

Requests to make changes to your plumbing permit

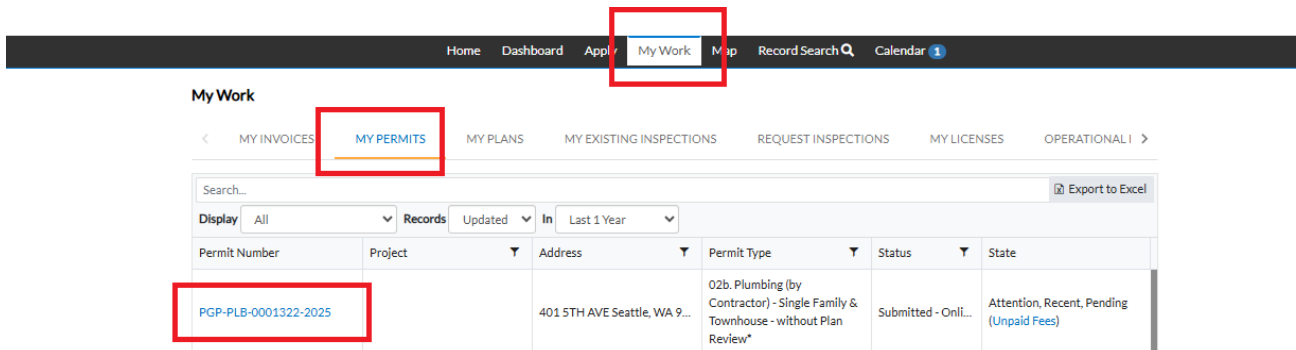
Online Request Types

After a permit is issued, you can make the following requests in the Permit Center:

- **Permit Renewal**
- **Permit Cancellation**
- **Permit Extension**
- **Change of contractor.** Once the new plumbing contractor or the property owner has paid the fee, inspections can proceed through the typical process.
- **Adding additional fixtures.** This is only allowed if no inspections have occurred. Once fees have been paid, the permit holder will be able to start requesting inspections again.

How to Submit an Online Request:

1. Go to **My Work**.
2. Select **My Permits**.
3. Find and select the **PGP permit record** you want to submit a request for.



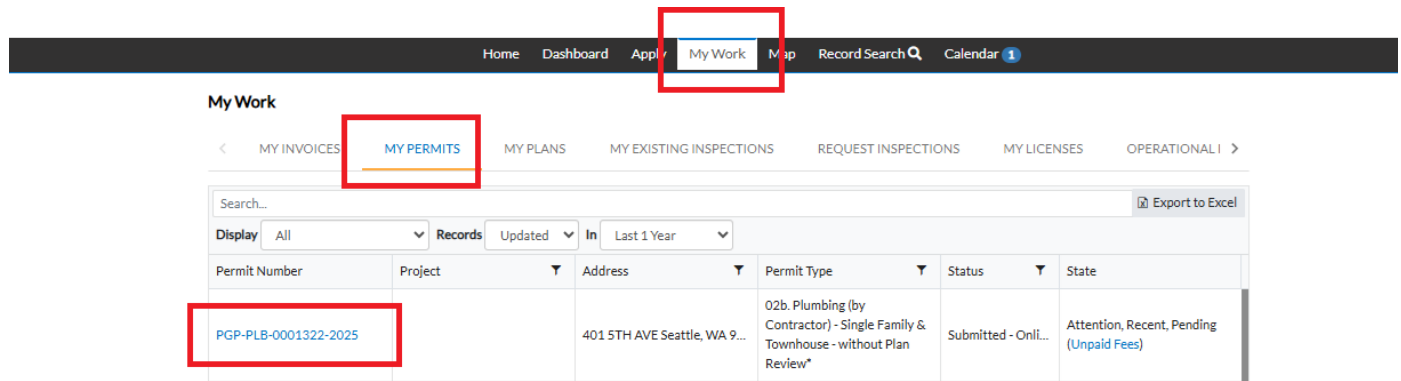
My Work

MY INVOICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS MY LICENSES OPERATIONAL I >

Search...

Display All Records Updated In Last 1 Year Export to Excel

| Permit Number | Project | Address | Permit Type | Status | State |
|----------------------|---------|------------------------------|--|---------------------|--|
| PGP-PLB-0001322-2025 | | 401 5TH AVE Seattle, WA 9... | 02b. Plumbing (by Contractor) - Single Family & Townhouse - without Plan Review* | Submitted - Onli... | Attention, Recent, Pending (Unpaid Fees) |



My Work

MY INVOICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS MY LICENSES OPERATIONAL

Search... Export to Excel

Display: All Records: Updated In: Last 1 Year

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4. Go to the **Inspections** section.
5. Scroll down to the **Optional Inspections** section.
 - a. You will see the available **online request options** listed there.



Permit Number: PGP-PLB-0001322-2025

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

| | | | | | |
|------------------------|--|----------------------|------------|----------------------|------------|
| Type: | O2b. Plumbing (by Contractor) - Single Family & Townhouse - without Plan Review* | Status: | Issued | Project Name: | |
| IVR Number: | 102350 | Applied Date: | 08/15/2025 | Issue Date: | 08/15/2025 |
| District: | N/A | Assigned To: | | Expire Date: | 02/14/2027 |
| Finalized Date: | | | | | |
| Description: | this is Plumbing permit application that doesn't require plan review | | | | |

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Existing Inspections

Sort Description

| View Inspection | Description | Status | Request Date | Scheduled Date | Inspector | Action |
|------------------------|-------------|--------|--------------|----------------|-----------|--------|
| No records to display. | | | | | | |

Request Inspections

Sort Order

| Description | Reinspection | Action |
|---------------------------|--------------|--|
| Rough-In Inspection (PGP) | No | <input type="checkbox"/> |
| Final Inspection (PGP) | No | <input type="checkbox"/> This inspection cannot be requested yet due to prerequisites. |

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[Request Inspection](#)

Optional Inspections

| Description | Action |
|---|--------------------------|
| Groundwork Inspection (PGP) | <input type="checkbox"/> |
| Request Additional Fixtures/Outlets (PGP) | <input type="checkbox"/> |
| Request Change of Contractor (PGP) | <input type="checkbox"/> |
| Request Other Permit Revision (PGP) | <input type="checkbox"/> |
| Request Permit Cancellation (PGP) | <input type="checkbox"/> |
| Request Permit Renewal (PGP) | <input type="checkbox"/> |

Results per page 10 1 - 6 of 6 << < 1 > >>

6. Select the request you want to submit. **Important:** Although these are listed under the "Optional Inspections" section, they are not actual inspections. They are **online requests** that will be reviewed and processed by a **permit technician**.

Optional Inspections

| Description | Action |
|---|-------------------------------------|
| Groundwork Inspection (PGP) | <input type="checkbox"/> |
| Request Additional Fixtures/Outlets (PGP) | <input checked="" type="checkbox"/> |
| Request Change of Contractor (PGP) | <input type="checkbox"/> |
| Request Other Permit Revision (PGP) | <input type="checkbox"/> |
| Request Permit Cancellation (PGP) | <input type="checkbox"/> |
| Request Permit Renewal (PGP) | <input type="checkbox"/> |

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Request Inspection

7. Complete the intake form and click the Submit button.

#PGP-PLB-0001322-2025

Inspection Type: Request Additional Fixtures/Outlets (PGP)

Case Type: 02b. Plumbing (by Contractor) - Single Family & Townhouse - without Plan Review*

Address: 401 5TH AVE Seattle, WA 98104

* Requested Date

Comments/Gate Code

More Info

Please refer to your existing permit to identify the specific fixtures/outlets that you are requesting to add.

Additional Fixtures Details

At least one row of information is required. Click +Add Row to begin.

+ Add Row

Type of Fixture

Quantity to Add to Permit

*Description of Changes

Description of Changes is required.

*Does this Project Require a Plan Review?

Does this Project Require a Plan Review? is required.

If plans have been previously reviewed, do the requested changes require updates to the approved drawings?

Previously Reviewed

Submit

8. You will receive a confirmation message.

1

Case #PGP-PLB-0001322-2025

Inspection Type:

Request Additional Fixtures/Outlets (PGP)

Case Type:

02b. Plumbing (by Contractor) - Single Family & Townhouse - without Plan Review*

Address:

401 5TH AVE Seattle, WA 98104

Requested Date

08/29/2025


Comments/Gate Code



9. You will see this request under your original permit application (Under My Work → My Permits → Select the record of interest → Go to the Inspections tab).

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Permit Number: PGP-PLB-0001322-2025



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[Tab Elements](#)
[Main Menu](#)

Type:

02b. Plumbing (by Contractor) - Single Family & Townhouse - without Plan Review*

Status:

Issued

Project Name:

IVR Number:

102350

Applied Date:

08/15/2025

Issue Date:

08/15/2025

District:

N/A

Assigned To:

Expire Date:

02/14/2027

Finalized Date:

Description:

this is Plumbing permit application that doesn't require plan review

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Existing Inspections

Sort Description

| View Inspection | Description | Status | Request Date | Scheduled Date | Inspector | Action |
|---------------------|---|-----------|--------------|----------------|----------------------|--------|
| PGP-REV-002877-2025 | Request Additional Fixtures/Outlets (PGP) | Requested | 08/29/2025 | 08/29/2025 | Administrator System | |

10. Click on this record to see the details of your request.

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Inspection Number: PGP-REV-002877-2025

Inspection DetailsTab ElementsMain Menu

Inspection Type:Request Additional Fixtures/Outlets (PGP)

Requested Date:08/29/2025

Inspection Status:Requested

Scheduled Date:08/29/2025

Permit Number:PGP-PLB-0001322-2025

Completed Date:

Completed Time:

Inspector Name:System Administrator

Main Address:401 5TH SeattleWA 98104

LocationsContactsFeesAttachmentsMore Info

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Locations

SortMain

Type: Location

US

401 5TH AVE , Seattle, WA, 98104

Main Address

Parcel Number

0942001105

Main Parcel