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”
3. User will be sent a verification email:

![Verification Image]

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

![Login Image]

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”.

![Portal Image]
2. Selecting “Search For Construction Permit” allow you to search by Permit number, Parcel number, or address.

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

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.

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

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

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

**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.

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.