How to Submit Time of Sale Inspection Waiver Request

Follow these steps. Select the topic below to go to those instructions.

1. Register for an Account (skip this step if you already have an account)
2. Find the Correct Application Type
3. Submit the Time of Sale (TOS) Waiver Request application

Register for an Account

1. On the Public Health Permit Center homepage, select the **"Login or Register"** button in the top right or the square on the left side of the Home page.
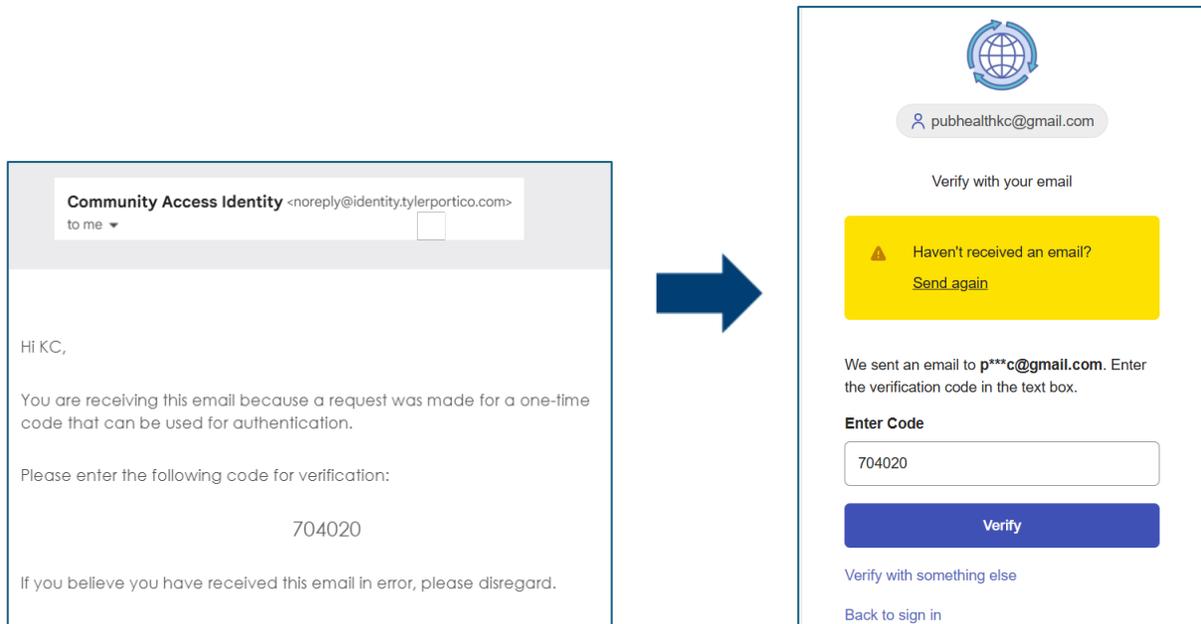   **If you already have an account with the Public Health Permit Center, enter the email address and follow the prompts for logging in, then proceed to the instructions for Find The Correct Application Type.**
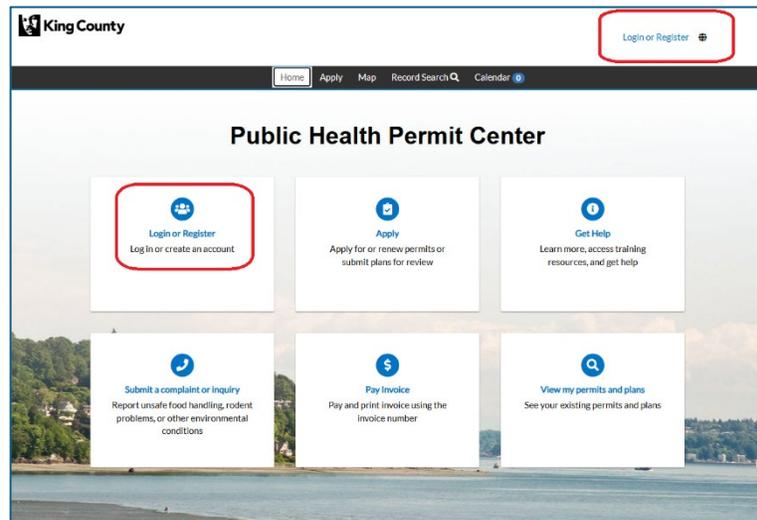
2. Select **"Create an Account."**
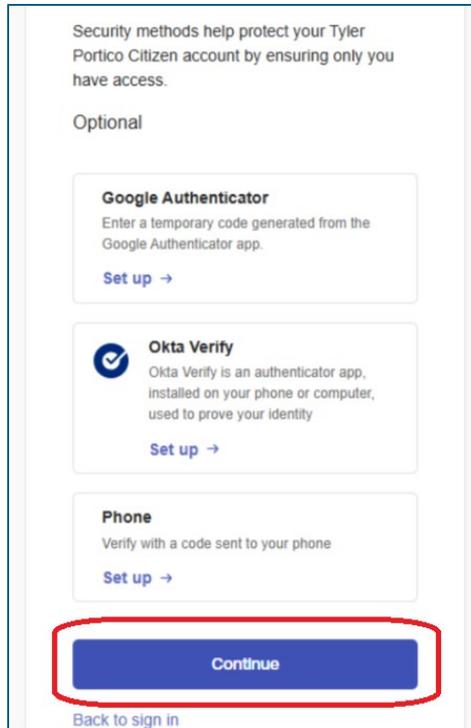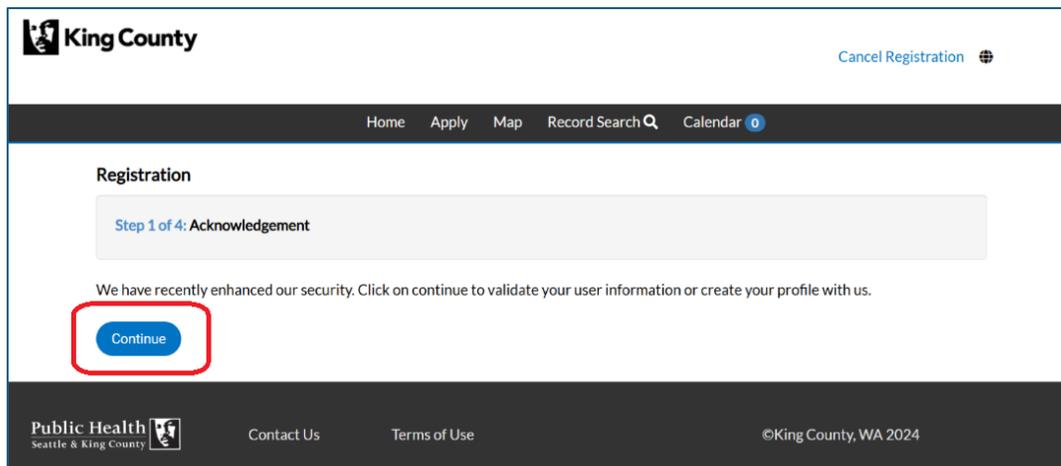3. Fill out the required fields.
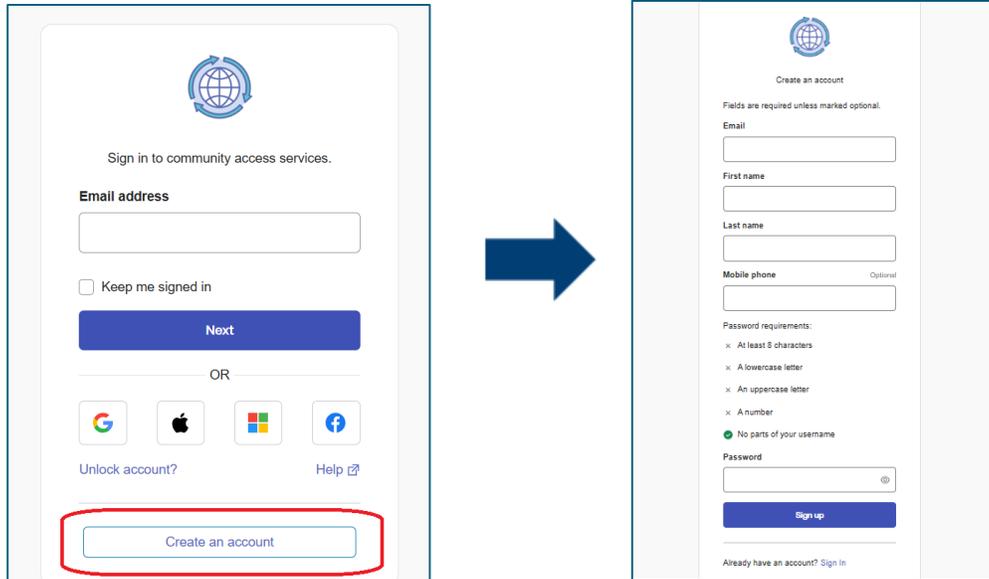
4. Check your email to verify the account. Retrieve the code and enter it in the portal.

5. Next, choose a security authentication method. This step is optional but will make your account more secure. To skip this step, simply select **"Continue"** at the bottom of the page. If you choose a security authentication method, follow the instructions for that method.

Security methods help protect your Tyler Portico Citizen account by ensuring only you have access.

Optional

Google Authenticator
Enter a temporary code generated from the Google Authenticator app.

Set up →

Okta Verify
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity

Set up →

Phone
Verify with a code sent to your phone

Set up →

Continue

Back to sign in

6. Next is a registration acknowledgement. Select the **"Continue"** button on the screen.

King County

Cancel Registration 🌐

Home   Apply   Map   Record Search 🔍   Calendar 0

Registration

Step 1 of 4: Acknowledgement

We have recently enhanced our security. Click on continue to validate your user information or create your profile with us.

Continue

Public Health Seattle & King County   Contact Us   Terms of Use   ©King County, WA 2024

7. The registration process continues with adding your personal info to your profile. Fill out all required fields marked with a red asterisk. There will be multiple pages of information to fill out.

Registration

Step 2 of 4: Personal Info

*REQUIRED

* First Name

First Name is required.

Middle Name

* Last Name

Last Name is required.

Company

* Contact Preference   --Select Contact Preference--

* Email Address   shoshanascottage@gmail.com

Additional Contact Information

* Business Phone

* Home Phone

* Mobile Phone

8. Finally, select **"Submit"** to complete your registration.

Registration

Step 4 of 4: More Info

Back   Submit

9. You will then be logged into the Public Health Permit Center. If you didn't have an account in the previous portal, your screen will look like the example below under the **"Dashboard"** tab.

Home   Dashboard   Apply   My Work   Map   Record Search 🔍   Calendar 0
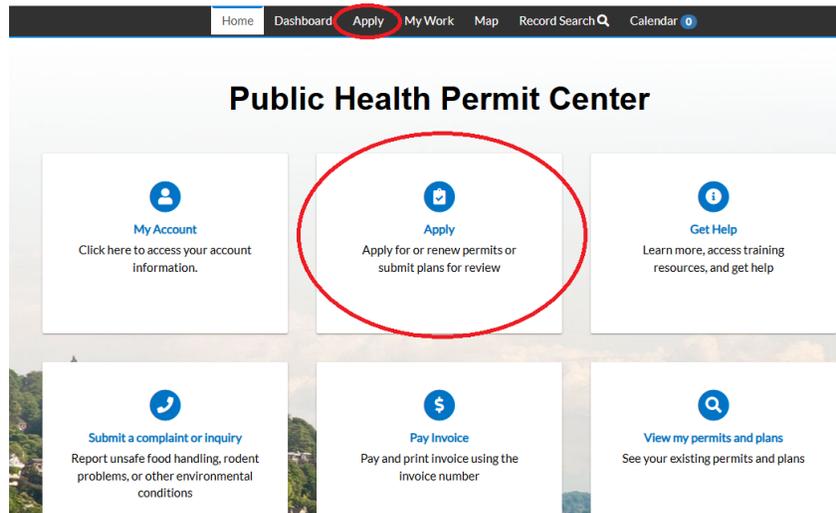
My Permits

Attention	Pending	Active	Recent	Draft
0	0	0	0	0

▸ View My Permits
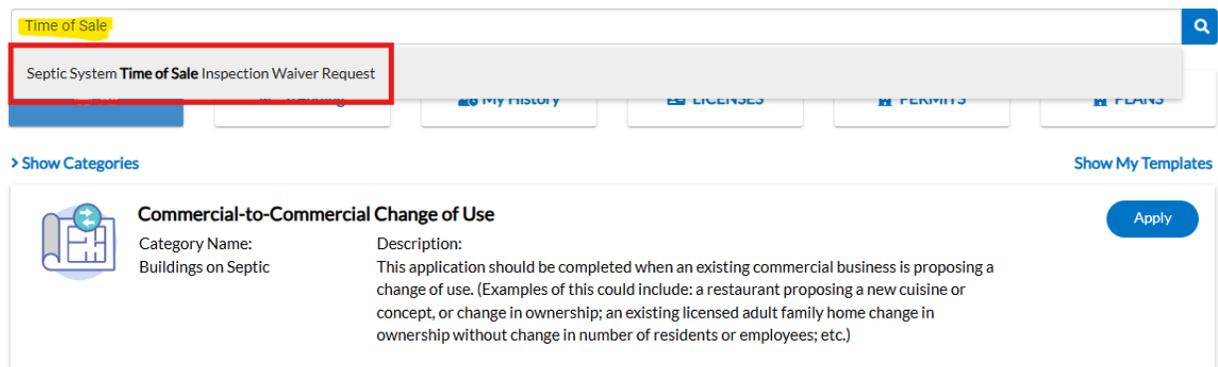
Find the Correct Application Type

Note: To submit a TOS inspection waiver application, you need to be logged in to your account.

1. Start a new application by selecting **"Apply"** either in the bar at the top of the screen or in the box in the middle of the Public Health Permit Center homepage.

2. The Application Assistant homepage automatically shows "Trending" application types, which may or may not be relevant for what you need. You can find your application type by using the search bar at the top. Type "**Time of Sale**" and then select the Septic System Time of Sale Inspection Waiver Request option that pops up.

3. Once you have confirmed that you have the correct application type, hit "Apply."

Application Assistant

| Septic System Time of Sale Inspection Waiver Request | 🔍 |

| 🏠 All | 📈 Trending | 👥 My History | 📇 LICENSES | 📗 PERMITS | 📗 PLANS |

> Show Categories   Show My Templates

Septic System Time of Sale Inspection Waiver Request
Category Name: Description:
OSS   This application to be completed by a property owner to request to waive King County's
                      requirement to obtain a time of sale inspection report.

[Apply]

Submit the Time of Sale (TOS) Waiver Request application

After selecting your application type, you will be prompted to the application materials.

1. **Location.**
   - Select **add** on the Location card to add a location.

Apply for Permit - Building (Non-Residential) - Alteration   *REQUIRED

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

LOCATIONS

Please select or add the location of your project.

Location

Add
Location

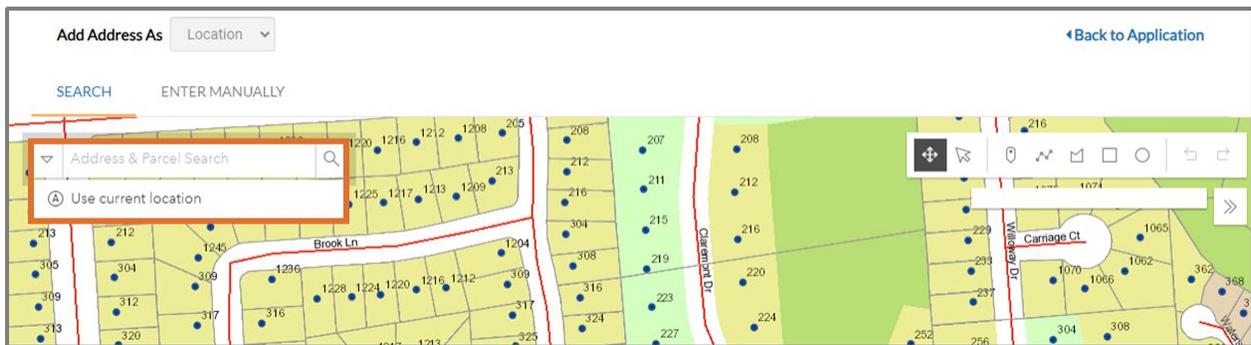➕

REQUIRED

Create Template   Save Draft   Next

   - Customers can search for an address, use a current location or manually enter the address.
     - Search for an address: Use the search bar to find an address, parcel number, or partial address.

      ○ Select **"Use current"** location to use your current location.

- The map will display the search results. Mark the desired address and select **"Add"** to add a case at the location. Or click "add" in the pop-up on the map to add the location.

2. **Type**. Permit Details. The Permit Type Septic System Time of Sale Inspection Waiver Request will be displayed. If desired and relevant, enter a description and other application details, then select **"Next." No description is required.**

Apply for Permit - Septic System Time of Sale Inspection Waiver Request   *REQUIRED

✓	2	3	4	5	6
Locations	Type	Contacts	More Info	Attachments	Review and Submit

PERMIT DETAILS

No information required on this page. Click Next to proceed.

* Permit Type   [Septic System Time of Sale Inspectio ▼]

Description   [   ]

[Back] [Create Template]   [Save Draft] [Next]

3. **Contacts**. The Permit Center will populate with the registered user's contact information as the first contact on the application. Add property owner contact by selecting the "Property Owner" contact type and clicking the plus sign. Add any other relevant contacts with contact type "Other."

Apply for Permit - Septic System Time of Sale Inspection Waiver Request   *REQUIRED

✓	✓	3	4	5	6
Locations	Type	Contacts	More Info	Attachments	Review and Submit

CONTACTS

The Property Owner Information is Required for this Application. If the Property Owner is not Available in the Contact Search, Please add their Information Manually. Please Add Other Parties Who Have a Civic Access Account (Realtors, Buyers, Title Companies, etc.) and Need to be Informed of Activities Relating to the Waiver Request.

Required Contacts

- Applicant
- Property Owner

Applicant

Meagan Jackson (You)

14350 SE Eastgate Way

[Property Owner ▼]

Add Contact

+

4. **More info**. Enter the property closing date. If no closing date has been determined, the field can be left blank. Then select the reason for the waiver request.

MORE INFO

Waiver Request |Top |Main Menu

Property Closing Date [   ] 📅

Please check all boxes that apply below:

An Operation/ Performance Monitoring Report has been performed by a licensed OnSite System Maintainer within the last twelve months. Reports for this Onsite Sewage System (OSS) have been filed with Public Health on a regular basis according to the required monitoring schedule found in Title 13 table 13.60. If this box is checked, you must attach a copy of the most recent inspection report on the next page.

☐

New construction, home has never been occupied. If this box is checked, you must attach proof of vacancy on the next page.

☐

Permitted OSS installed and first inspection per Table 13.60-1 is not yet due (45 days use for proprietary OSS, 6 months use for gravity and public domain technology OSS).

☐

[Back] [Create Template]   [Save Draft] [Next]

5. **<u>Attachments</u>**. The attachments step is where you will upload files related to the waiver request. If requesting a waiver because the property is up-to-date on inspections, the latest OSS Operation & Maintenance Inspection Report is required. If requesting a waiver for new construction, documentation providing proof of vacancy is required. This documentation could be a water or power bill or a recent certificate of occupancy from the local building department.

- Select the **file type**.
- Select "Add" on each card to attach files. Locate and select the required files on your computer, then select **"Open"** and **"Next."**

Apply for Permit - Septic System Time of Sale Inspection Waiver Request

*REQUIRED

✓ Locations ✓ Type ✓ Contacts ✓ More Info **5 Attachments** 6 Review and Submit

Attachments

Please add attachments to support this request for a waiver. If requesting a waiver because the property is up-to-date on inspections, the latest OSS Operation & Maintenance Inspection Report is required. If requesting a waiver for new construction, documentation providing proof of vacancy is required.

Select Type ▾

| Select Type |
| Current Inspection Report |
| Other |
| Proof of Vacancy |

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf,...

[Back] [Create Template]   [Save Draft] [Next]

6. **Review & Submit**. At this stage, review all your application materials and make edits if needed. When you are ready, select **"Submit."**
   - Note that you can save your draft if you want to complete and submit it at a later date. No attachments will be saved in the draft.

More Info

Waiver Request

Top | Main Menu

Property Closing Date   02/17/2026

Please check all boxes that apply below:

An Operation/ Performance Monitoring Report has been performed by a licensed OnSite System Maintainer within the last twelve months. Reports for this Onsite Sewage System (OSS) have been filed with Public Health on a regular basis according to the required monitoring schedule found in Title 13 table 13.60. If this box is checked, you must attach a copy of the most recent inspection report on the next page.

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☐

Attachments

[Back] [Create Template]   [Save Draft] [Submit]