Public Health
Seattle & King County

# How to Apply for a Permit or Plan Review

Select the topic below to go to those instructions:

## Types of Applications

Using the Public Health Permit Center, you can submit the applications for the following:

- Permit (Plan reviews of all types, Plumbing permits, Septic system permits, Temporary food etc.)
- Plan (OSS)
- License
- Operational Permit (permanent food permits, pet business permits, solid waste permits)

You will see the following categories under **"Apply"**:

kingcounty.gov/PublicHealthPermits
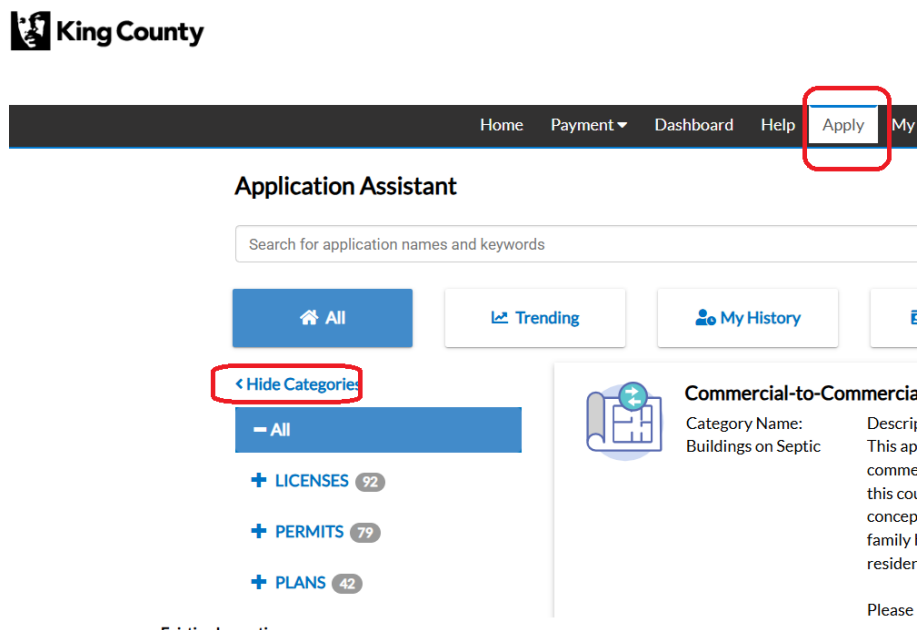
## Licenses:

This category includes operational permits and licenses for various types of facilities and professionals.

Examples include:

- Permits for restaurants, pet-related businesses, solid waste management, and water recreation facilities
- Licenses such as meat cutter licenses or certified booth operator credentials
- Certifications for professionals working with septic systems

To view the full list of available applications under this category:

- Expand the **Licenses** section
- Select through the subcategories
- Available applications will appear on the right side of the screen

# Permits:

This category includes permits that are not related to facilities, such as:

- Plumbing permits
- Temporary food permits
- Septic system permits

It also includes **plan review applications** for various types of programs. To view the full list of available applications under this category:

- Expand the **Permits** section
- Select through the subcategories
- Available applications will appear on the right side of the screen

kingcounty.gov/PublicHealthPermits

## Plans:

This category includes different applications related to septic systems. To view the full list of available applications under this category:

- Expand the **Plans** section
- Click through the subcategories
- Available applications will appear on the right side of the screen

**‹ Hide Categories**

**– All**

**+ LICENSES** 92

**+ PERMITS** 79

**– PLANS** 42

  All 42

  Buildings on Septic 14

  OSS 9

  OSS Land Use 14

  Potable Water 5

**Commercial-to-Commercial Change of Use**                    Apply

Category Name:
Buildings on Septic

Description:
This application should be completed when an existing commercial business is proposing a change of use. (Examples of this could include: a restaurant proposing a new cuisine or concept, or change in ownership; an existing licensed adult family home change in ownership without change in number of residents or employees; etc.)

Please note if you anticipate increase in wastewater flow or change in wastewater strength, we recommend reaching out to a licensed septic system professional listed here: https://cdn.kingcounty.gov/-/media/king-county/depts/dph/documents/health-safety/environmental-health/oss/lists-of-professionals/oss-designers-professional-engineers.pdf

**Conversion of Existing Garage/Shop into Living Space**                    Apply

Category Name:                    Description:

# Submitting a New Application

Note: To submit permit or plan review applications, 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.
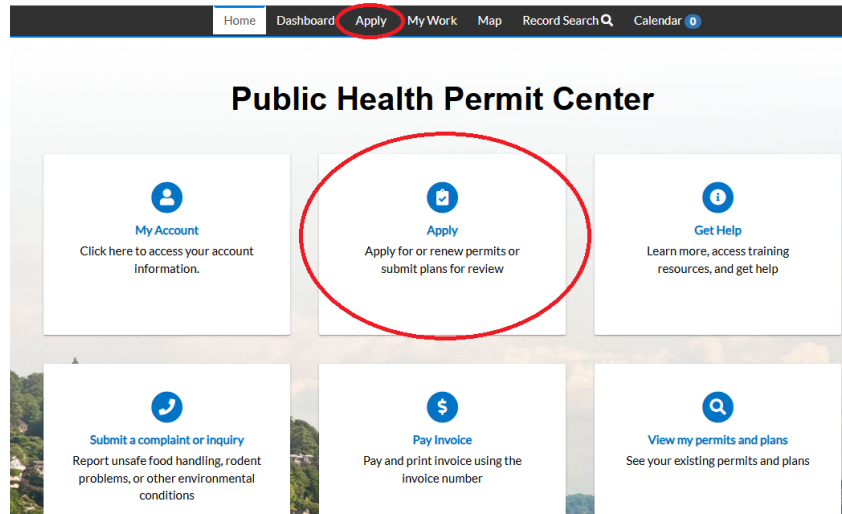


## Finding your application type

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 either by using the search bar at the top or selecting **"Permits."** See guidance in the "Types of applications" section at the top of this document for more information about finding the application type.

kingcounty.gov/PublicHealthPermits
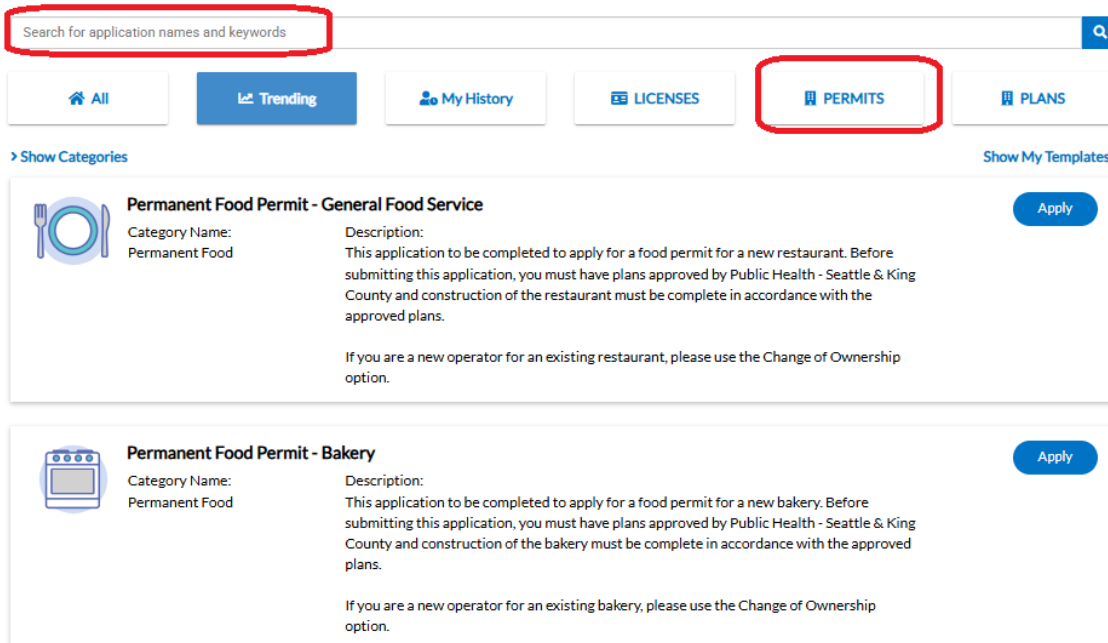
**Search bar.** Using key words in the search bar will show you results from the entire system, regardless of which category you are viewing.

**Application Assistant**

school

Permanent Food Permit - **School** Lunch

Seasonal Food Permit - **School** Lunch

**School** Plan Review for New Construction

**School** Plan Review for New or Replacement Playground

**School** Plan Review for Renovation or Remodel

**Permits tab.** Selecting the **"Permits"** tab will show a menu on the lefthand side of the screen, organizing all applications by category and program.

| 🏠 All | 📈 Trending | 👥 My History | 🆔 LICENSES | 🏢 PERMITS | 🏢 PLANS |
|---|---|---|---|---|---|

< Hide Categories

— All

➕ LICENSES 92

➖ PERMITS 79

  All 79

  Homeless Services 1

  Mobile Food 2

  OSS 5

  Permanent Food 3

  Pet Business 2

  Plumbing and Gas Piping 35

  School Plan Review 3

  Solid Waste 4

  Temporary Food 11

  Water Recreation 3

**Water Recreation - Drain Cover Replacement**
Category Name: Water Recreation
Description: Use this form to submit information regarding replacement of a drain cover for a permitted water recreation facility.
Apply

**Water Recreation - Pool Resurfacing**
Category Name: Water Recreation
Description: Use this form to submit information regarding resurfacing of a permitted water recreation facility. This is review is required for all swimming pools and for spas ≥ 100 square feet.
Apply

**Water Recreation Facility Plan Review - New Construction**
Category Name: Water Recreation
Description: Complete this application to submit plans for construction of a new water recreation facility.
Apply

3. Once you've found the application category you're looking for, read the summary to make sure you're in the right place <u>before</u> hitting **"Apply."**

**02a. Plumbing (by Contractor) - Single Family & Townhouse with Plan Review***
Category Name: Plumbing and Gas Piping
Description:
For projects that require plan review. This permit application should be used by designers or engineers to submit plans to perform plumbing work on any project under the authority of the International Residential Code (IRC) or Seattle Residential Code (SRC).

For plumbing work in a project falling under the authority of the International Building Code (IBC) or Seattle Building Code (SBC), the Plumbing Contractor should apply for a 'Plumbing (by Contractor) - Multi-Family', 'Plumbing – Small Commercial', or 'Plumbing - Large Commercial' permit using application numbers 03a, 03b, 04a, 04b, 05a, or 05b as applicable.

Please do NOT use this application to submit plans if you have previously applied for a permit or plan review for this work. Missing plans or plan revisions should be submitted as part of your existing permit.

*To check if your project requires plan review, please refer to our Occupancy and Use guidelines at https://cdn.kingcounty.gov/-/media/king-county/depts/dph/documents/health-safety/environmental-health/plumbing-gas-piping/occupancy-and-use.pdf

Apply

kingcounty.gov/PublicHealthPermits
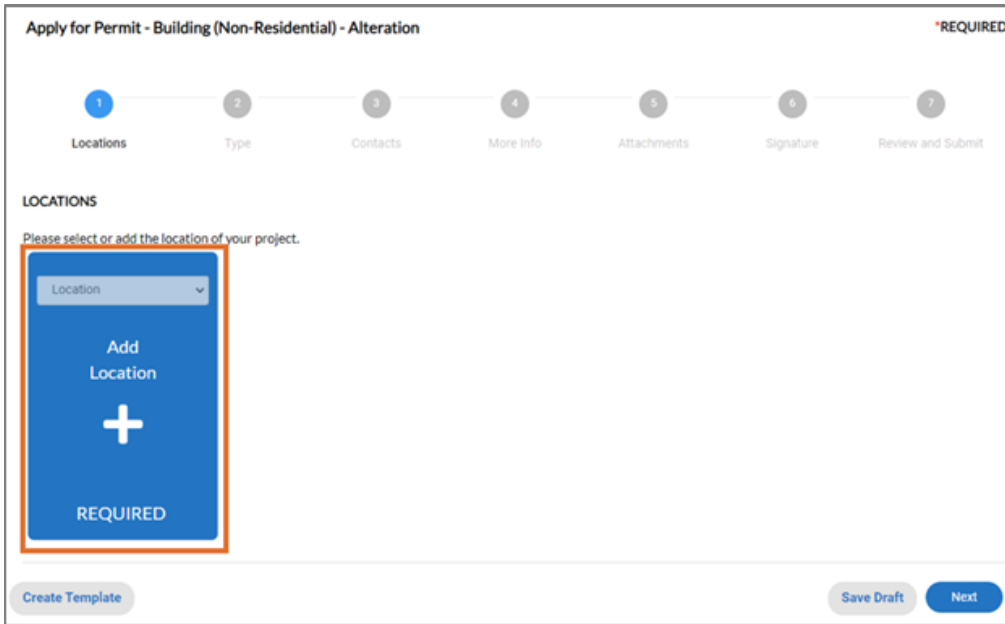
Generic steps to submit a permit application

After selecting your application type, you will be prompted to the application materials. The submission requirements differ based on application type. This example uses a **generic permit** to show the process.

**Note: your application is NOT submitted until you pay the associated fee.**

1. **Location.**

    • Select **add** on the Location card to add a location.



    • Customers can search for an address, use a current location or manually enter the address.

        o Search for an address: Use the search bar to find an address, parcel number, or partial address.



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

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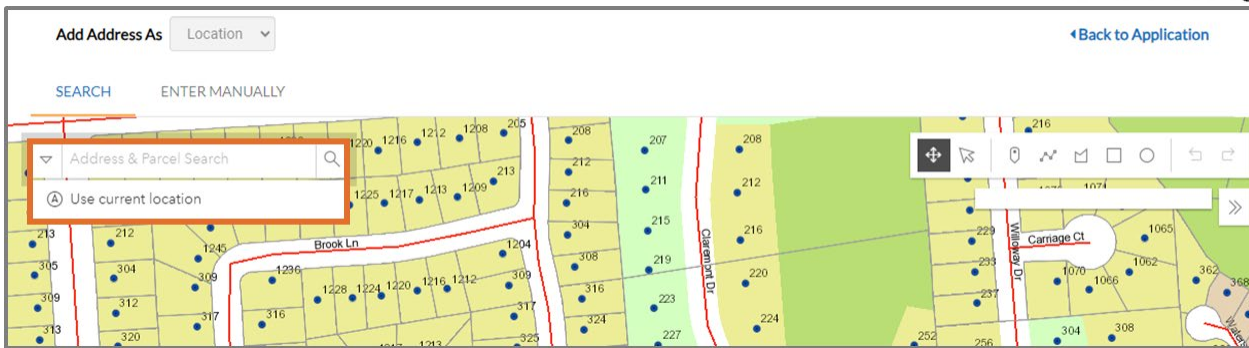
- The map will display the search results. Mark the desired address and select **"Add"** to add a case at the location. Or click "add" in the pop-up on the map to add a case at the location.



- If you're having trouble finding the correct location, select **"Enter Manually"**
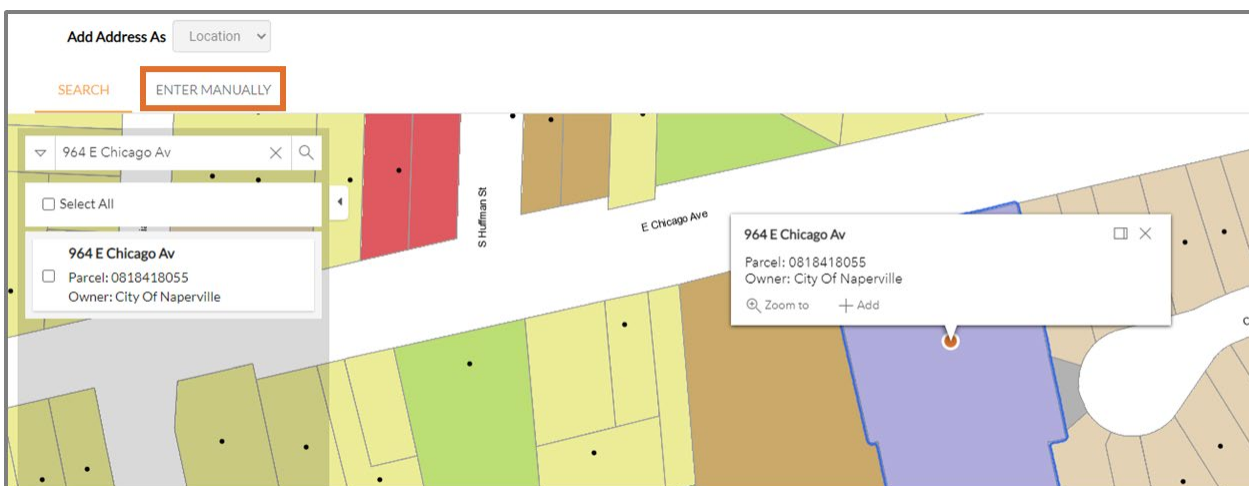


- Manually enter the required information, then select **"Save"** and **"Next."**

8

Add Address As   Location ⌄

SEARCH   ENTER MANUALLY

Enter Manually

| | |
|---|---|
| Country Type | US ⌄ |
| Enter Address | Search Addresses |
| * Street Number | |
| Pre Direction | ⌄ |
| Street Name | |
| Street Type | ⌄ |
| Post Direction | ⌄ |
| Unit Or Suite | |
| City | |
| State | ⌄ |
| Zip Code | |
| County | |

**Save**

2. **Type**. Permit Details. The Permit Type you have selected will be displayed. If desired and relevant, enter a description and other application details, then select **"Next"**

Apply for Permit - Building (Non-Residential) - New Construction     *REQUIRED

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

**PERMIT DETAILS**

Please enter the requested details about your project.

Note: Fields with an asterisk(*) are required.

* Permit Type    Building (Non-Residential) - New Cons ⌄

Description

3. **Contacts**. The Permit Center will populate with the registered user's contact information as the first contact on the permit and plan application. You can add more contacts if needed.

Apply for Permit - Building (Non-Residential) - New Construction                    *REQUIRED

| ✓ | ✓ | 3 | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| Locations | Type | Contacts | More Info | Attachments | Signature | Review and Submit |

**CONTACTS**

Please select or add any contacts you would like attached to this permit.

**Applicant**

Kathy LaPaglia (You)

2530 Sever Rd. ,
Lawrenceville, GA , 30043

Select Type ⌄

**Add Contact**

**+**

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

4. **More info**. The details of this step will differ depending on the application type. To add information:

   - Type in the relevant information requested and/or mark applicable boxes.

Apply for Permit - Building (Non-Residential) - New Construction                    *REQUIRED

| ✓ | ✓ | ✓ | 4 | 5 | 6 | 7 |
|---|---|---|---|---|---|---|
| Locations | Type | Contacts | More Info | Attachments | Signature | Review and Submit |

**MORE INFO**

Please provide additional details about your project below.

Note: Fields with an asterisk(*) are required.

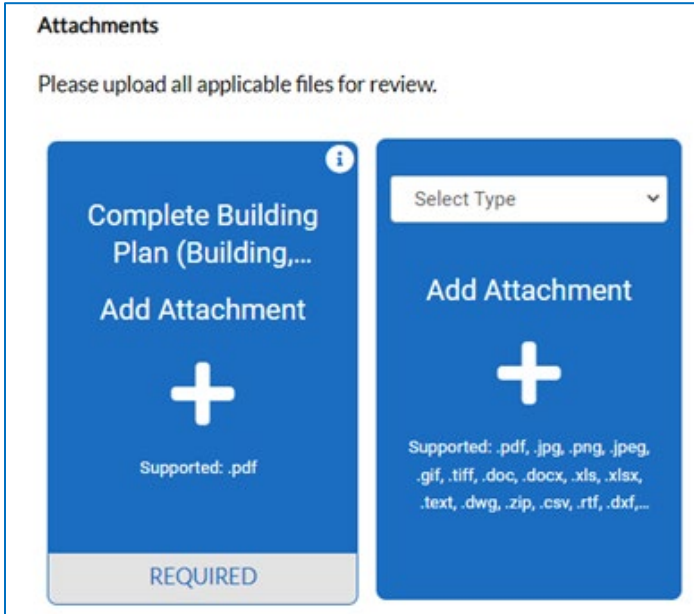**General Building**                                                                 |Top |Main Menu

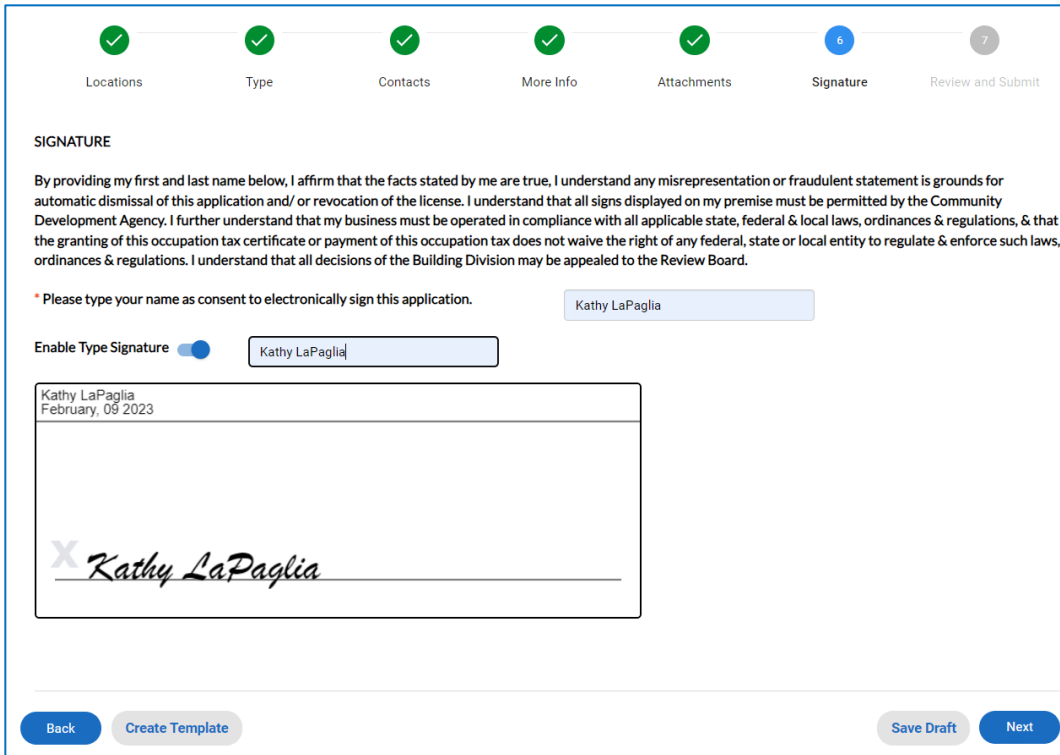| Construction Type | ☐ | VB |
|---|---|---|
| | ☐ | VA |
| | ☐ | IV |
| | ☐ | IIIA |
| | ☐ | IIIB |
| | ☐ | IIA |
| | ☐ | IIB |
| | ☐ | IA |
| | ☐ | IB |
| | ☐ | Not Applicable |

10

5. **Attachments**. The attachments step is where you will upload files related to the application.
   - Select the **file type** if the card displays the Select Type dropdown.
   - Select "Add" on each card to attach files. Locate and select the required files on your computer, then select **"Open"** and **"Next."**
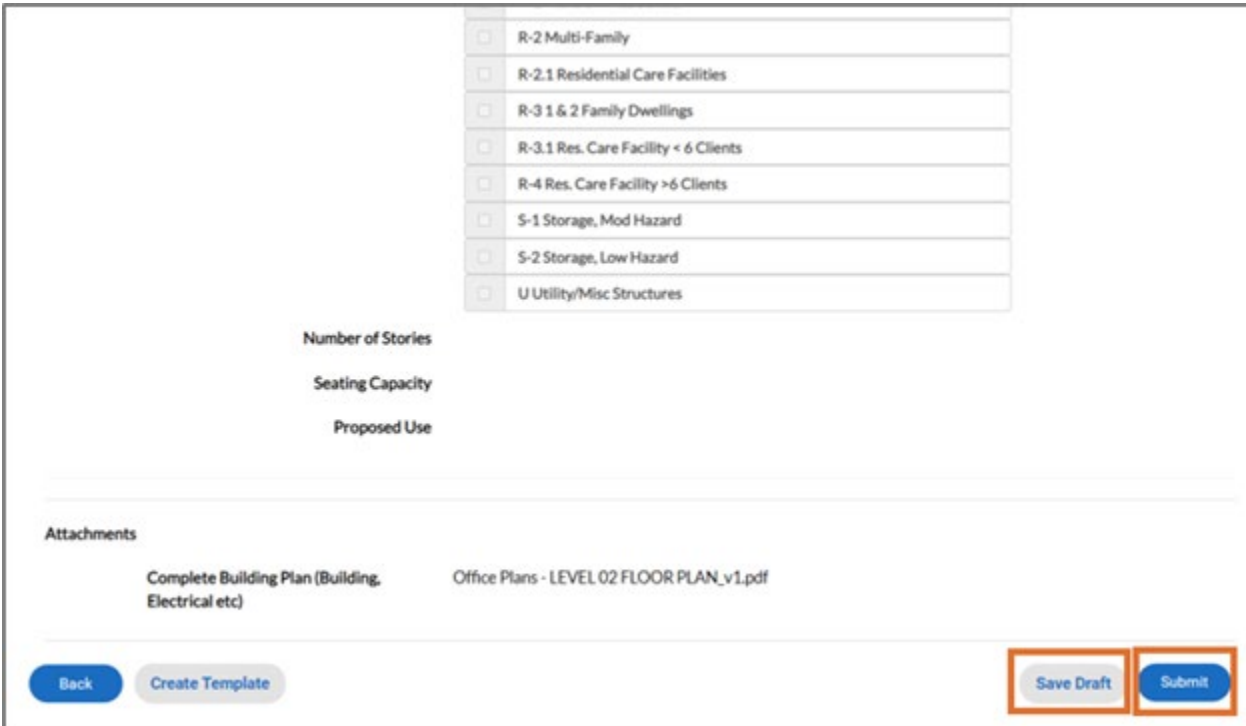


6. **Signature**. This step allows you to electronically sign for the application.
   - Type the applicant's name in the first field and either toggle on "Enable Type Signature" and type the name again or draw the signature in the field.
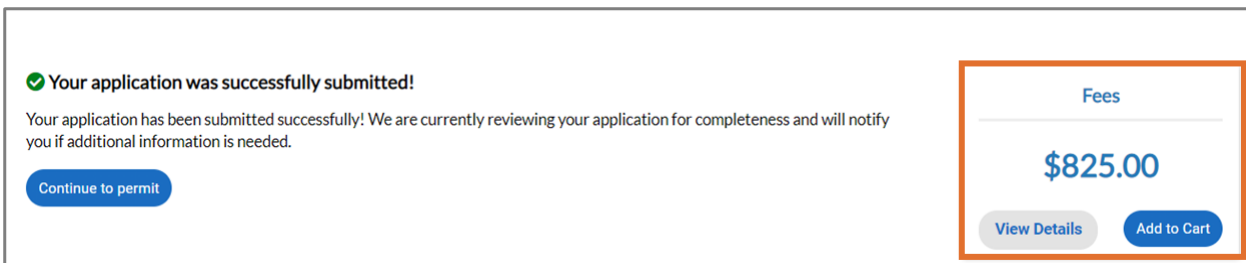   - Select next.

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7. **<u>Review & Submit</u>**. 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.



| | |
|---|---|
| | R-2 Multi-Family |
| | R-2.1 Residential Care Facilities |
| | R-3 1 & 2 Family Dwellings |
| | R-3.1 Res. Care Facility < 6 Clients |
| | R-4 Res. Care Facility >6 Clients |
| | S-1 Storage, Mod Hazard |
| | S-2 Storage, Low Hazard |
| | U Utility/Misc Structures |

Number of Stories

Seating Capacity

Proposed Use

Attachments

Complete Building Plan (Building, Electrical etc)      Office Plans - LEVEL 02 FLOOR PLAN_v1.pdf

Back      Create Template                          Save Draft      Submit

8. **<u>Payment.</u>** Even though your screen says, "your application was successfully submitted," note that <u>you still need to pay the fee to finalize your application submission!</u>
   - Select **"Add to cart"** to proceed with payment for your application.
   - Note: while some applications fees are calculated manually, others are not generated right away and require an Environmental Health Services staff member to first review the application.
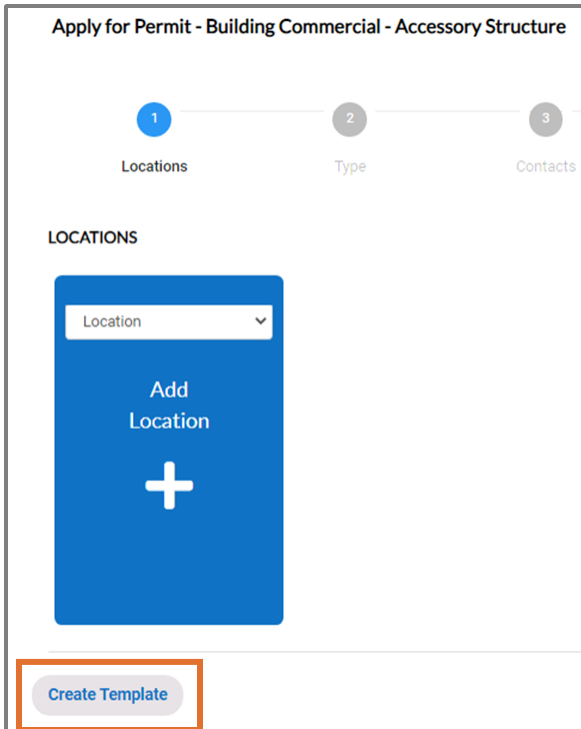


✓ Your application was successfully submitted!

Your application has been submitted successfully! We are currently reviewing your application for completeness and will notify you if additional information is needed.

Continue to permit

Fees

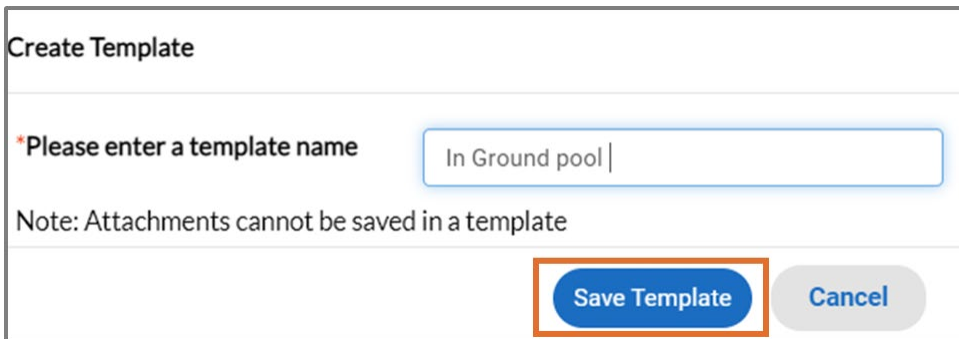$825.00

View Details      Add to Cart

## Application Templates

You can create application templates and drafts that can be re-used if you will apply for the same type of application in the future. For example, this is convenient way for contractors who repeatedly submit the same type of permit or plan to start an application.

1. Select **Create Template** on the Location step of an application.



2. Type the **name** of the template.
3. Select **Save Template.**



4. Select **Go to My Templates**.
5. Or select **OK**.
   a. Select the **user's name** to access the My Account information.
   b. Select **Saved Work**.

The Permit Center will display the **"My Templates"** tab on the **"Saved Work"** page.

6. Select **Use** on the row with the desired template to use the template for an application.

The Permit Center displays the Location step if the customer selects an application and clicks use.

7. Select **Update** to modify the template.

8. Select **Delete** to remove the template from your account.
   a. Select **Yes** to confirm.

**Saved Work**

**My Templates**

Module [All ▾]                                                                    Sort [Template Name ▾]

| Module | Template Name | Type | Last Update | Action | | |
|--------|---------------|------|-------------|--------|--|--|
| Permit | In Ground pool | Pool (Residential) - In Ground | 02/16/2023 10:35 AM | Use | Update | Delete |
| Permit | New Residential Home | Building (Residential) - New Single Family | 02/09/2023 01:36 PM | Use | Update | Delete |