process and review such application. I have furnished true and correct information. I will comply with all provisions of law and ordinance governing this type of application. If the scope of work requires a licensed contractor to perform the work, the information will be provided prior to permit issuance

[Instructions & Guides](#)

Questions? Contact the Permit Center at permits@tukwilawa.gov or (206)431-3670

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

City of Tukwila

Home

Search for Construction Permit

Apply for Construction Permit

Submit Application - Search

* = Required

Search By: Address

Search Criteria

* Street Number: 6300 ✓


* Street Name: South ✓

[Back](#) [Continue](#)

[Cancel](#)

WHEN SUBMITTING APPLICATIONS, PLEASE MAKE SURE YOU HAVE ATTACHED ALL REQUIRED DOCUMENTS.

5. 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 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	

- 6. 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 “NA” or “0” in the field. DO NOT USE SPECIAL CHARACTERS (e.g., \$3,000 should be 3000, etc.).**

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

- 7. Please complete the questions to the best of your ability. If valuation is asked for twice, please enter the same value in each place. It should be for just that permit type.**

8. The following screen will ask the applicant for different types of contacts. Please note that the “Contact for Correspon(dence)” 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: x
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:

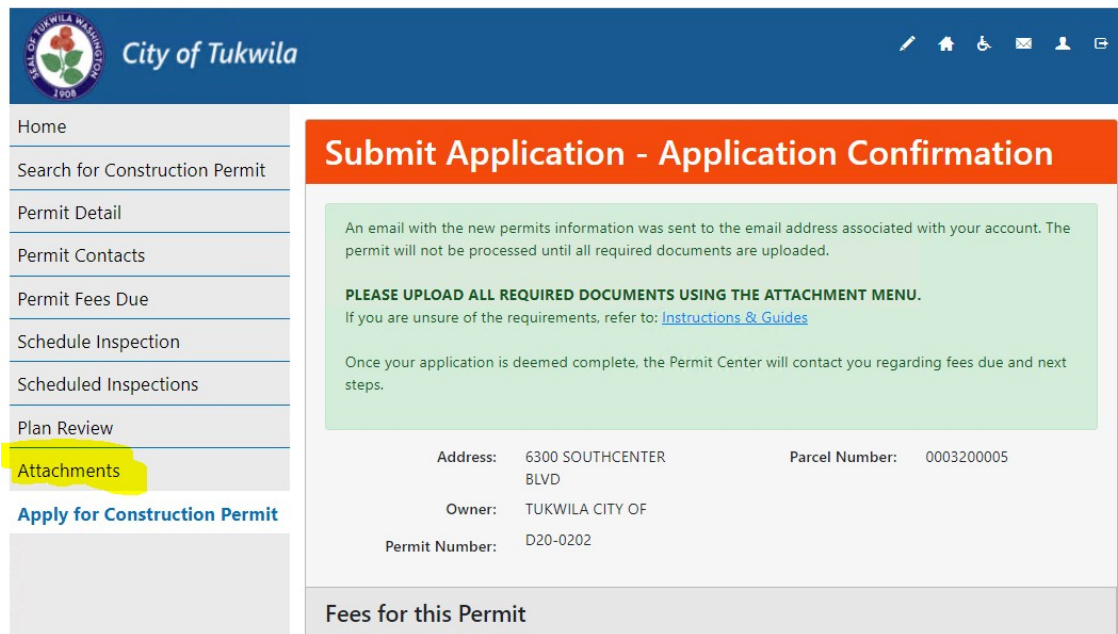
9. When completing the information for CONTRACTOR, please provide the business name as shown in LNI (NOT the contact person for the company).

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, but usually a Permit Tech will need to review your application and assess fees manually. Once these are assessed, the Contact Person will receive an auto-email that states payment is required.

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

11. To upload your attachments, click on the “Attachments” button on the left.

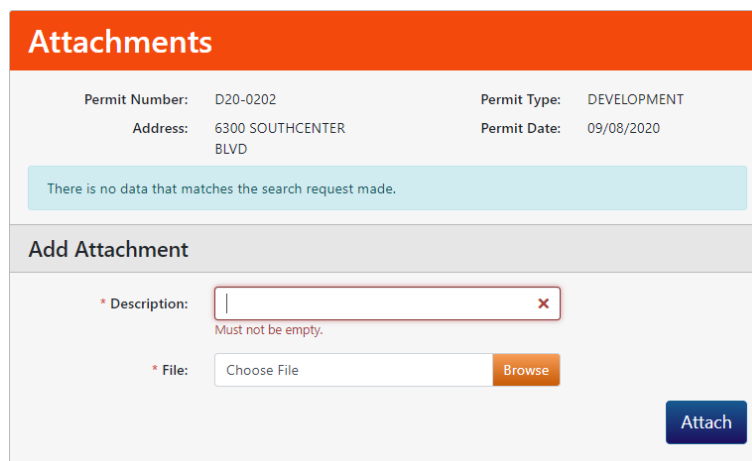


The screenshot shows the City of Tukwila website interface. On the left is a navigation menu with items: Home, Search for Construction Permit, Permit Detail, Permit Contacts, Permit Fees Due, Schedule Inspection, Scheduled Inspections, Plan Review, Attachments (highlighted in yellow), and Apply for Construction Permit. The main content area has an orange header "Submit Application - Application Confirmation". Below the header is a green box with 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 this is a table of permit details: Address: 6300 SOUTHCENTER BLVD, Parcel Number: 0003200005, Owner: TUKWILA CITY OF, Permit Number: D20-0202. At the bottom, there is a section for "Fees for this Permit".

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.



The screenshot shows the "Attachments" section of the permit application. It displays permit details: Permit Number: D20-0202, Permit Type: DEVELOPMENT, Address: 6300 SOUTHCENTER BLVD, and Permit Date: 09/08/2020. A message states: "There is no data that matches the search request made." Below this is the "Add Attachment" section, which includes a text input field for "Description" (with a red border and a red 'x' icon, and a note "Must not be empty."), a file selection field for "File" with a "Browse" button, and an "Attach" button.

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.