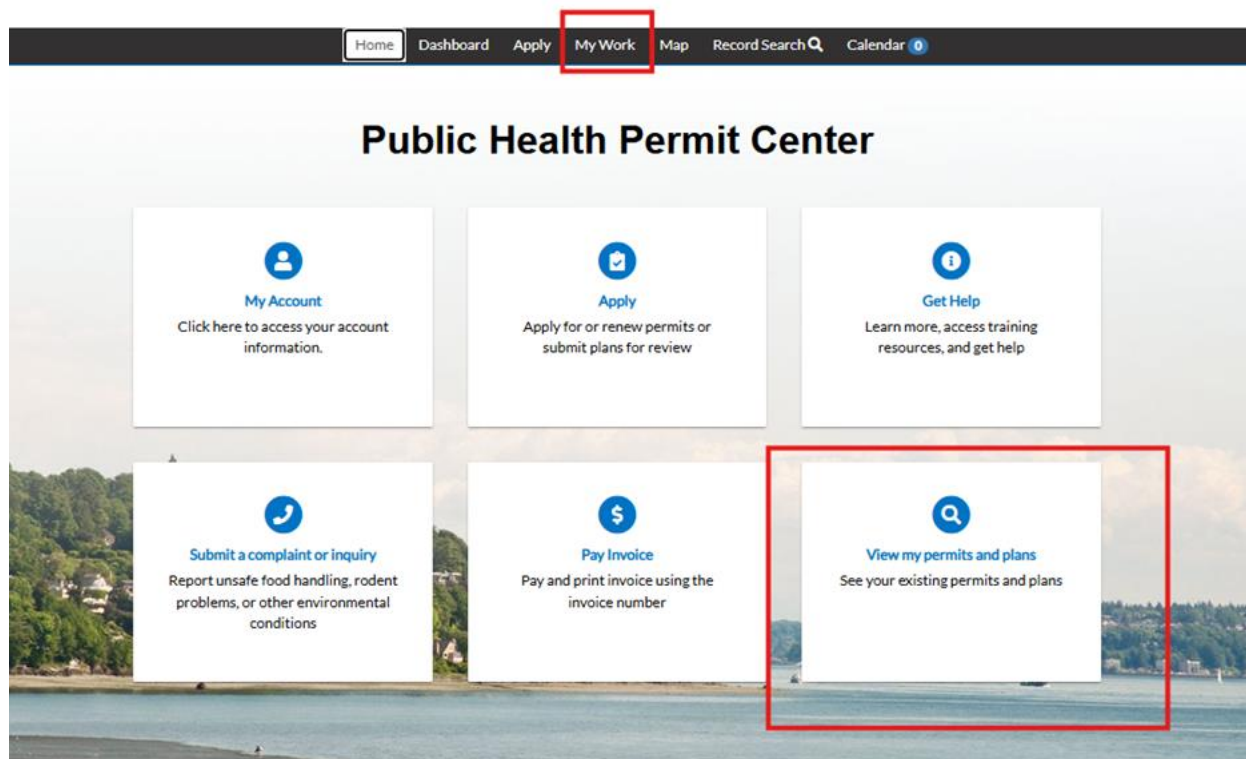


How to Request an Inspection

Note: To request an inspection, you need to be logged into your account.

1. Begin by either selecting “**My Work**” in the top black menu or the “**View my Permits and Plans**” square in the lower right section of the screen on the Public Health Permit Center homepage.



2. Select the tab for “Request Inspections.” This lists inspections you have available to request for associated permits and plans.
3. Under the “Case Number” column, select the link for the relevant inspection type.

MY INVOICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS MY LICENSES OPERATIONAL I				
Search...				Export to Excel
Request Inspection				
☐ Case Number	Address	Type	Inspection Type	
☐ PGP-AWS-0000590-2025	2314 MINOR AVE E Seattle, WA 98102	11a. Alternate Water System - Residential - ...	Final Inspection - Alternate Water System (...)	
☐ PGP-PLB-0000047-2024	3628 36TH AVE S Seattle, WA 98144	04a. Plumbing (by Contractor) - Small Comm...	Final Inspection (PGP)	
☐ PGP-PLB-0000047-2024	3628 36TH AVE S Seattle, WA 98144	04a. Plumbing (by Contractor) - Small Comm...	Rough-In Inspection (PGP)	

4. This will bring you to the summary page for the associated permit, plan, or operational permit
 - Click on the "Inspections" tab to continue.

Note, in the example below, there are red exclamation marks on the “Reviews” tab and the “Inspections” tab, which means that actions are needed in these areas.

Permit Number: PGP-AWS-0000590-2025 

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

Type: 11a. Alternate Water System - Residential - with Plan Review*

IVR Number: 101158

District: N/A

Finalized Date:

Description: DESCRIPTION GOES HERE

Status: Issued

Applied Date: 05/27/2025

Assigned To: Milstein, Amanda

Project Name:

Issue Date: 05/30/2025

Expire Date: 11/29/2026

Summary
Locations
Fees
Reviews !
Inspections !
Attachments !
Contacts
Sub-Records
More Info

Progress



50%
Completed

● Completed
● In Progress
● Not Started

Workflow

- ✓ Conduct Plan Review - Passed : 05/27/2025
- ✓ Validate Fixtures Listed on Record and Request Invoice - Passed : 05/27/2025
- ✓ Assess Additional Plan Review Fees (PGP) - Passed : 05/30/2025
- ✓ Confirm Plumbing Contractor with Valid License - Passed : 05/30/2025
- ✓ Assess Permit Fees - Passed : 05/30/2025
- ! Rough-In Inspection (PGP) - Scheduled : 06/05/2025
- Rough-In Inspection (PGP) - Requested
- Request Additional Fixtures/Outlets (PGP) - Requested

Available Actions



No Actions

Fees

\$0.00

[View Details](#)

5. When you navigate to the “Inspections” tab, it will show you all inspections that are available to request under “Request Inspections.” The existing inspections are listed in the top table. Select the name for each inspection to view it. Select the check boxes for all the inspection types you want to request, then select the “Request” button at the right to continue.
 - Inspections that have prerequisites cannot be requested until you have completed additional steps. Existing inspections listed at the top are inspections that have already been requested or are in process.

- Optional inspections ready for request are in the bottom table: See the below image for **Groundwork Inspections.**

Summary Locations Fees **Inspections** Attachments Contacts Sub-Records More Info

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Inspections

View Inspection	Description	Status	Request Date	Schedule
PGP-REV-116707-2026	Request Additional Fixtures/Outlets (PGP)	Requested	05/06/2026	05/07/2026
PGP-REV-116705-2026	Request Change of Contractor (PGP)	Requested	05/06/2026	05/07/2026
PGP-REV-116703-2026	Request Other Permit Revision (PGP)	Requested	05/06/2026	05/07/2026
PGP-REV-116702-2026	Request Permit Cancellation (PGP)	Requested	05/06/2026	05/07/2026
PGP-REV-116700-2026	Request Permit Renewal (PGP)	Requested	05/06/2026	05/07/2026

Results per page 10 1 - 5 of 5 << < 1 > >>

Request Inspections

Description	Reinspection	Action
Rough-In Inspection (PGP)	No	☐
Final Inspection (PGP)	No	☐

Results per page 10 1 - 2 of 2 << < 1 > >>

Optional Inspections

Description	Action
Groundwork Inspection (PGP)	☐
Request Additional Fixtures/Outlets (PGP)	☐
Request Change of Contractor (PGP)	☐
Request Other Permit Revision (PGP)	☐
Request Permit Cancellation (PGP)	☐
Request Permit Renewal (PGP)	☐

Optional Inspections

Description	Action
Groundwork Inspection (PGP)	☒
Request Additional Fixtures/Outlets (PGP)	☐
Request Change of Contractor (PGP)	☐
Request Other Permit Revision (PGP)	☐
Request Permit Cancellation (PGP)	☐
Request Permit Renewal (PGP)	☐

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

Request Inspection

- Fill out and submit the request form with a requested date, site contact phone number, and – if needed – any other details or comments. After selecting “Submit,” you will receive a summary of your request and a confirmation that it has been received.

Note: The “Requested Date” is not guaranteed. Different inspection types will have different requirements in the application form. Required fields are marked with a red asterisk.

1 #PGP-AWS-0000590-2025

Inspection Type: Groundwork Inspection (PGP)
Case Type: 11a. Alternate Water System - Residential - with Plan Review*

Address: 2314 MINOR AVE E Seattle, WA 98102

*Requested Date

Comments/Gate Code

More Info

*Site Contact Phone Number

Site Contact Phone Number is required.

Submit



1

Case #PGP-AWS-0000590-2025

Inspection Type:	Request Additional Fixtures/Outlets (PGP)
Case Type:	11a. Alternate Water System - Residential - with Plan Review*
Address:	2314 MINOR AVE E Seattle, WA 98102

Requested Date	08/20/2025
Comments/Gate Code	asdf



- You have requested your inspection! Next, Public Health—Seattle & King County will review your request. Keep an eye on your Permit Center and email inbox for updates.

Requesting changes to a permit using the Optional Inspections tab

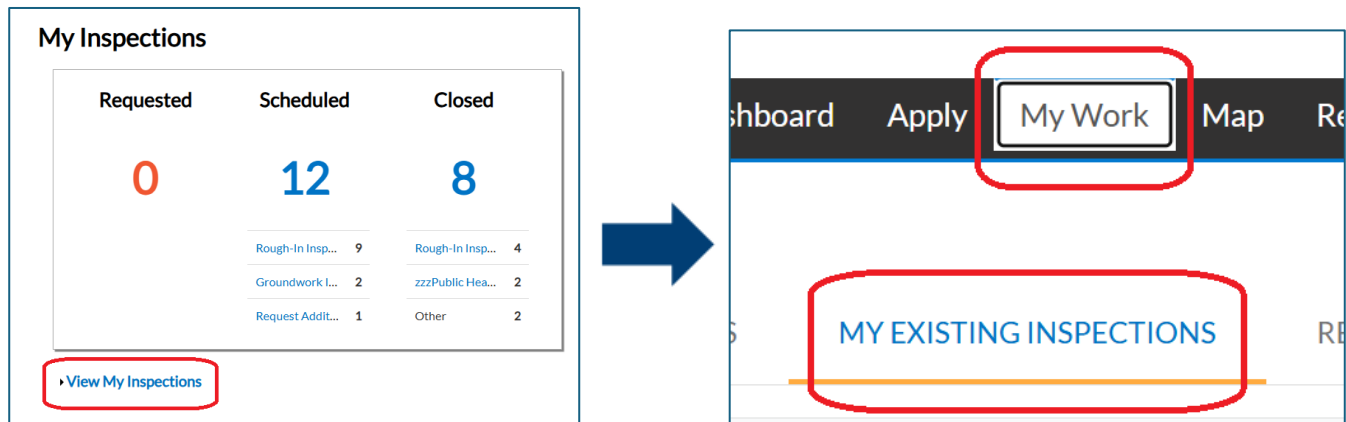
Changes to a permit, including a Change of Contractor or a change of Fixture Count may be requested online through your Permit Center account rather than calling the Permit Desk. Please note the following:

- A Change of Contractor may be requested by any contact on the permit. Confirmation of the change from the existing contractor is not required. The new contractor is required to be a licensed Plumbing Contractor for plumbing permits, or a General Contractor for fuel gas permits.
- For over-the-counter permits, a change in Fixture Count may be requested prior to any inspections without confirmation or verification by a Public Health staff member.
- For plan review permits, the assigned plan reviewer will verify the fixture count prior to approving plans.
- The 'Request Additional Fixtures/Outlets' optional inspection type is only available prior to requesting a Rough-In or Final inspection. If a fixture count change is required after a Rough-In or Final inspection has been requested, you will need to use the 'Request Other Permit Revision' optional inspection type to initiate the fixture count change.
- Any change in fixture count requested after the first inspection will need to be verified by a Public Health staff member (typically the Inspector or Plan Reviewer) before the request can be processed.
- All requested changes to a permit, whether requested online or by calling the permit desk, will incur an administrative fee.

- A request to cancel a permit after the first inspection may not be processed without prior authorization by a Public Health inspection staff member.

Viewing and understanding existing inspection information

- For a quick way to view your existing inspections, use the “My Inspections” section of the “My Work” tab. Selecting the “My Inspections” tile on the “Dashboard” tab will also bring you here.



- When the county confirms an inspection and places it on the calendar, it is listed as “Scheduled” under the status column.