


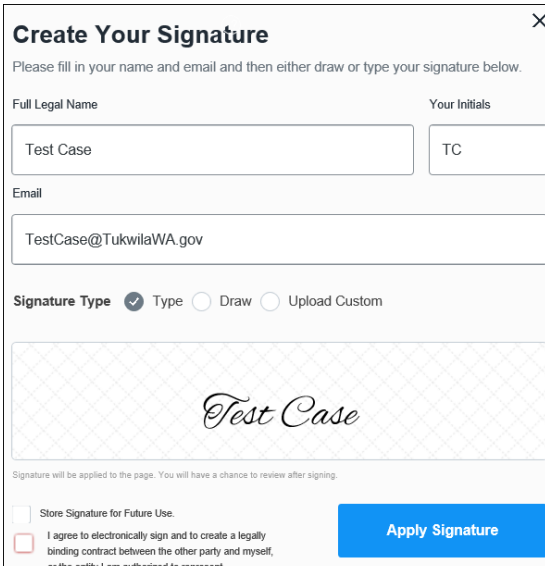



Online Permit Processing

Customer Instructions for APPLICATION PROCESS

(Electrical permit example)

1. Customer follows link to the Forms Portal	
2. Select folder "Permits, Building"	 Permits, Building
3. Select DCD-Electrical-Permit-Application. Click on "Complete Form"	
4. Customer must fill out all required fields (including Building Owner or Electrical Contractor information), prior to clicking "Submit & Sign"	
5. Review and confirm information provided in the required fields by clicking on "Submit & Sign" button	
6. Provide: Full legal name Initials Email Select choice of signature type Click box indicating agreement for use of electronic signature Click on "Apply Signature" button	
7. Click on "Finalize & Submit" button	

Customer Instructions for POST-APPLICATION PROCESS

1.

After application is submitted, you will see this message:

Thank you for submitting your City of Tukwila Permit application and documents.

After your application has been reviewed, a Permit Technician will contact you to notify you of the next steps in this process.

2.

We will send a confirmation of receipt email, with your permit application as an attachment:

[Tukwila, WA] Electrical Permit Submission - Signed



Permits@tukwilawa.gov <noreply@seamlessdocs.com>

To [REDACTED]



If there are problems with how this message is displayed, click here to view it in a web browser.



seamlessdocs

You signed this document

3.

After reviewing your application, we will send an email with a link to an invoice for the fees applicable to your permit:

[Tukwila, WA] EL19-0836 (Signature Requested) 1576611752



Permits@tukwilawa.gov <noreply@seamlessdocs.com>

To [REDACTED]



If there are problems with how this message is displayed, click here to view it in a web browser.

Reply Reply All Forward

Tue 12/17/2019 11:14

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Your signature is requested

Thank you for submitting a permit application with the City of Tukwila. Please follow the link to review and pay the fees for this submission. If you have any questions, please call Tukwila's Permitting Center at: 206.431-3670.


Please review and eSign

Click here to view **Permit Application Invoice**:


<https://prod.seam.ly/uhJkpGrs>

4.

Clicking the link brings up the Permit Application Invoice showing the associated fees; review the invoice, then click on **"Submit and Pay"**



CITY OF TUKWILA
Community Development Department
Permit Center
6300 Southcenter Blvd., Suite 100
Tukwila, WA 98188
<http://www.tukwilaWA.gov>



Tukwila, WA
TISSeamlessDocs@tukwila.gov

Document Signers

① Permit Applicant
Document Prepared by:
test

Permit Application Invoice

Permit Number: EL19-0836 (Approved, not Issued until paid in full)

Note the Permit Number is not valid until paid in full. The Permit is currently in an approved state. After paid in full, the Permit will be Issued and applicant will receive the Issued Permit

Permit Amount due: \$1.00

Credit Card convenience fee 3%: \$0.03

Submit & Pay

5.

Selecting “Submit & Pay” brings up the windows to enter your payment information.
Complete all the information, then click on “Submit” to proceed.

Pay Securely Using Authorize.Net to Continue

Total: \$1.03

First Name

Last Name

Card Number*

Exp. Date*

Security Code*

The connection is encrypted using a secure 256-bit certificate.

Pay Securely Using Authorize.Net to Continue

Total: \$1.03

Email Address*

*By pressing Submit, you are authorizing your credit card to be charged the amount shown.

The connection is encrypted using a secure 256-bit certificate.

6.

After payment information is submitted,
click on “Submit & Pay” button

Submit & Pay

7.

Provide: Full legal name
Initials
Email

Select choice of signature type

Click box indicating agreement for use of
electronic signature

Click on “**Apply Signature**” button

Create Your Signature


Please fill in your name and email and then either draw or type your signature below.

Full Legal Name

Your Initials

Email

Signature Type ☒ Type ☐ Draw ☐ Upload Custom



Signature will be applied to the page. You will have a chance to review after signing.

☐ Store Signature for Future Use.

☒ I agree to electronically sign and to create a legally binding contract between the other party and myself, or the entity I am authorized to represent.

Apply Signature

8.

Click on “**Finalize and Submit**”

Finalize & Submit

9.

After payment is verified, you will receive an email of notification that your permit application process is completed.

[Tukwila, WA] EL19-0836 - Completed



Permits@tukwilawa.gov <noreply@seamlessdocs.com>
To [REDACTED]



If there are problems with how this message is displayed, click here to view it in a web browser.



EL19_0836_Invoice_1Kt8Llo3Wx81nn.pdf
135 KB

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The document is Complete

Here is the completed document:

<https://tukwilawa.seamlessdocs.com/ng/submissionPdf/AP19121000132143545>

You can also find a copy attached to this email.

**Note: This is NOT a legally issued permit until fully processed.
You will be notified, via email, when the Permit Application has been approved.**

Questions? Call the Permit Center at 206-431-3670