

How to Submit a Site Application in the Public Health Permit Center

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Site Design Application

Before You Begin

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

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**.

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.

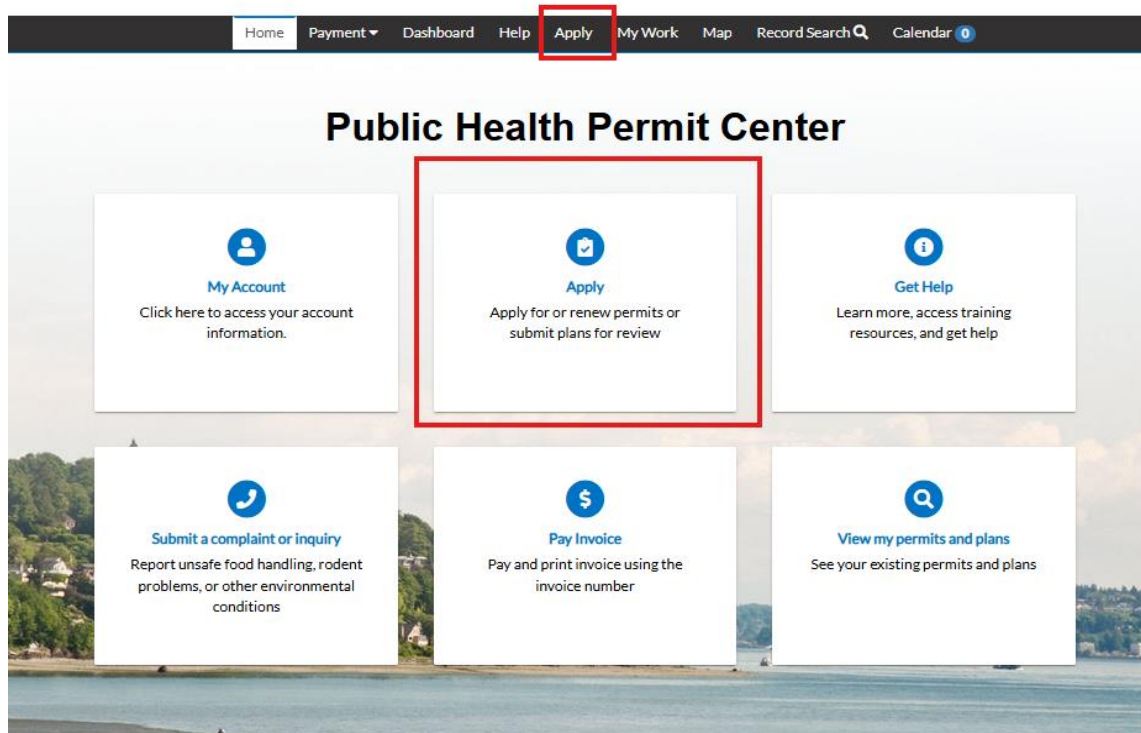
Commonly required documents include:

- Vicinity map / directions to the site
- Detailed site plans and specifications
- Hydraulic calculations
- Soil Log Data

How to Apply

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

1. Select Apply and search for the correct Site Application type.



2. Search for the correct Site 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 - OSS Site Design - Vacant Parcel REQUIRED

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

LOCATIONS

Please be sure to include all parcel numbers associated with this application.

Type: Location
14350 SE EASTGATE WAY ,
Bellevue, WA 98007

Main Address ☒

Parcel Number
1024059050

Main Parcel ☒

[Remove](#)

Location

Add Location

+

Create Template [Save Draft](#) [Next](#)

King County Beau Williquette 0

Home Payment Dashboard Help Apply My Work Map Record Search Calendar

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

K.C. Health Dept.

4. Provide instructions for access.

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

Home
Payment
Dashboard
Help
Apply
My Work
Map
Record Search
Calendar

Apply for Plan - OSS Site Design - Vacant Parcel
REQUIRED

1
2
3
4
5
6
7

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
OSS Site Design - Vacant Parcel

Description
Open access.

Note: If proposing the use of a Group B Water System an private/individual well, apply for that FIRST and put the Record ID in the description. (i.e. OSS-WAT-...)

Back
Create Template
Save Draft
Next

5. Add contacts.

You will automatically be listed as the applicant. Add the property owner, septic system designer or professional engineer, and any other contacts as needed. **NOTE: Contacts can hold multiple roles (i.e. the contact listed as the applicant can be added again as the OSS Designer/Professional Engineer).**

Home
Payment
Dashboard
Help
Apply
My Work
Map
Record Search
Calendar

Apply for Plan - OSS Site Design - Vacant Parcel
REQUIRED

1
2
3
4
5
6
7

Locations
Type
Contacts
More Info
Attachments
Signature
Review and Submit

CONTACTS

Please enter name and contact information of applicant.

Applicant
Beau Williquette (You)
1234 Seattle st

OSS Designer/Profession
Add Contact
REQUIRED

Property Owner
Add Contact
REQUIRED

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:

- Water supply
- Property Use Type
- Septic Tank Details
- Pump Tank Details
- Treatment Type
- Number of Bedrooms
- Design Flow
- Etc.

7. Upload required documents.

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

Home Payment Dashboard Help Apply My Work Map Record Search Q Calendar

Apply for Plan - OSS Site Design - Vacant Parcel *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

Attachments

General attachment instructions and tips:

Please upload each required document individually. Avoid merging separate documents into a package. If multiple documents need to be submitted for the same document type, 'Select Type' on the last blue box to add an additional document.

All documents should be uploaded as a PDF unless indicated otherwise.

*REQUIRED FOR ALL APPLICATIONS

All applications require the following attachments.

Vicinity Map: Must include gate code, presence of dogs, and details needed for the inspector to locate the proposed/existing well and on-site sewage system site

Detailed Site Plans and Specifications: Maximum paper size is 11" x 17" (Detailed site plan: 1" to 20' or the largest scale that will allow; Overall site plan may be scaled as needed for example, 1" to 50' or 100'; Sewage Tank Invert & Plumbing Stub Elevations; and Details of proposal per Title 13 Code requirements - remember to check neighboring properties for wells, on-site sewage system, and storm water systems)

Hydraulic Calculations: Should include clear calculations, preferably on a single page

Soil Log Data: Minimum of 5 soil logs - 2 each drain field & reserve area + 1 for tank(s) (Remember to document the soil log for the septic tank). If a treatment device (such as a sand filter or ATU unit) is greater than thirty feet from the wastewater tanks, then one soil log shall be located in the area of the treatment device.

CONDITIONALLY REQUIRED

The following documents are required for some applications. Please review the instructions, and 'Select Type' on the last blue box to add any conditionally required documents.

Critical Area Designation: Required for site design applications for new system.

Sewer Letter: Required for properties in an urban area. The sewer letter should state whether the property line is more or less than 200 feet to the nearest sewer.

Proof of Lot Segregation Date: Required if water source is a new private individual well and property is less than 5 acres OR if drainfield easement.

Draft Drainfield Easement Language: Required if drainfield easement.

Easement Survey

Draft Easement Language

Covenants

Notice on Title

Other

The site design review may be delayed and a resubmission fee may be required if pertinent documents are missing or incomplete.

<p>Detailed Site Plans and Specifications</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>	<p>Hydraulic Calculations</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>	<p>Soil Log Data</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>	<p>Vicinity Map / Directions to Site</p> <p>Add Attachment</p> <p>+</p> <p>Supported: .pdf</p> <p>REQUIRED</p>
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8. Sign electronically.

Type or draw your signature.

Home
Payment
Dashboard
Help
Apply
My Work
Map
Record Search
Calendar

Apply for Plan - OSS Site Design - Vacant Parcel
*REQUIRED

✓

Locations

✓

Type

✓

Contacts

✓

More Info

✓

Attachments

6

Signature

7

Review and Submit

SIGNATURE

I understand that failure to comply with the Code of King County Board of Health Title 13 may result in the disapproval of the sewage system being proposed in this application. Non-compliance may also lead to revocation of my Designer's Certificate of Competency and/or appropriate legal action by the Health Department. Furthermore, I understand that failure to submit a proper and complete set of supporting documents may result in delay or rejection of my site application.

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

Ivana Permit

Enable Type Signature

Ivana Permit

Beau Williquette
September, 15 2025

X Ivana Permit

Back
Create Template
Save Draft
Next

9. Review and submit.

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

10. Make a payment.

A confirmation screen will appear showing the applicable fees. To pay immediately, click **Add to Cart**.

Home
Payment
Dashboard
Help
Apply
My Work
Map
Record Search
Calendar

✓ Your application was successfully submitted!

This application is not complete and will not be reviewed until all fees have been paid. Please click "Add to Cart" in the fee card, then go to the cart to make payment.

Continue to plan

Fees

\$1,134.00

View Details
Add to Cart

Note: Your application will not be reviewed until you pay the associated fees.

To pay 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-SITE-...**)

[Home](#)
[Payment](#)
[Dashboard](#)
[Help](#)
[Apply](#)
[My Work](#)
[Map](#)
[Record Search](#)
[Calendar](#)

✔ **Your application was successfully submitted!**

This application is not complete and will not be reviewed until all fees have been paid. Please click "Add to Cart" in the fee card, then go to the cart to make payment.

[Continue to plan](#)

Fees

\$1,134.00

[View Details](#) [Add to Cart](#)

- To pay later, log into PHPC and:
 - Go to **My Work > My Invoices** to pay, or
 - Go to **My Work > My Plans** > select the Plan Number for this project.
- Anyone will be able to log into the Public Health Permit Center and easily make a payment by selecting **Record Search** and entering the Record ID.

THE 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

[Home](#)
[Payment](#)
[Dashboard](#)
[Help](#)
[Apply](#)
[My Work](#)
[Map](#)
[Record Search](#)
[Calendar](#)

Plan Number: OSS-SITE-0000593-2025

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: OSS Site Design - Vacant Parcel	Status: In Review	Project Name:
Applied Date: 09/15/2025	Expiration Date:	
District: N/A	Assigned To: Williquette, Beau	Completion Date:
Description: Open access.		

[Summary](#) [Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

Progress

33% Completed

Completed
In Progress
Not Started

Fees

\$0.00

[View Details](#)

Workflow

- Conduct Office Review - Passed : 09/15/2025
- Assign Plan Reviewer - Passed : 09/15/2025
- Conduct Field Inspection - Complete : 09/15/2025
- Identify List of Conditions
- Prepare Site Design Approval Letter
- Upload Final Package for Public Recording
- Update OnlineRME Record if applicable
- Confirm Master Installer included as Contact
- Confirm Conditions of Approval have been met./Approve

Available Actions

No Actions

Your plan number / record ID

Review Status

Reviewing Inspector

Stub-Out Release

1. Add your Master Installer and Additional Documentation for Stub-out Release.

After the inspector approves your application, you will need to add the certified Master Installer who will be installing the system and upload additional documentation. Adding the Master Installer as a contact at this stage will allow the professional to access this record through the Public Health Permit Center and apply for the [Installation Permit](#) when ready.

- Add a certified Master Installer under the **Contacts** tab, and
- Upload additional documentation (see [Appendix A](#)) under the **Attachments** tab, including:
 - Operations & Maintenance Agreement,
 - Approved Building Permit (from DLS or local building department),
 - Pre-construction Meeting Confirmation,
 - Recorded Covenants, Notice on Title, or Easements (if required).

The screenshot displays the Public Health Permit Center interface. At the top, a navigation bar includes links for Home, Payment, Dashboard, Help, Apply, My Work, Map, Record Search, and Calendar. Below this, the 'Plan Number' is highlighted as **OSS-SITE-0000593-2025**, with a red box and arrow indicating it is the 'record ID'. The 'Plan Details' section shows a table with fields: Type (OSS Site Design - Vacant Parcel), Status (Approved), Project Name, Applied Date (09/15/2025), Expiration Date, District (N/A), Assigned To (Williquette, Beau), Completion Date (09/15/2025), Approval Expiration Date (09/14/2028), and Description (Open access). Below the details, a row of tabs includes Summary, Locations, Fees, Reviews, Inspections, **Attachments**, **Contacts**, Sub-Records, and More Info. The 'Attachments' and 'Contacts' tabs are highlighted with red boxes and arrows. The main content area is divided into three panels: 'Progress' showing a 100% completed donut chart, 'Fees' showing \$0.00, and 'Workflow' showing a list of tasks with their completion status and dates. The 'Available Actions' panel on the right shows 'No Actions'.

2. Provide the Record ID to the Master Installer.

After your stub-out has been released and in preparation for installation, the master installer will apply for the Installation Permit through the Public Health Permit Center. To easily access the record, they will need the Record ID (i.e. **OSS-SITE-...**). See [page 8](#) for more information on this process.

Water Source Review

If proposing the use of a Group B water system or an existing individual well, the Water Source Reviews must be applied for first under the appropriate application: **Water Source Review - Group B Water System Potable Water** or **Water Source Review - Request to Use an Individual Well/Spring as Potable Water Source**. Save the application Record ID (i.e. OSS-WAT-...) to reference for your Site Application.

After the Site Application has been submitted and the fees paid, you will be able to immediately apply for your Group A Water Source Review or Request to Drill a Private Individual Well as a Sub-Record of the Site Application.

NOTE: Water Source Reviews are not necessarily required for applications for Replacement Due to Failure; if one is required for review, the inspector will reach out.

How to Apply

1. Open the Site Application record.

Log into the Public Health Permit Center and open the Site Application record if it is not already.

- This can be done through a **Record Search** using the Record ID as described on page 14, or by clicking **My Work > My Plans** and selecting the Record ID from the list.

2. Begin the application.

From the **Application Summary** screen, select the **Sub-Records** tab and click the Apply button next to the correct application depending on the proposed water source.



Plan Number: OSS-SITE-0000705-2025

Add to Cart

Plan Details | Tab Elements | Main Menu

1. Open record

Type:	OSS Site Design - Vacant Parcel	Status:	Submitted - Online	Project Name:	
Applied Date:	10/09/2025	Expiration Date:		Completion Date:	
District:	N/A	Assigned To:			
Description:	123				

2. Click Sub-Records

Summary Locations Fees **Sub-Records** More Info

Existing Sub-Records | Remaining Sub-Records | Next Tab | Plan Details | Main Menu

Existing Sub-Records

Sort Record Number ▾

Record Number	Type	Status
No records to display.		

Remaining Sub-Records

Type	Action
------	--------

Record Number	Type	Status
No records to display.		
Remaining Sub-Records		
Type	Action	
Water Source Review - Group A Water System as Potable Water Source	Apply	
Water Source Review - Request to Drill a Private Individual Well	Apply	
Water Source Review - Request to Use an Individual Well/Spring as Potable Water Source	Apply	
Winter Water Table Review	Apply	

3. Apply

NOTE: Winter Water Table Reviews can also be applied for as a Sub-Record.

3. Complete the application, review, submit, and pay fees.

You will be able to apply for the following Water Source Reviews as a Sub-Record:

- Group A System as Potable Water Source
- Request to Drill a Private Individual Well

Water Source Review – Group B System as Potable Water and Water Source Review - Request to Use an Individual Well/Spring as Potable Water Source cannot be applied for as a sub-record. If proposing to use a Group B system or an existing Individual well as the potable water source, the Water Source Review must be applied for BEFORE submitting a Site Application.

4. Track your progress.

Because the Water Source review was applied for as a Sub-Record it will be linked to the Site Application Record and can be accessed through the **Sub-Records** tab. It will also have its own Record ID (i.e. **OSS-WAT-...**) which can be used to track application progress by accessing the record through selecting **My Work > My Plans**.

Installation Permit

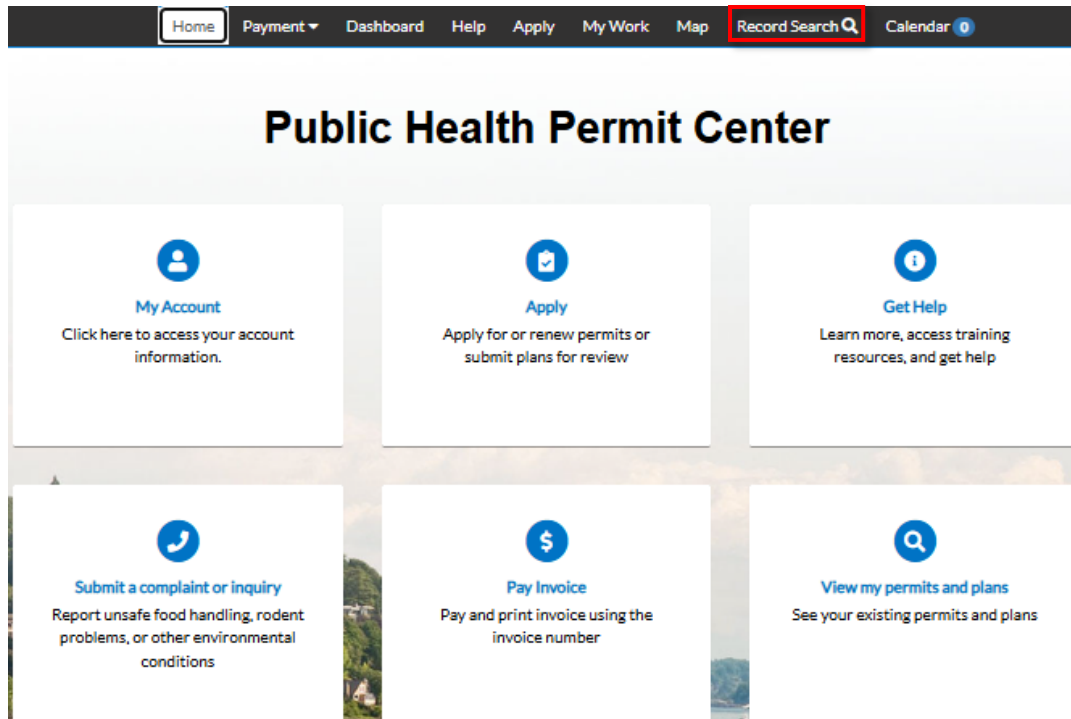
How to Apply

1. Log into the Public Health Permit Center.

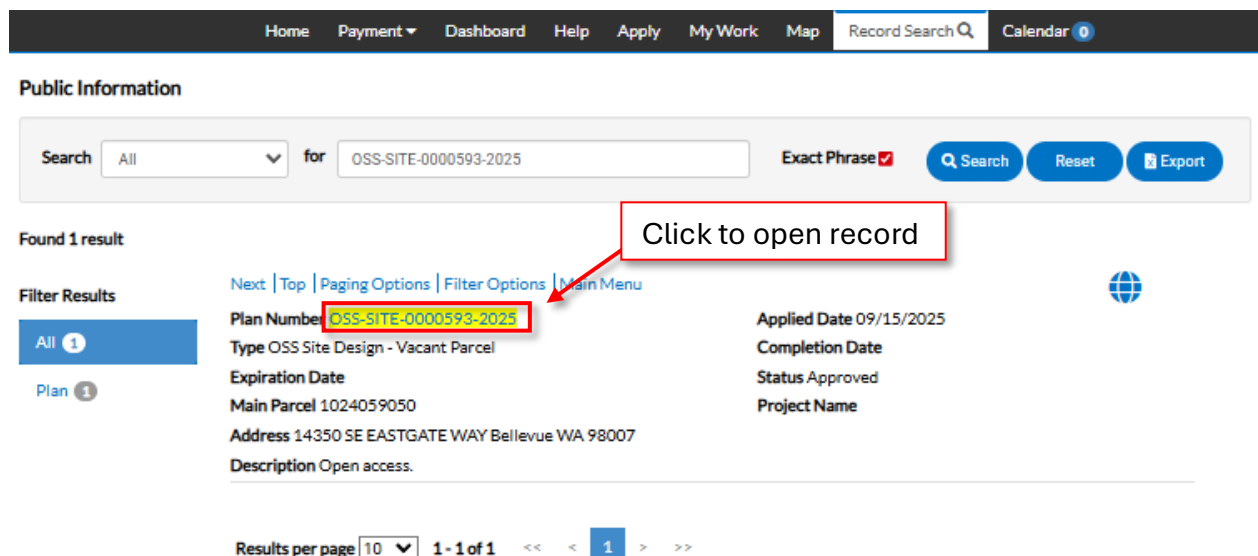
The Master Installer will log into the Public Health Permit Center (see [How to Use the Public Health Permit Center](#) for more information).

2. Search for the Record ID.

Click on **Record Search** at the top of the screen and enter the Record ID of the application you are working on.



Click on the relevant **Plan Number / Record ID** to open the Application Summary screen.



3. Apply for the Installation Permit.

From the Application Summary screen, click on the **Sub-Records** tab.

Home Payment Dashboard Help Apply My Work Map Record Search Calendar

Plan Number: OSS-SITE-0000593-2025

Plan Details | Tab Elements | Main Menu

Type: OSS Site Design - Vacant Parcel Status: Approved Project Name:

Applied Date: 09/15/2025 Expiration Date:

District: N/A Assigned To: Williquette, Beau Completion Date: 09/15/2025

Approval Expiration Date: 09/14/2028

Description: Open access.

Click on Sub-Records

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

Progress

100% Completed

Completed In Progress Not Started

Fees

\$0.00

View Details

Workflow

- Confirm Conditions of Approval have been met /Approve Stub-Out - Passed : 09/15/2025
- Conduct Office Review - Passed : 09/15/2025
- Assign Plan Reviewer - Passed : 09/15/2025
- Conduct Field Inspection - Complete : 09/15/2025
- Identify List of Conditions - Passed : 09/15/2025
- Prepare Site Design Approval Letter - Passed : 09/15/2025
- Update OnlineRME Record if applicable - Passed : 09/15/2025
- Upload Final Package for Public Recording - Passed :

Available Actions

No Actions

From there, click on the **Apply** button next to the project specific Installation Permit.

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

Existing Sub-Records | Remaining Sub-Records | Next Tab | Plan Details | Main Menu

Existing Sub-Records

Sort Record Number

Record Number	Type	Status
No records to display.		

Remaining Sub-Records

Type	Action
OSS Installation Permit - New or Replacement Pressurized System for Single Family	Apply
Water Source Review - Group B Water System Potable Water	Apply
Water Source Review - Request to Drill a Private Individual Well	Apply
Winter Water Table Review	Apply

Click on Apply

Results per page 10 1 - 4 of 4 << < 1 > >>

4. Complete the application for an Installation Permit.

As the installation permit was applied for under the Site Application, most of the information will auto-populate based on the previous application.

On the **More Info** tab of the installation permit application, you will be asked:

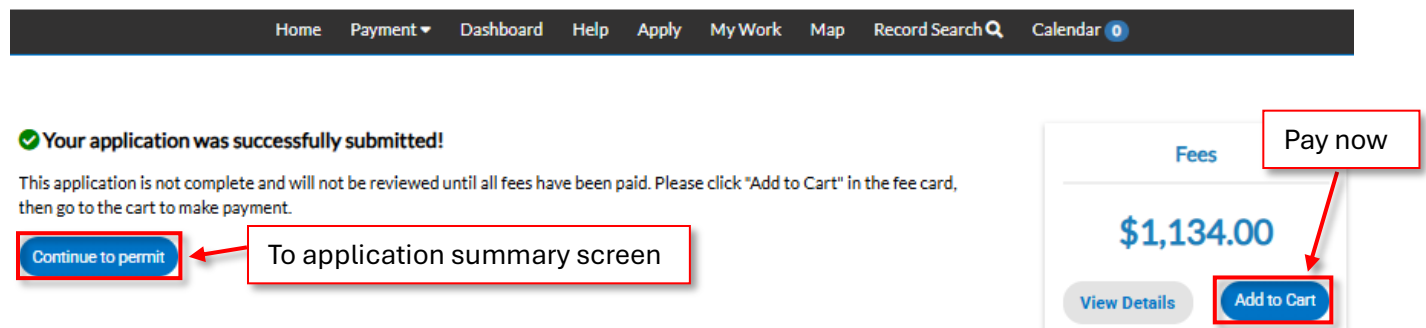
- Has the Notice on Title been recorded?
- If applicable, has the O&M agreement been finalized?
- What are the Building Permit numbers and have they have been approved?
- Have all conditions of the Approval have been met?

5. Sign, Review, and Submit.

See “[How to Apply](#)” steps **8-10** for more details on completing this process. After submitting, you will be taken to a Confirmation screen

6. Make a Payment.

To immediately make a payment, click on the **Add to Cart** button. To pay later, click on **Continue to Permit** which will take you to the Application Summary screen of the Install Permit application.



The screenshot shows the top navigation bar with links: Home, Payment, Dashboard, Help, Apply, My Work, Map, Record Search, and Calendar. Below the navigation bar, a green checkmark icon and the text "Your application was successfully submitted!" are displayed. A message states: "This application is not complete and will not be reviewed until all fees have been paid. Please click 'Add to Cart' in the fee card, then go to the cart to make payment." Below this message, there are two buttons: "Continue to permit" and "Add to Cart". A red box highlights the "Continue to permit" button with an arrow pointing to it and the text "To application summary screen". To the right, a "Fees" card displays the amount "\$1,134.00" and two buttons: "View Details" and "Add to Cart". A red box highlights the "Add to Cart" button with an arrow pointing to it and the text "Pay now".

THE PERMIT APPLICATION WILL NOT BE REVIEWED UNTIL FEES ARE PAID.

The applicant, property owner, or any other individual will be able to log into the Public Health Permit Center at any time to pay the fee.

Note the new Record ID at the top of the Application Summary screen for your records and/or as reference for the person making payment. See page 11 for more details.

From the **Application Summary** screen (pictured below), note the **Permit Number/Record ID** (i.e. **OSS-PR-...**).

This record can be found through a **Record Search** through the Public Health Permit Center using the Record ID, listed under **My Work > My Permits** from the Application Summary screen, or as a **Sub-Record** on the associated Site Application Summary page.

The arrows seen below point to buttons that only appear if the fees have not been paid. Payment can be made from any of these buttons.

Permit Number: OSS-PR-0001912-2025

Permit Details | Tab Elements | Main Menu

Type: OSS Installation Permit - New or Replacement Pressurized System for Single Family	Status: Submitted - Online	Project Name:
Applied Date: 09/16/2025	Issue Date:	
District: N/A	Assigned To:	Expire Date:
Finalized Date:		
Description: Open access.		

Summary | Locations | Fees 1 | Inspections | Attachments | Contacts | Sub-Records | More Info

Progress

0% Completed

- Completed
- In Progress
- Not Started

Fees

\$1,134.00

[View Details](#) [Add to Cart](#)

Workflow

- ☐ Confirm Installation Permit Complete
- ☐ Confirm proper inspector assignment
- ☐ Create Universal Record
- ☐ Installer Submits Notification of System Installed
- ☐ Conduct Final Installation Inspection (OSS) -
- ☐ Identify List of Corrections
- ☐ Final Cover Installation Permit with all Signatures
- ☐ Update Universal Record
- ☐ Identify Water Source Determination and Verify all final steps are complete

Available Actions

Unpaid Fees
\$1,134.00
10-16-2025

[Pay Now](#)

7. Track your application progress.

The application summary screen will show whether the application has been assigned to an inspector and who it is, where in the workflow the review is, and whether any action or resubmissions are needed. For more information see [Tracking Your Application Progress](#) on page 6.

8. Request final inspection.

Continue scheduling final inspections using the [Bookings page](#) of your assigned inspector. For help finding your assigned inspector please see [Tracking Your Application Progress](#) on page 6.

9. Upload the record drawing.

The record drawing can be uploaded under the **Attachments** tab of the Application Summary screen of the Installation Permit record.

Permit Number: OSS-PR-0001912-2025

Permit Details | Tab Elements | Main Menu

Type: OSS Installation Permit - New or Replacement Pressurized System for Single Family

Status: Issued

Project Name:

Applied Date: 09/16/2025

Issue Date: 09/16/2025

District: N/A

Assigned To: Williquette, Beau

Expire Date: 09/15/2028

Finalized Date:

Description: Open access.

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

Progress

67% Completed

Completed
In Progress
Not Started

Fees

\$0.00

View Details

Workflow

- Identify List of Corrections - Passed : 09/10/2025
- Final Cover Installation Permit with all Signatures - Passed : 09/16/2025
- Update Universal Record - Passed : 09/16/2025
- Identify Water Source Determination and Verify all final steps are complete - Passed : 09/16/2025
- Review Record Drawing - Started - Scheduled for 09/30/2025
- [Placeholder]Generate Record Drawing Cover Sheet
- Upload Final Package for Public Recording
- Update OnlineRME Record if applicable

Available Actions

No Actions

Appendix A: Site Application Types & Required Documentation

The following OSS Site Application types are available through the Public Health Portal. Each application type will be preceded by OSS Site Design-... i.e. OSS SITE Design - Vacant Parcel.

To quickly search for your application type, use keywords to narrow the results. For example, you could use “failure”, “commercial”, “ADU”, “vacant”, “holding tank”, & “remodel” for 1-6 below.

1. Replacement Due to Failure

For properties where the existing system has failed and must be replaced.

2. Commercial Property

For new or replacement systems serving commercial buildings.

3. Replacement to Support an ADU

Expands or upgrades an existing system to handle an accessory dwelling unit.

4. Holding Tank

For properties where other system options are not feasible and a holding tank is proposed.

5. Vacant Parcel

For new development on a currently undeveloped lot.

6. Replacement to Support Remodel

For projects where additional bedrooms or increased square footage require a larger system.

Documentation Required for All Site Applications

- Vicinity map or clear directions to the site
- Detailed site plan and system specifications
- Hydraulic calculations
- Soil log data from a licensed professional

Documentation That May Be Required

- Treatment product specifications
- Critical areas designation
- Certificate of Sewer Availability
- Proof of lot segregation date
- Easement survey
- Draft easement language (drainfield or general)
- Covenants impacting the property
- Notice on title
- Waiver request form