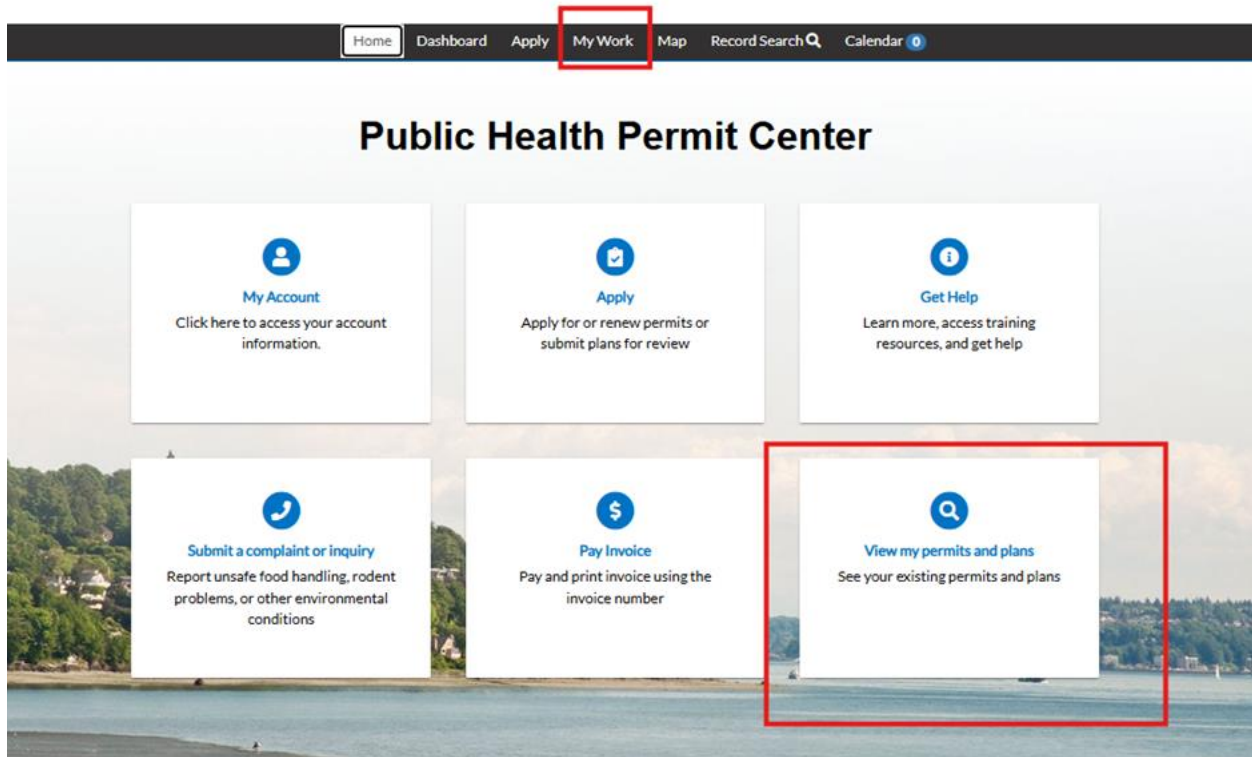


How to Request an Inspection

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
<input type="checkbox"/>	Case Number	Address	Type	Inspection Type
<input type="checkbox"/>	PGP-AWS-0000590-2025	2314 MINOR AVE E Seattle, WA 98102	11a. Alternate Water System - Residential - ...	Final Inspection - Alternate Water System (...)
<input type="checkbox"/>	PGP-PLB-0000047-2024	3628 36TH AVE S Seattle, WA 98144	04a. Plumbing (by Contractor) - Small Comm...	Final Inspection (PGP)
<input type="checkbox"/>	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*	Status: Issued	Project Name:
IVR Number: 101158	Applied Date: 05/27/2025	Issue Date: 05/30/2025
District: N/A	Assigned To: Milstein, Amanda	Expire Date: 11/29/2026
Finalized Date:		
Description: DESCRIPTION GOES HERE		

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 1 - 5 of 5 << < 1 > >>

Request Inspections

Description	Reinspection	Action
Rough-In Inspection (PGP)	No	<input type="checkbox"/>
Final Inspection (PGP)	No	<input type="checkbox"/>

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

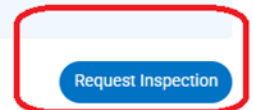
Optional Inspections

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"/>

Optional Inspections

Description	Action
Groundwork Inspection (PGP)	<input checked="" 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 1 - 6 of 6 << < 1 > >>




- 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.



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

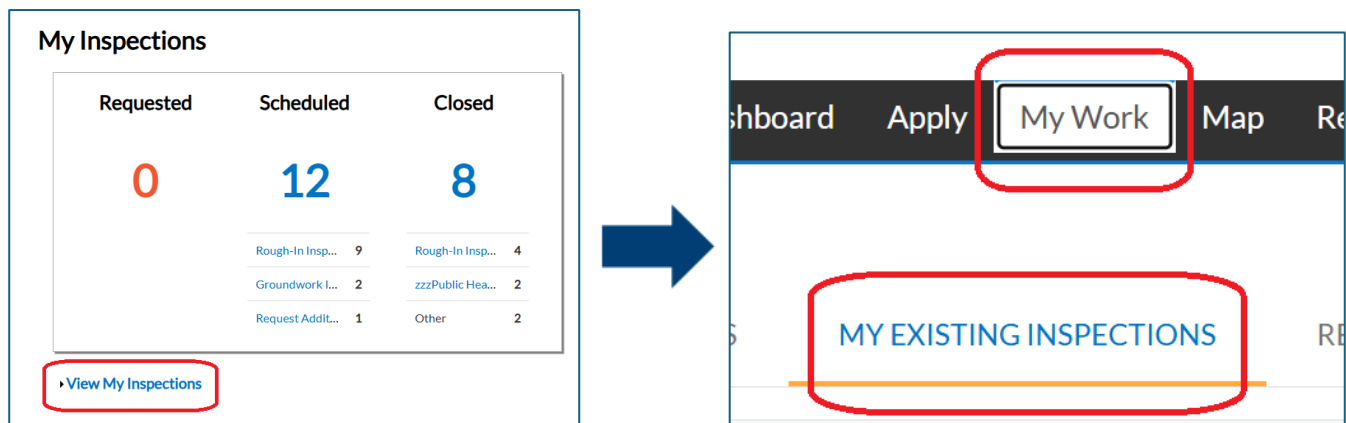
Comments/Gate Code asdf



- 7. 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.

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.



My Inspections

Requested	Scheduled	Closed
0	12	8
	Rough-In Insp... 9	Rough-In Insp... 4
	Groundwork I... 2	zzzPublic Hea... 2
	Request Addit... 1	Other 2

[View My Inspections](#)

Dashboard Apply **My Work** Map Re

MY EXISTING INSPECTIONS

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