

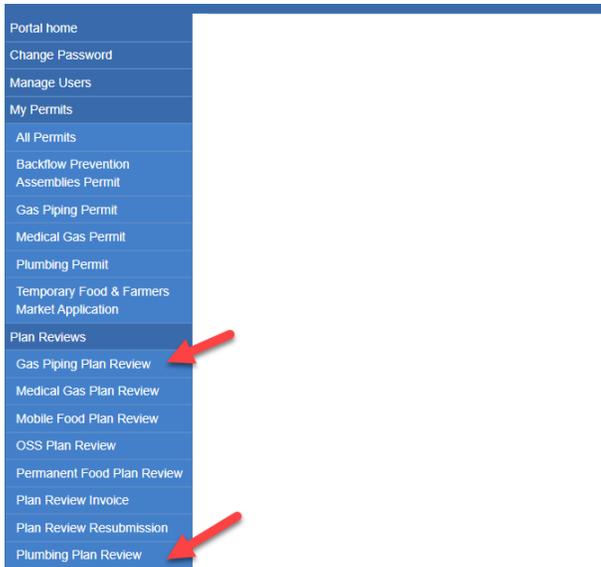
Plumbing and Gas Piping plan review application instructions

Registration

1. Go to Public Health – Seattle & King County [Environmental Health's online services portal](#)
2. If you don't have an account, click [First time users register here](#)
 - a. If you're a certified professional, click [Register if you are a certified professional](#) to complete the registration form
 - i. Certified professional account must be approved by EHS internal staff. You will be contacted to inform you when your account is approved.
 - b. For non-certified professional use this link:
<https://www.skconnect.com/servlet/guest?service=0&formId=19&enterprise=5>

Submit an online plumbing or gas piping plan review application

3. Once you have created an account, log in to the portal <https://www.skconnect.com/Login.jsp>.
4. From the left side menu, under Plan Reviews, select Plumbing or Gas Piping



5. Click on Click here for a new Plumbing Plan Review

Portal home
Change Password
Manage Users
My Permits
All Permits
Backflow Prevention Assemblies Permit

Click here for a new Plumbing Plan Review
Click here to show items eligible for payment

	Received Date	Permit Number	Payment Status	Transaction Id	Initial Application	Review Status	Review Comments	Final Document	
Resubmit	09/22/2020	SR1431252	Not Begun			Pending Review		No Attachment	<input type="checkbox"/>

6. Click on the link on the question that says, “Is a plan review required for your application?” which will take you to the King County website that describes the project types that need plan review; then, answer the question.

Asterisks (*) indicate required fields

Is a plan review required for your application?
Click here for project types that need a plan review

Yes
 No

7. Depending on the type of your project, you will be directed to a plan review or permit application form.
8. If plan review is required:
 - a. Complete the form
 - b. Attach required documents
 - c. Submit your application.
 - d. You can print a copy of your application or return to your home page

Re-submit application or pay plan review fee

9. Your plan review application will be reviewed by EHS plan reviewers for completeness. You will receive an email informing you that your application requires re-submission, or your application is accepted.
 - a. If your application requires re-submission:
 - i. Select plan review application type (plumbing or gas piping) from the left side menu
 - ii. Click the “Re-submit” link to the left of the application that needs re-submission

Portal home
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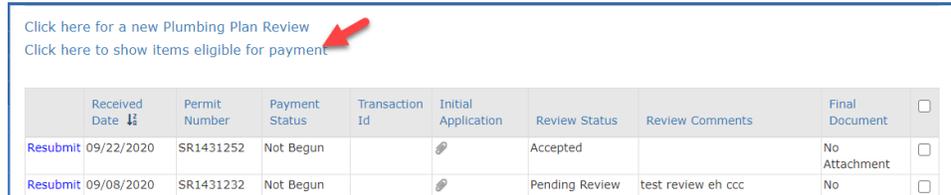
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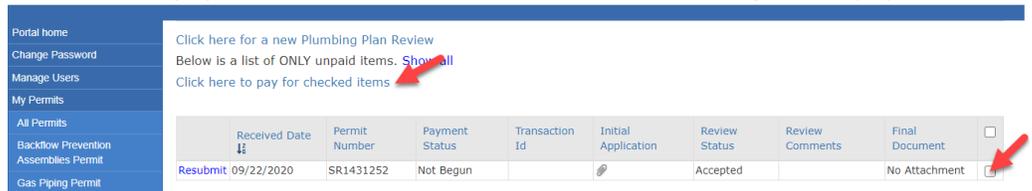
- iii. Read the note from the plan reviewer, delete the attachment that needs revision, and upload the revised document, then click the Submit button at the bottom.

- b. When your application is accepted:

- i. Select plan review application type (Plumbing or Gas piping), from the left side menu
- ii. Click on “Click here to show items eligible for payment’.



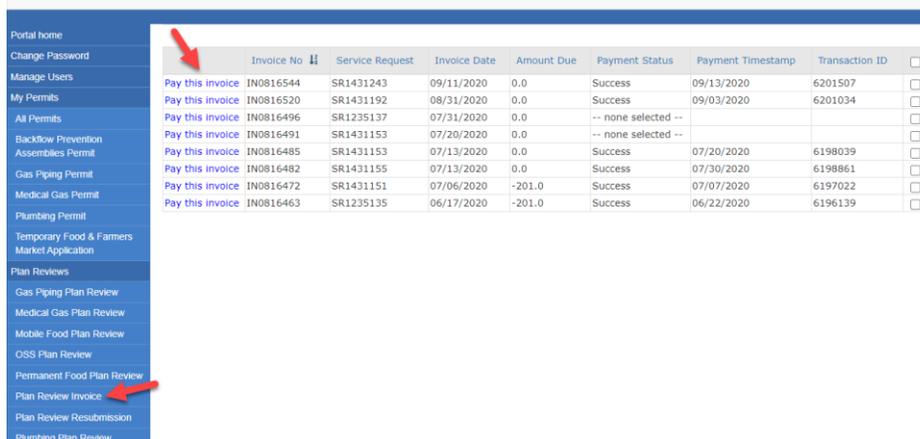
- iii. Click the box to the right end of the application that is accepted. Note that you can check and pay for multiple accepted plan review applications; then click on “Click here to pay for checked items” above the list of items eligible for payment



- iv. Pay the initial plan review fee, \$264
- v. Plan review will be performed on your application

Pay additional plan review fee and obtain approved plans

10. 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.
11. To pay the extra plan review charge, select Plan Review Invoice from the left side navigation menu; then, click on “Pay this invoice” link to the left of the invoice row.



12. Once the plan review charge is fully paid, your approved documents will be uploaded to the portal and you will receive an email notification. To access the approved document:

- a. Click plumbing or gas piping plan review
- b. 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.
 - a. Log into the portal using the contractor email provided for the plan review application
 - b. Go to Medical Gas Permit
 - c. Go to [Click here to show items eligible for payment](#)
 - d. Pay the permit fee and print the permit