# Medical Gas plan review and permit application instructions

### Registration

- 1. Go to Public Health Seattle & King County Environmental Health's online services portal
- 2. If you don't have an account, click <u>First time users register here</u>
  - a. If you're a certified professional, click <u>Register if you are a certified professional</u> to complete the registration form
    - i. Certified professional account must be approved by EHS. You will be notified when your account is approved.
  - b. If you are a non-certified professional or an individual, click <u>Register if you are an</u> individual or a plan review applicant

# Submit an online medical gas or permit application

- 3. Once you have your account, login to the portal by clicking <u>Register users login here</u>
- 4. You can click Medical Gas Plan Review if you know your application needs plan review or click Medical Gas Permit



5. Go to Click here for a new Medical Gas plan review

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Plumbing Permit						0		Accepted on 7/20	Attachment	
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Market Application	Resubmit	07/13/2020	SR1431155	Success	6197323	P	Accepted		No Attachment	
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Medical Gas Plan Review								time of the plan review application Application has been accepted.	Attachment	
Mobile Food Plan Review						0				-

- 6. Answer the Facility Type question
  - a. If you choose Category 1 or 2 Medical Facility Type, you will be directed to the plan review form
  - b. If you choose Category 3 or 4 Medical Facility Type, you will get a button to go to the permit application form.

Asterisks (*) indicate required fields	
	This application does not require a plan review.
	Click here to complete a permit application
	Home

- 7. Complete the plan review or the permit application form, depending on the type of your project
- 8. For Medical Gas permit:
  - a. Complete and submit the permit application form
  - b. Make a payment (permit payment is based on the number of outlets)
  - c. Print the permit
- 9. For plan review:
  - a. Complete the plan review application form
  - b. Attach required and optional document
  - c. Submit ypur application
  - d. You can print a copy of your application or return to your home page

#### Re-submit application or pay plan review fee

- 10. Your application will be reviewed for completeness. You will receive an email with further instructions to
  - a. Resubmit your application
    - i. Click Medical Gas Plan Review from the left side navigation menu
    - ii. Review the Review Comments column and click the resubmit lnk

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- iii. Update the application form or replace the attachment, then click Submit, to replace any attachment click the delete button next to the document and upload the revised version
- iv. Your application will be reviewed again, and you will be contracted for next steps
- b. Pay for your plan review
  - i. Click Medical Gas Plan Review from the left side navigation menu
  - ii. Go to Click here to show items eligible for payment



 iii. Check the box to the right of the application you submitted and click on Click to pay for checked items (note that you can select and pay for multiple applications)



- iv. Pay one-hour plan review fee
- v. Plan review will be performed on your application

# Pay additional plan review fee and obtain approved plans

- 11. When your application is approved, time spent on your application will be calculated; if time spent is more than one hour, an invoice will be sent to your online account for the extra plan review charge and you will receive an email notification.
- 12. To pay the extra plan review charge
  - a. Select Plan Review Invoice from the left side navigation menu:

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#### Look at the Service Request column, click the Pay this invoice

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- b. Make the payment
- c. Once the plan review charge is fully paid, your approved documents will be uploaded to the portal and you will receive an email notification
  - i. To access the approved document, click the paper clip under the Final Document column

# Pay for permit and print permit after plan review approval

- 13. A permit will be created for your approved plan review and will be sent to the contractor's online account, whose information was provided on the plan review form; the contractor will also receive an email notification. If you didn't provide contractor information at the time of plan review application, you will be asked to provide that when your plan review application is approved.
- 14. The contractor needs to have an online account to pay and print the permit.
  - i. Log into the portal using the contractor email provided for the plan review application
  - ii. Go to Medical Gas Permit
  - iii. Go to Click here to show items eligible for payment
  - iv. Pay the permit fee and print the permit