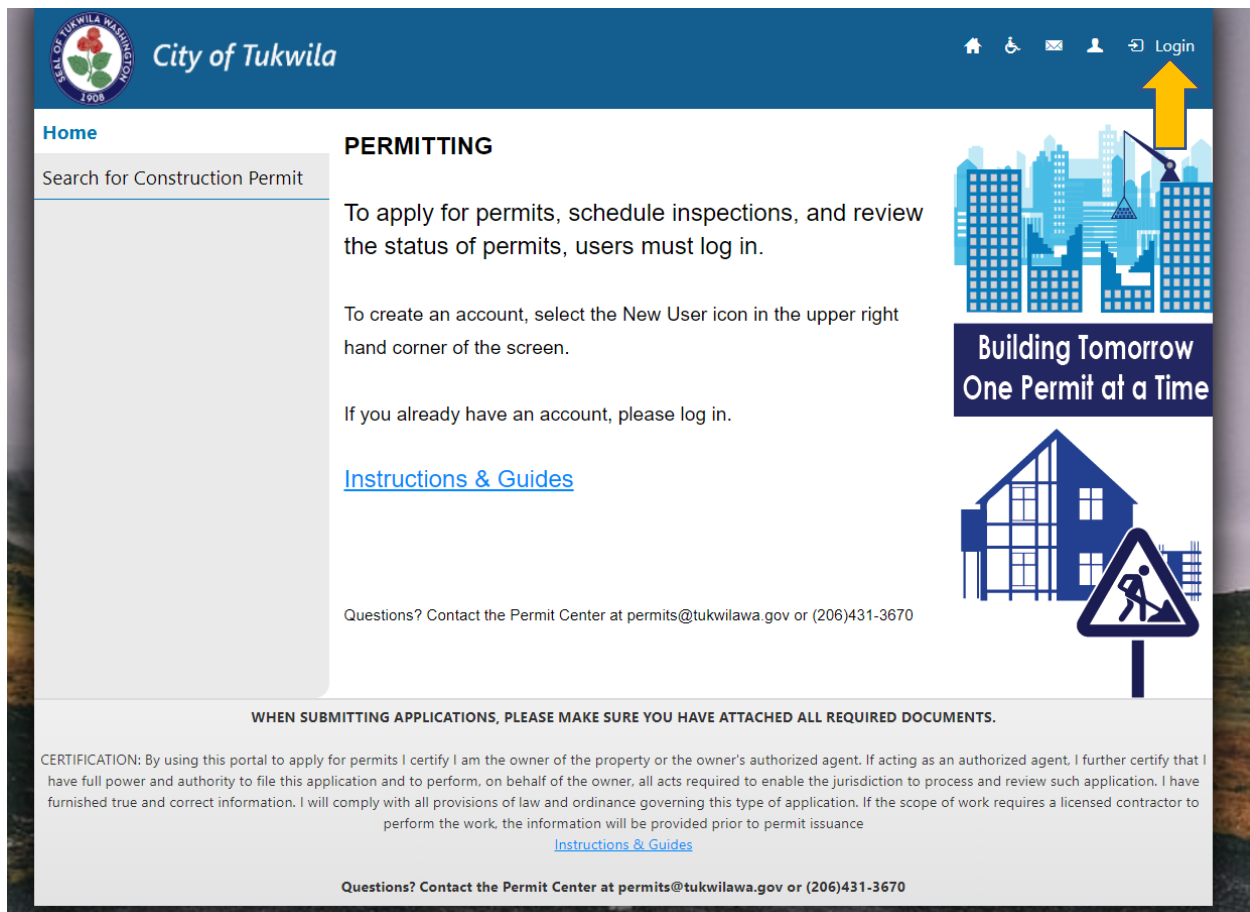


INSTRUCTIONS FOR APPLYING FOR A RENTAL LICENSE

Link to online portal: <https://tukw-egov.aspgov.com/BP/index.html>

To apply for a rental license make sure you have already created a new user account on our Community Engagement Portal. If you haven't done that yet do that first. Click [Here](#) for directions on setting up a new account.

To apply for a rental license login to the Community Engagement Portal.



The screenshot shows the City of Tukwila's online permitting portal. The header features the City of Tukwila logo and name, along with navigation icons for home, accessibility, email, user profile, and a 'Login' button with a yellow arrow pointing to it. The main content area is titled 'PERMITTING' and includes instructions on how to apply for permits, schedule inspections, and review permit status. It also provides information on creating a new user account and logging in if you already have one. A link for 'Instructions & Guides' is provided. On the right side, there is a graphic with the text 'Building Tomorrow One Permit at a Time' and an illustration of a house under construction with a construction worker. At the bottom, there is a section for 'WHEN SUBMITTING APPLICATIONS, PLEASE MAKE SURE YOU HAVE ATTACHED ALL REQUIRED DOCUMENTS.' followed by a certification statement and contact information for the Permit Center.

City of Tukwila

PERMITTING

To apply for permits, schedule inspections, and review the status of permits, users must log in.

To create an account, select the New User icon in the upper right hand corner of the screen.

If you already have an account, please log in.

[Instructions & Guides](#)

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

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](#)

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Once logged in you will click “Apply for a Construction Permit”

The screenshot shows the City of Tukwila website's permitting page. The header features the City of Tukwila logo and name, along with navigation icons for home, accessibility, email, user profile, and a menu. The main content area is titled "PERMITTING" and includes a search bar for construction permits. A yellow arrow points to the "Apply for Construction Permit" link. Below this, a list of permit types is provided: Construction/Remodel, Public Works (Utilities and grading), Fire (sprinkler, alarm, smoke control, etc.), Sign Permits, and Rental Housing Licensing. A section titled "Instructions & Guides" offers quick links to other services: Land Use Applications, Code Enforcement Inquiries, and Rental Licensing. A footer note states: "WHEN SUBMITTING APPLICATIONS, PLEASE MAKE SURE YOU HAVE ATTACHED ALL REQUIRED DOCUMENTS." On the right side, there is a graphic with the text "Building Tomorrow One Permit at a Time" and an illustration of a house and a construction sign.

City of Tukwila

PERMITTING

Search for Construction Permit

Apply for Construction Permit → Construction/Remodel

- Public Works (Utilities and grading)
- Fire (sprinkler, alarm, smoke control, etc)
- Sign Permits
- Rental Housing Licensing

Instructions & Guides

Quick Links to other services:

[Land Use Applications](#)

[Code Enforcement Inquiries](#)

[Rental Licensing](#)

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

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

CSRFToken=EG7Q-18EZ-BJ6N-5L69-QWYP-F8R2-...

**Building Tomorrow
One Permit at a Time**

The next step is to choose your application type. Click the drop down arrow and select “Rental License”

The screenshot shows the City of Tukwila permit application portal. The header includes the City of Tukwila logo and navigation links. The main section is titled "Application Type" and features a dropdown menu for selecting the application type. A yellow circle highlights the dropdown arrow, and a yellow arrow points to the "RENTAL LICENSE" option in the list. The list includes various permit types such as DEVELOPMENT, ELECTRICAL, FIRE ALARM PERMITS, and others. A "Continue" button is visible on the right side of the form.

Next you will choose the license subtype. There are few different options to pick from. To figure out which subtype is the correct subtype for your application you must know how many individual rental units are on the rental property that you are trying to get a rental license for. Traditional Single-family homes are one unit, while large apartment complexes may have hundreds of units. Your license subtype depends on the number of units on your property. Select the appropriate subtype for YOUR rental property and press “Continue”.

The screenshot shows the City of Tukwila permit application portal. The header includes the City of Tukwila logo and navigation links. The main section is titled "Application Type" and features two dropdown menus. The first dropdown menu is labeled "Application Type" and has "RENTAL LICENSE" selected. The second dropdown menu is labeled "Subtype" and has "RENTAL LICENSE 1 - 4 UNITS CITY INSPECTOR" selected. A yellow arrow points to the "Continue" button. The list of subtypes includes RENTAL LICENSE 1 - 4 UNITS CITY INSPECTOR, RENTAL LICENSE 1 - 4 UNITS CITY INSPECTOR, RENTAL LICENSE 21-50 UNITS, RENTAL LICENSE 5 - 20 UNITS, and RENTAL LICENSE 51 OR MORE UNITS. A "Continue" button is visible on the right side of the form.

The next step is to search for your property. You can either search by address or you can search by parcel number if you have that information.

Fill in the search criteria and press “Continue”.

Please note that the search field will only find entries that are an EXACT match. For best results avoid adding “Street”, “ST”, “AVE”, “Avenue”, “BLVD” etc...

The screenshot shows the 'Submit Application - Search' form on the City of Tukwila website. The form has a sidebar with links: Home, Search for Construction Permit, and Apply for Construction Permit. The main content area is titled 'Submit Application - Search' and includes a 'Search By:' dropdown menu set to 'Address'. Below this is a 'Search Criteria' section with two required fields: 'Street Number' (with a red 'X' icon and a message 'Must not be empty.') and 'Street Name'. There are 'Back' and 'Continue' buttons at the bottom right of the form. A 'Cancel' link is located below the 'Continue' button. At the bottom of the page, there is a disclaimer and contact information for the Permit Center.

City of Tukwila

Home

Search for Construction Permit

Apply for Construction Permit

Submit Application - Search

* = Required

Search By: Address

Search Criteria

* Street Number: ✖
Must not be empty.

* Street Name:

Back Continue

[Cancel](#)

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

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[Instructions & Guides](#)

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

Now, a list of search results will appear. Depending on your address you may see one or two entries or you may see dozens.

Pick the entry that best matches your rental property address. If there are multiple entries that are an exact match to YOUR address pick the one closest to the top of the list. Once selected click “continue”

The screenshot shows the 'Submit Application - Search Results' page on the City of Tukwila website. The sidebar is the same as the previous screenshot. The main content area is titled 'Submit Application - Search Results'. It shows a table of search results with columns: Select, Address, Owner Name, Parcel Number, and Geo Type. There are 11 entries in the table, all with the address '6300 SOUTHCENTER BLVD'. The entry with '6300 SOUTHCENTER BLVD 100' is selected. There are 'Previous', '1', '2', and 'Next' buttons for pagination. At the bottom, there are 'Back' and 'Continue' buttons.

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 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	
<input type="radio"/>	6300 SOUTHCENTER BLVD 206	TUKWILA CITY OF	0003200005	
<input type="radio"/>	6300 SOUTHCENTER BLVD 204	TUKWILA CITY OF	0003200005	
<input checked="" type="radio"/>	6300 SOUTHCENTER BLVD 100	TUKWILA CITY OF	0003200005	
<input type="radio"/>	6300 SOUTHCENTER BLVD	TUKWILA CITY OF	0003200005	

Showing 1 to 10 of 11 entries

Previous 1 2 Next

Back Continue

You have now reached the application. Most questions on the application are pretty straight forward but there are a few that might be a little confusing.

The first question on the application asks for **“Total Job Value”** – Don’t over think this one....**Just add ZERO**. This field is unrelated to rental licenses but sadly it is not removeable so just enter zero and move on to the next questions. Once this first page of the application is completed click “Continue”

City of Tukwila

Home

Search for Construction Permit

[Apply for Construction Permit](#)

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

Address: 6300 SOUTHCENTER BLVD 100 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: 0 ✓

DWELLING TYPE

* NUMBER OF UNITS

SECTION 8 TENANTS

MAIL NOTICES TO

IS UNIT OCCUPIED


Back Continue






[Cancel](#)

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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

This part of the application is asking for contact information. At a minimum we need owner information and for out of town properties we need a local emergency contact. If you are local you can either include your information under the “Contact” section or you can provide another person or company. Typical entries in this section include property manager information, tenant information, and an emergency contact. Fill this section out to the best of your ability. If you have not already selected an inspector for your rental property feel free to leave that section blank. Once you have completed this part of the application click “Continue”.

**City of Tukwila**



[Home](#)
[Search for Construction Permit](#)
[Apply for Construction Permit](#)

Submit Application - Application Contact

* = Required

Address: 6300 SOUTHCENTER BLVD 100 Parcel Number: 0003200005
Owner: TUKWILA CITY OF

TENANT

Contact Name:

Address 1:

Address 2:

City:

State:

Zip:

Phone:

Email:

OTHER

Contact Name:

Address 1:

Address 2:

City:

State:

Zip:


Phone:

Email:

Email:	<input type="text"/>
INSPECTOR	
Contact Name:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="v"/>
Zip:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
OWNER	
* Contact Name:	TUKWILA CITY OF
Address 1:	6300 SOUTHCENTER BLVD 100
Address 2:	<input type="text"/>
City:	TUKWILA
State:	WA
Zip:	98188
Phone:	<input type="text"/>
Email:	<input type="text"/>

CONTACT	
* Contact Name:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="v"/>
Zip:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>
MANAGER	
Contact Name:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="v"/>
Zip:	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

An application summary will appear. This will give you an opportunity to review your application. If you notice any errors simply click “Back” and correct any errors. If you are satisfied with your application click “Finish”.



City of Tukwila

[Home](#)
[Search for Construction Permit](#)
[Apply for Construction Permit](#)

Submit Application - Application Summary

Address: 6300 SOUTHCENTER BLVD 100
Owner: TUKWILA CITY OF

Parcel Number: 0003200005

General Information

Application Type: RENTAL LICENSE
Subtype: RENTAL LICENSE 1 - 4 UNITS CITY INSPECTOR
Total Job Value: 0
Description:
Contractor Type: owner
Notes:
DWELLING TYPE: SINGLE FAMILY
NUMBER OF UNITS: 1
SECTION 8 TENANTS: NO
MAIL NOTICES TO: OWNER
IS UNIT OCCUPIED: YES

TENANT

Contact Name:
Address 1:
Address 2:
City:
State:
Zip:
Phone:
Email:

OTHER

Contact Name:
Address 1:
Address 2:
City:
State:
Zip:
Phone:
Email:

And that's it!

You should receive a confirmation email that your application has been successfully submitted.

City staff will review your application for completeness and accuracy. Once the application is approved you will receive an email notification and will be asked to log back on to the Community Engagement Portal to pay your application fees.

The screenshot displays the City of Tukwila's online permit application portal. The header features the city logo and name, along with navigation icons. A left sidebar lists various permit-related options, with 'Apply for Construction Permit' highlighted. The main content area is titled 'Submit Application - Application Confirmation' and contains a green box with instructions to upload documents. Below this, application details are listed, including address, owner, and permit number. A section for 'Fees for this Permit' shows a message that no data matches the search request, with a 'Pay Now' button. The footer includes a certification statement and contact information for the Permit Center.

City of Tukwila

Home
Search for Construction Permit
Permit Detail
Permit Contacts
Permit Fees Due
Schedule Inspection
Scheduled Inspections
Plan Review
Attachments
Apply for Construction Permit

Submit Application - Application Confirmation

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.

Address: 6300 SOUTHCENTER BLVD 100 Parcel Number: 0003200005
Owner: TUKWILA CITY OF
Permit Number: RENT20-0033

Fees for this Permit

There is no data that matches the search request made.

Pay Now

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[Instructions & Guides](#)

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