

How to Apply for a Building Application in the Public Health Permit Center

The Building Application (BA) approval is required **before** most building permits can be issued so that Public Health—Seattle & King County can review the project for any impacts to your septic system.

For information on what projects will trigger the need for a Public Health Building Application, please contact the Department of Local Services (DLS) or your local Building Department.

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Before You Begin

Make sure you know which type of Building Application you need. See [Appendix A](#).

Each application has specific documentation requirements. To see the full list of application types and what you need to upload, view [Appendix A](#) at the end of this document.

Commonly required documents include:

- A current septic system maintenance inspection report
 - Dated within the past 3 years for gravity and pump to gravity septic systems.
 - Dated within the past year for OSS using pressure distribution.
- An approved OSS Record Drawing/As-built (see [Appendix B](#) for more information).
- Existing and proposed floor plans for every level of the house, including areas that construction is not taking place in.
- A detailed site plan that includes the septic system layout and reserve areas.

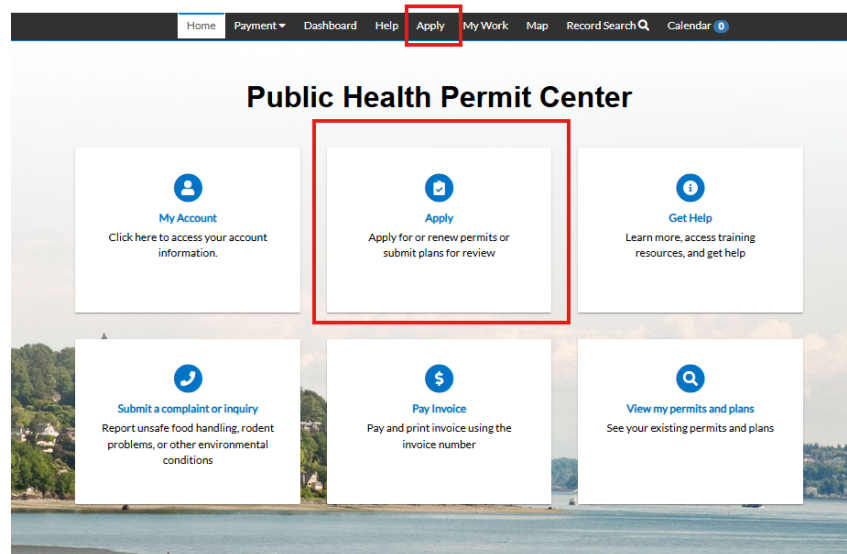
How to Apply

Note: To apply, you first need to be logged into the Public Health Permit Center (PHPC). For detailed instructions on registering for an account, see [How to Use the Public Health Permit Center](#).

Prior to uploading documents, you can save your application as a draft to easily come back and finish it later. The documents will be lost if you close the application after uploading them. We recommend waiting to upload documents until you are ready to submit the application.

- **Find Draft Applications:** If you saved your work, log back into PHPC > click your name (top right) > select **Saved Work**.

1. Select **Apply** and search for the correct Building Application type.



2. **Search for the correct Building Application type.** (See [Appendix A](#))
3. **Add your property location.**

Click the + sign, search by address or parcel number, check the box, then click **Add**.

Home Payment Dashboard Help Apply My Work Map Record Search Calendar

Apply for Plan - Minor Interior Remodel and/or Addition (less than 250 sq ft.) for Home with Approved OSS Record Drawing dated Jan. 2000 or later **REQUIRED**

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

For properties with an existing address, enter the address number and street name only. Tip: If search results do not include the property, check for typos in the address or misspelling of the street name.

Location

Add Location

REQUIRED

Create Template Save Draft Next

King County Beau Williquette

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Add Address As Location [Back to Application](#)

SEARCH ENTER MANUALLY

14350 SE Eas

Select All Add

14350 SE EASTGATE WAY
Parcel: 1024059050
Owner: KING COUNTY-FMD PUB HEALTH

CHECK THIS BOX

14350

4. Provide instructions for access.

Enter clear instructions for accessing the property. (i.e. “gate code is 1234”, “dogs are friendly”, “call for access”)

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Apply for Plan - Minor Interior Remodel and/or Addition (less than 250 sq ft.) for Home with Approved OSS Record Drawing dated Jan. 2000 or later *REQUIRED

Locations **Type** Contacts More Info Attachments Signature Review and Submit

PLAN DETAILS

In the description field, please add all location instructions or access explanation. Appropriate examples to include are: "Gate Code is 1234. Dogs on property." If none, please add NA.

* Plan Type: Minor Interior Remodel and/or Addition

* Description: Please ignore the rooster, he thinks he owns the place.

Back Create Template Save Draft Next

5. Add contacts.

You will automatically be listed as the applicant. Add the property owner and any other contacts as needed.

Locations Type **Contacts** More Info Attachments Signature Review and Submit

CONTACTS

Contacts will have easy access to check the status of the application, submit documents, and pay outstanding fees online.

You have been listed as the Applicant by default. Follow the prompts to add any additional contacts related to this application.

- When you use the search bar, it checks to see if contact already exists in the system. Ensure correct spelling while searching by email address or contact name.
- If the contact was not found through your search, please click Enter Manually and carefully enter name and contact information. One phone number is required, and an email address is highly recommended.
- If multiple contact types are required and you are using the same person for both contact types, you need to add that contact twice.

When finished adding contacts, click Next.

Applicant: Beau Williquette (You), 1234 Seattle st

Property Owner: Add Contact

Select Type: Add Contact

Back Create Template Save Draft Next

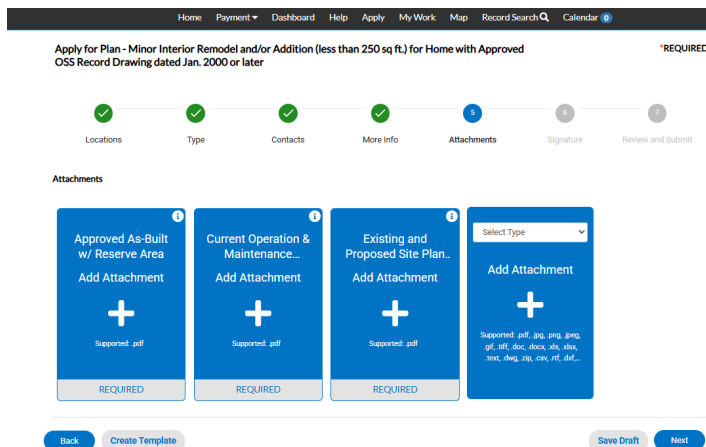
6. Provide project details.

Fill out all required fields (marked with a red asterisk). Examples of information you may be asked for include:

- Age of the house
- Existing square footage and proposed additional square footage
- Number of existing bedrooms and proposed new bedrooms
- Whether there are detached buildings on the property
- Whether any detached buildings have plumbing
- Distance to nearest public sewer
- Additions or repairs to on-site sewage system
- Water supply

7. Upload required documents.

Attach all required reports and plans. You may add additional documents if helpful.



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Apply for Plan - Minor Interior Remodel and/or Addition (less than 250 sq ft.) for Home with Approved OSS Record Drawing dated Jan. 2000 or later *REQUIRED

Locations Type Contacts More Info **Attachments** Signature Review and Submit

Attachments

Approved As-Built w/ Reserve Area
Add Attachment
+
Supported .pdf
REQUIRED

Current Operation & Maintenance...
Add Attachment
+
Supported .pdf
REQUIRED

Existing and Proposed Site Plan..
Add Attachment
+
Supported .pdf
REQUIRED

Select Type
Add Attachment
+
Supported .pdf, .png, .jpg, .gif, .tif, .doc, .docx, .xls, .xlsx, .text, .dmg, .zip, .csv, .rtf, .dxf...

Back Create Template Save Draft Next

8. Sign electronically.

Type or draw your signature.

Home Payment Dashboard Help Apply My Work Map Record Search Calendar

Apply for Plan - Minor Interior Remodel and/or Addition (less than 250 sq ft.) for Home with Approved OSS Record Drawing dated Jan. 2000 or later *REQUIRED

Locations Type Contacts More Info Attachments **Signature** Review and Submit

SIGNATURE

I certify that I am the legal owner of the property or an authorized representative of the property owner and that the information on this application is true and correct to the best of my knowledge. I hereby grant Public Health - Seattle & King County access to this property for inspection(s) related to this application.

* Please type your name as consent to electronically sign this application. Ivana Permit

Enable Type Signature ☒ Ivana Permit

Beau Williquette
August, 28 2025

Ivana Permit

Back Create Template Save Draft Next

9. Review and submit.

Double-check your information. Click **Submit** when ready.

A confirmation screen will appear showing the applicable fees. **Note: Your application WILL NOT BE REVIEWED fees are paid.** To pay immediately, click **Add to Cart**. If an individual other than the applicant will be paying later, click on **Continue to Plan** to be directed to the Application Summary Page, and note the Plan Number at the top of the screen for reference (i.e. **OSS-BLDG-...**), this is the Record ID for the application.

To pay later:

- Anyone can go to the Public Health Permit Center with the Plan Number/Record ID, click **Record Search** and search using the Record ID.
- If you have an account and were added on as a contact
 - Go to **My Work > My Invoices** to pay, or
 - Go to **My Work > My Plans** > select the Plan Number for this project.

Home Payment Dashboard Help Apply My Work Map Record Search Calendar

✓ Your application was successfully submitted!

In order for your application to be reviewed for completion, all fees must first be paid. Please click "Add to Cart" in the fee card, then go to the cart to make a payment. You can check the status of the application in Civic Access at any time. Log in to Civic Access, click on "My Work" on the top navigation bar, select "My Plans", then search by parcel, address, plan number, or application date.

Continue to plan

Fees

\$408.00

View Details Add to Cart

Your application will not be reviewed until fees are paid.

Tracking Your Application Progress

- From the application summary screen, you can:
 - See required actions, resubmittals, or reinspections
 - Upload additional documents under the **Attachments** tab
 - Add additional contacts under the **Contacts** tab
 - View related inspections and sub-records
 - Find your assigned inspector and review status

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Plan Number: OSS-BLDG-0000560-2025

Plan Details | Tab Elements | Main Menu

Type:	Minor Interior Remodel and/or Addition (less than 250 sq ft.) for Home with Approved OSS Record Drawing dated Jan. 2000 or later		Status:	In Review	Project Name:
Applied Date:	08/28/2025	Expiration Date:			
District:	N/A	Assigned To:	Williquette, Beau	Completion Date:	
Description:	Please ignore the rooster, he thinks he owns the place.				

Summary Locations Fees Reviews Inspections Attachments Contacts Sub-Records More Info

Progress

17% Completed

Completed
In Progress
Not Started

Fees

\$0.00

View Details

Workflow

- Assign Plan Reviewer - Passed: 08/28/2025
- Conduct Office Building Application Review - Started - Scheduled for 09/29/2025
- Verify Parent Record Information is Accurate
- Conduct Field Inspection -
- Document List of Conditions
- [PLACEHOLDER] Generate Building Application Approval Report

Available Actions

No Actions

Tips & Reminders

- Fees must be paid before review begins.
- Make sure your uploaded documents are clear and complete.
- If an inspector requests additional information, upload it under **Attachments** in your application summary.
- Save your Plan Number (i.e. **OSS-BLDG-...**) for reference.

Appendix A: Building Application Types & Required Documentation

Simple Applications (reduced fee, requires approved OSS record drawing with reserve area)

1. Minor Interior Remodel and/or Addition (less than 250 sq ft) for Home with Approved OSS Record Drawing dated Jan. 2000 or later
2. Deck Construction
**Only submit this application if you have an approved record drawing with a designated reserve area
3. New Building, No Plumbing

To qualify, you must upload:

- Current maintenance inspection report (within 3 years for gravity systems, within 1 year for pressure systems)
- Approved record drawing with reserve area (see [Appendix B](#))
- Existing and proposed floor plans or construction plans
- Detailed site plan

Applications (full review)

1. Commercial-to-Commercial Change of Use
2. Residential-to-Commercial Change of Use
3. Conversion of Existing Garage/Shop into Living Space
4. Deck Construction (no approved OSS record drawing)
5. General Interior Remodel and/or Addition of an Existing House Footprint
6. Mobile Home Replacement with an Approved Record Drawing
7. New Building, No Plumbing, No Approved Record Drawing
8. New Building, No Plumbing, Record Drawing without Reserve Area
9. New Building, Plumbing, Approved Record Drawing
10. New Building, Plumbing, No Approved Record Drawing
11. New Building, Plumbing, Record Drawing without Reserve Area

Documentation that may be required for Applications (Full Review):

- Current maintenance inspection report (within 3 years for gravity systems, within 1 year for pressure systems)
- Existing and proposed floor plans or construction plans
- Detailed site plan showing proposed work
- Easements impacting the property or drainfield
- Covenants impacting the property
- A reserve area designated by a licensed OSS designer or professional engineer (soil logs included)
- Certificate of Sewer Availability (if within 200-ft of sewer)

Additional requirements for applications with no approved record drawing may include:

- Site sketch/OSS locate from a licensed maintenance provider

Appendix B: How to Tell if You Have an Approved Record Drawing

Step 1: Search for Your Septic Records

1. Go to the King County septic records map: [Septic & Group B Records](#).
2. Enter your **address** or **parcel number**.
3. Select your parcel to view associated septic permitting records.

Step 2: Identify a Record Drawing

When reviewing the septic permitting records for your parcel, look for a document labeled:

- “(yyyy-mm-dd) **Asbuilt**” for most systems, or
- “(No Date) **Unindexed**” for older systems.

An **approved record drawing** will have:

- A cover letter titled “**As-Built Sewage Disposal Plan**”
- A drawing stamped or signed by a licensed OSS designer or professional engineer, and
- Stamped or signed by Public Health – Seattle & King County (PHSKC) with the words “**As-Built**”

Step 3: Upload to PHPC

Once you locate your approved record drawing:

1. Save a copy of the PDF to your computer.
2. Log into the **Public Health Permit Center (PHPC)**.
3. During your Building Application, upload the document under the **Attachments** section.

Identifying an Approved Reserve Area

Every septic system must have a reserve area, which is a designated backup location for a replacement drainfield if the primary system fails.

- **Newer systems:** The reserve area is clearly labeled on the record drawing, usually with the type of system specified.
- **Older systems:** The reserve area may be labeled only as “**reserve area**” without details.
- **Very old systems:** The reserve area may not appear at all on the record drawing. In these cases, it may be shown only on the original site application design plans.

If the reserve area is missing from your record drawing:

- Combine the **approved record drawing** and the **site application page showing the reserve area** into a single PDF before uploading it in PHPC.

Important Note on Reserve Areas

If the reserve area shown on your documents has been impacted by development or if setbacks have not been maintained, it is no longer considered an approved reserve area. In this case, you may need to work with a **licensed On-Site System (OSS) designer** or **professional engineer** to designate a new reserve area and provide soil logs for review. You can contact the Septic Expert at 206-477-8177 for more guidance on what to do in this scenario.