

Public Health Permit Center: Overview

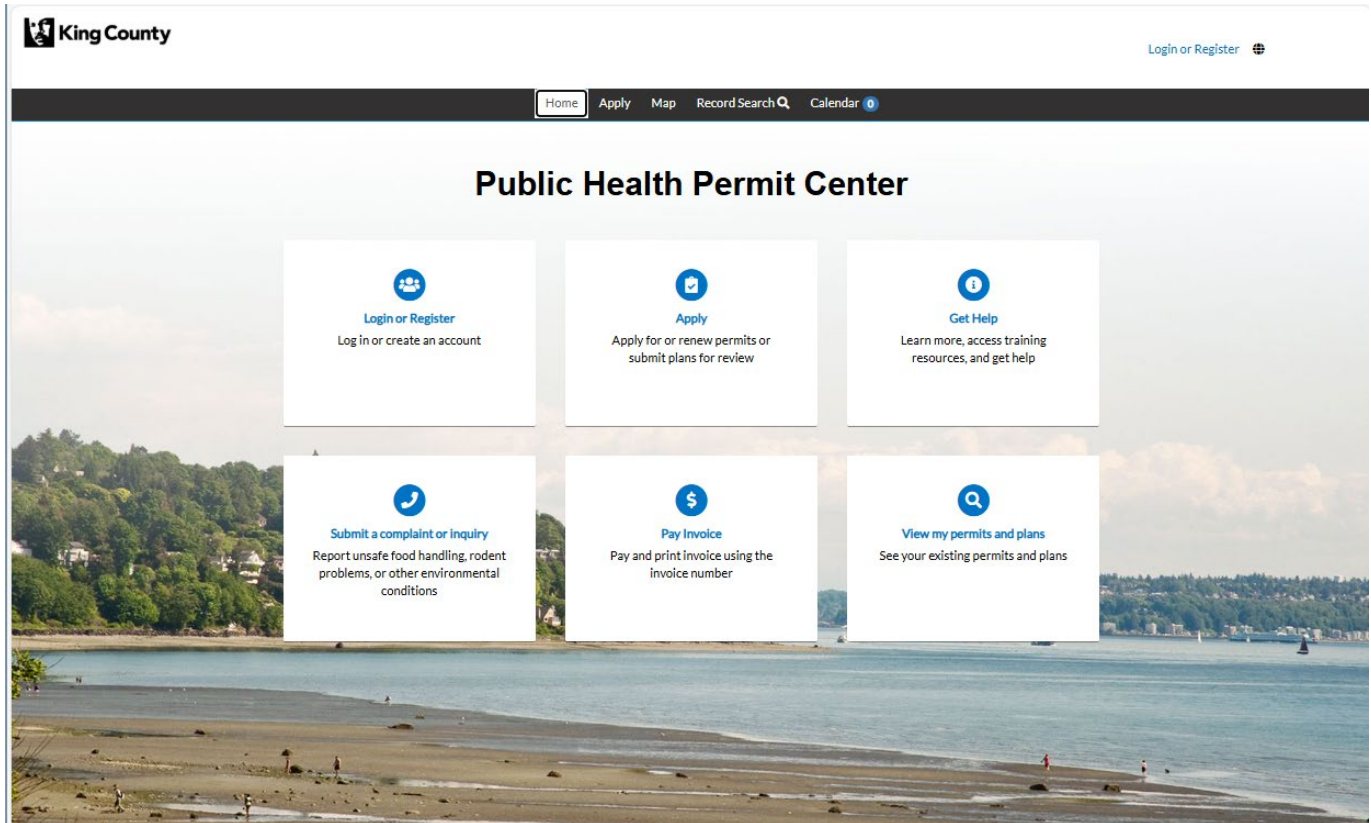
This guide explains how to access and use the Public Health Permit Center with and without registered accounts. The Permit Center helps customers access environmental health permits easily and securely. They can also use it to submit complaints and concerns to Public Health—Seattle & King County’s Environmental Health Services Division.

Select the topic below to go to those instructions:

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Permit Center services available without an account

If you have not created an account, you can access the portal without logging in, but your access is limited to basic features. The image below is what users will see on the Permit Center homepage without an account.

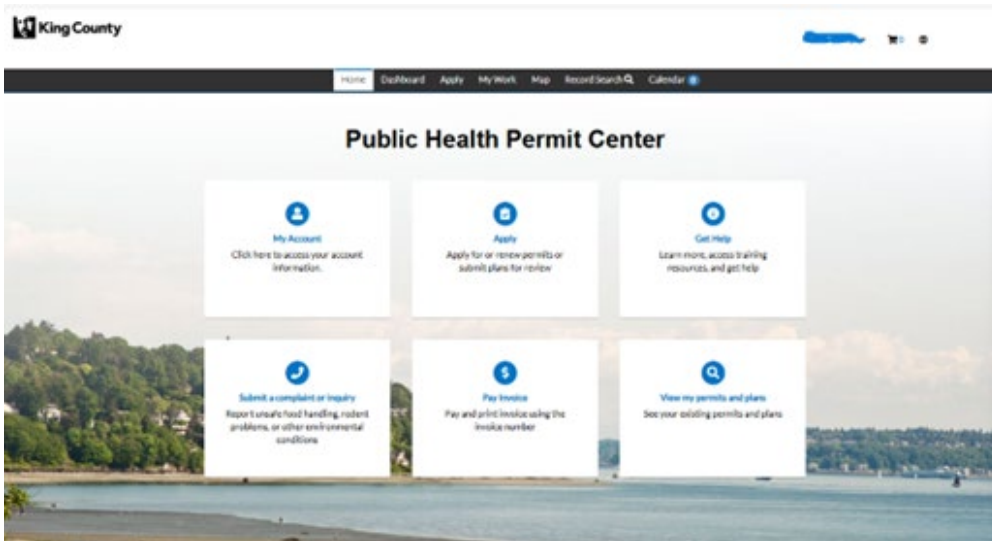


Available services without logging in:

- Submit a complaint or inquiry
- Pay an invoice (requires invoice number if you are not logged in)
- Access the Get Help resources
- Search public records using the Record Search tool
- Search records using the Map

Permit Center services available with an account

Registered users (people who have created an account and logged into their account) have access to the full functionality of the portal. The image below is what registered users will see when logged into their accounts on the Permit Center homepage (note your name will appear in the upper right).



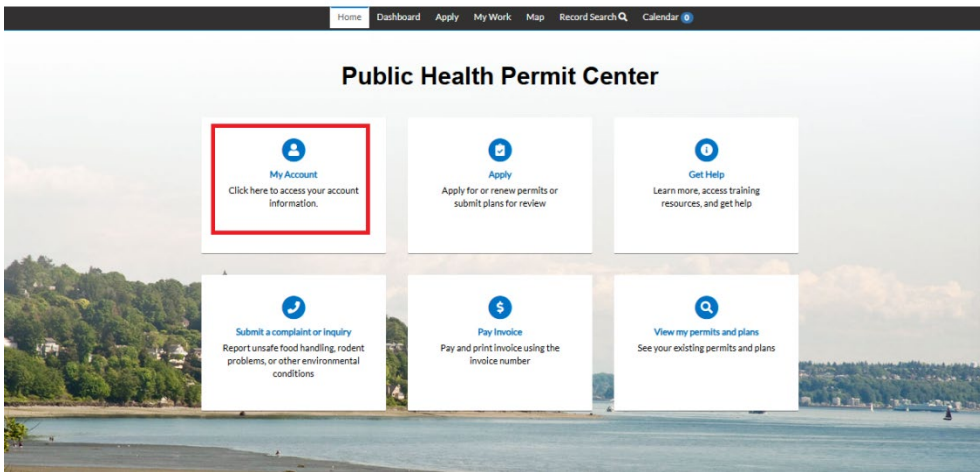
Available services that require logging in to an account:

- Submit and manage permit and plan applications
 - Save drafts and create templates
- View and manage account details, businesses, certificates, and more
- Manage invoices without the invoice number and view detailed invoice records
- Schedule and manage inspections

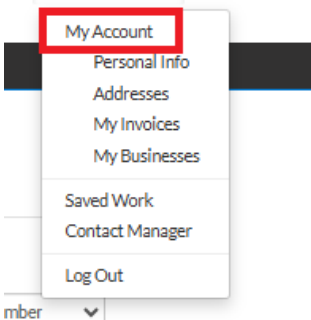
Homepage Options

My Account

Selecting the “**My Account**” square on the homepage will bring you to more information about your account (personal information, addresses, invoices, etc.) when you are logged in.

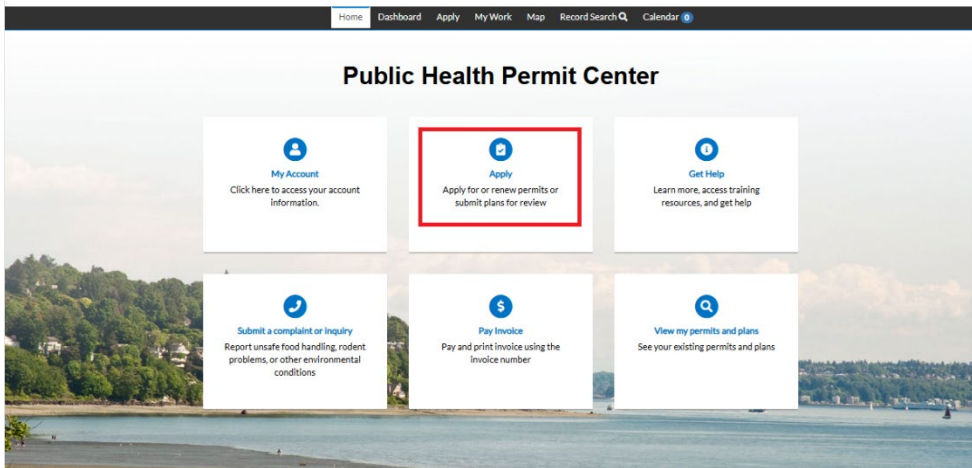


This information is also available if you select your name in the upper corner of your screen.



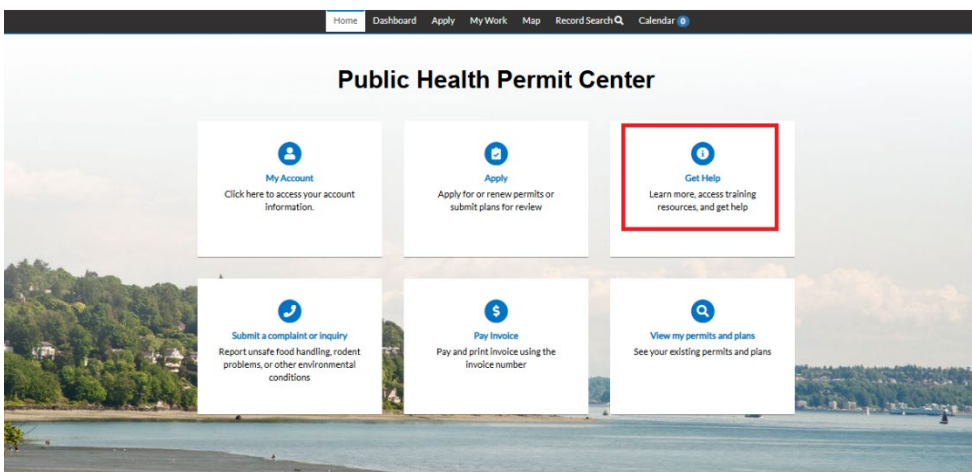
Apply

Selecting the **“Apply”** square on the homepage takes you to the **“Application Assistance”** page where you can search for the type of application you want to submit (e.g. permit, plan review, etc.). The **“Apply”** square takes you to the same place as the **“Apply”** on the top black menu on the homepage. For step-by-step instructions, see the **“How to Apply”** guidance topic.



Get Help

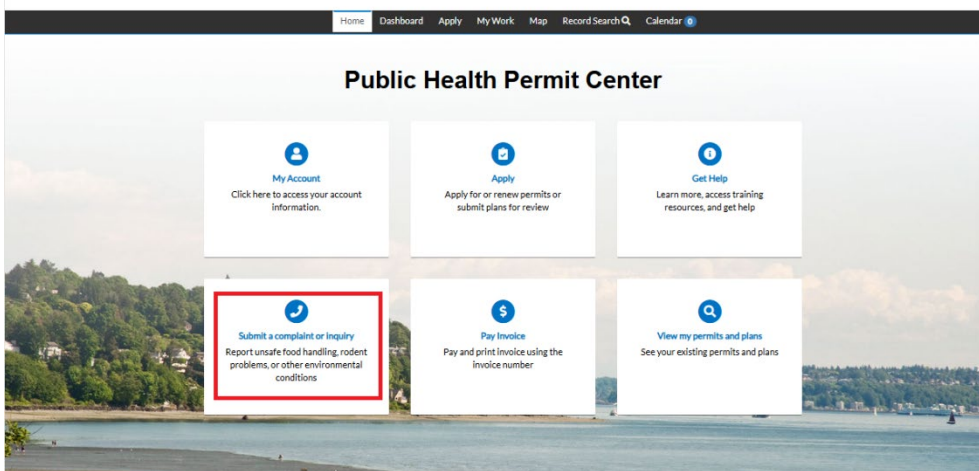
The **“Get Help”** tile takes you to a page with guidance materials about Public Health Permit Center.



Submit a complaint or inquiry

“**Submit a complaint or inquiry**” takes you to a webpage where you can submit environmental health questions or concerns, including possible unsafe food handling at a food establishment, rodents, illegal dumping, septic systems, septic professionals, and more.

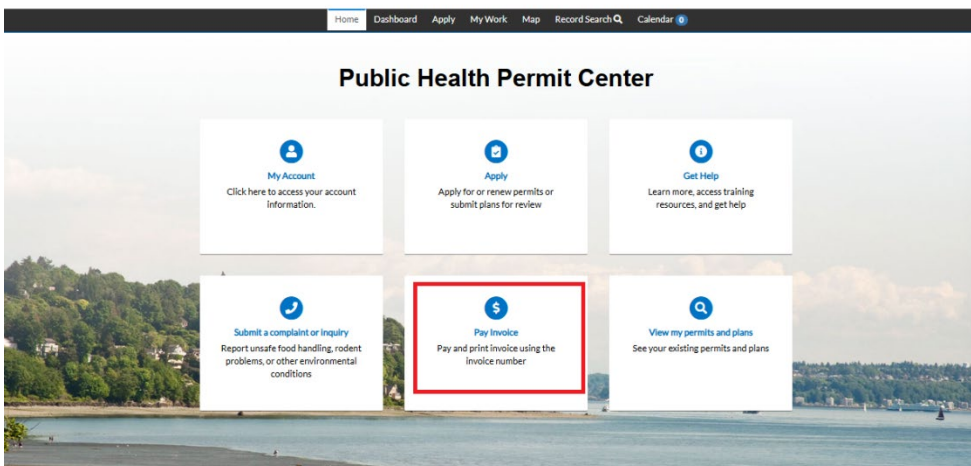
For step-by-step instructions, refer to the “**How to File a Complaint**” help topic.



Pay invoice

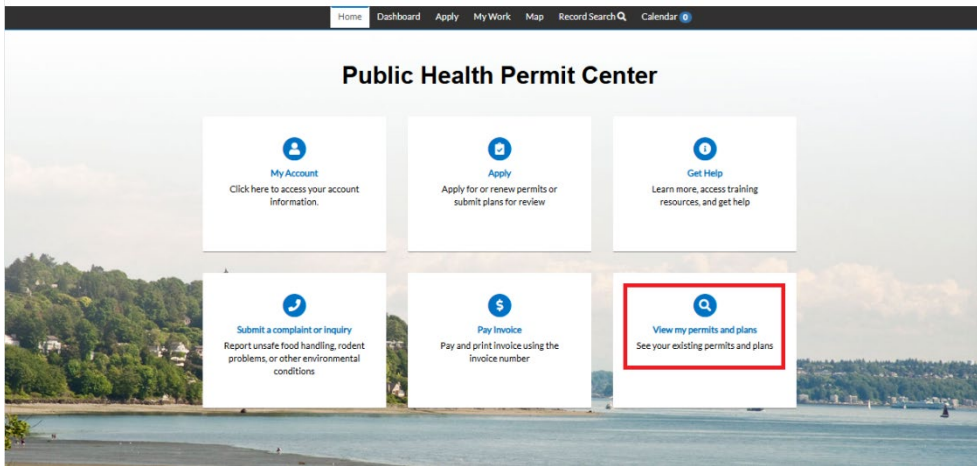
The “**Pay Invoice**” square takes you to a page to pay invoices.

For step-by-step instructions, refer to the “**Payments**” help topic.



View my permits and plans

The “**View my permits and plans**” square takes you to a summary of all the applications you have submitted and invoices (when you are logged in). This is the same as selecting the “**My Work**” option in the upper black menu.



The image below shows a sample “My Work” page within the “My Licenses” tab. Note that the tabs above the table (“My Invoices,” “My Permits,” “My Plans,” etc.) will display the related information. Selecting one of the licenses displayed will show all license details and selecting on the blue “Renew” buttons will submit a renewal request for the associated license.

My Work

| MY INVOICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS MY LICENSES PROJECTS | | | | | | | |
|---|-------|---------------------|---------------------|----------------------------------|-----------------|----------------------------------|-----------------|
| Search... | | | | | | | Export to Excel |
| License Number | Renew | Name | DBA | Address | Status | Type | Applied |
| CONT-000029-20... | | Sunil Ojha | | 3412 Keller Ln Naperville, IL... | Submitted | Contractor - General | 09/13/2023 |
| BUS-000081-2023 | Renew | PBG Construction | PBG Construction | 1124 Kings Point Ct Naperv... | Issued | Business Registration - Cons... | 09/13/2023 |
| BUS-000079-2023 | | Harbors Barbers | | 344 Green Valley Dr Naperv... | Submitted - ... | Business Registration - Servi... | 08/25/2023 |
| 000008-2020 | Renew | PBG Construction | PBG Construction | 35 S Washington St Napervi... | Issued | Business Registration - Cons... | 08/24/2023 |
| HOME-000072-2... | Renew | Test Business | | | Issued | Home Business - Photograp... | 08/16/2023 |
| RETL-000060-2023 | Renew | Test Co. | | 1233 Haverhill Cr Napervill... | Issued | Tobacco License | 08/02/2023 |
| REST-000056-2023 | | Hulk's Hoagies | | 1212 Andria Ct Naperville, I... | Submitted - ... | Restaurant - Full Service | 08/01/2023 |
| BUS-000053-2023 | | Yellow Rose Flor... | Yellow Rose Flor... | 349 Green Valley Dr Naperv... | Submitted | Business Registration - Retail | 07/25/2023 |
| RETL-000052-2023 | Renew | Yellow Rose Flor... | Yellow Rose Flor... | 349 Green Valley Dr Naperv... | Issued | Retail - Florist | 07/25/2023 |
| CONT-000013-20... | | PBG Construction | | | Submitted - ... | Contractor - General | 07/21/2023 |
| SRVC-000051-20... | | TW Rental | | 340 Green Valley Dr Naperv... | Submitted - ... | Service - Barber | 07/21/2023 |
| SRVC-000050-20... | | Corgi Cyber Sec... | | 1011 Book Ct Naperville, IL ... | Submitted | Service - Gas Station | 07/18/2023 |

Showing 16 records.

The below image of “My Work” is on the “My Invoices” tab.

Home Dashboard Apply **My Work** Map Record Search Q Calendar 0

My Work

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

Search... Export to Excel

Add To Cart Display Unpaid for All Invoices

| | Invoice Number | Amount Due | Due | Status | Case Number | Address |
|--------------------------|----------------|------------|------------|--------------------|----------------------|------------------------------|
| <input type="checkbox"/> | INV-0000097 | \$105.00 | 08/15/2024 | Invoiced, Past Due | FOOD-MCL-000009-2024 | 9008 SHOREWOOD DR M... |
| <input type="checkbox"/> | INV-00000103 | \$105.00 | 08/15/2024 | Invoiced, Past Due | FOOD-MCL-000014-2024 | |
| <input type="checkbox"/> | INV-00000140 | \$264.00 | 09/14/2024 | Invoiced, Past Due | PLB-PR-0000006 | dfasdfwer345 |
| <input type="checkbox"/> | INV-00000171 | \$402.00 | 10/11/2024 | Invoiced, Past Due | SCHL-PL--000340-2024 | 567 NE 90TH ST Seattle, W... |

Dashboard

The “**Dashboard**” option on the black top menu takes you to a page that organizes and displays your permits, plans, invoices, and inspections when you are logged in.

Home **Dashboard** Apply My Work Map Record Search Q Calendar 0

Public Health Permit Center

The below images of a dashboard show information about permits, plans, inspections, invoices and certifications. Selecting the “View My Permits” or “View My Plans,” etc. page on the Dashboard will take you to more information about the associated records.

My Permits

| Attention | Pending | Active | Recent | Draft |
|--------------------------|--------------------------|--------------------------|--------------------------|----------|
| 58 | 99+ | 50 | 99+ | 0 |
| Building (Resident... 21 | Building (Resident... 37 | Building (Resident... 16 | Building (Resident... 42 | |
| Building (Non-Resi... 13 | Building (Non-Resi... 21 | Building (Non-Resi... 9 | Building (Non-Resi... 19 | |
| Other 24 | Other 57 | Other 25 | Other 57 | |

• View My Permits

My Plans

| Attention | Pending | Active | Recent | Draft |
|---------------------------|-------------------|-------------------------|-------------------------|----------|
| 6 | 4 | 1 | 4 | 0 |
| Planned Unit Devel... 2 | Site Plan - New 4 | Planned Unit Devel... 1 | Site Plan - New 3 | |
| Land Use - Special U... 1 | | | Planned Unit Devel... 1 | |
| Other 3 | | | | |

• View My Plans

My Inspections

| Requested | Scheduled | Closed |
|---|--|---|
| 31 | 71 | 55 |
| <small>Footing</small> 4 <small>Foundation W...</small> 4 <small>Other</small> 23 | <small>Footing</small> 11 <small>Foundation W...</small> 9 <small>Other</small> 51 | <small>Footing</small> 13 <small>Business Regi...</small> 6 <small>Other</small> 36 |

[View My Inspections](#)

My Invoices

| | | |
|-----------------------|-------------|-----------------------------|
| Current 2 | \$4,300.00 | Add To Cart |
| Past Due 29 | \$59,864.00 | Add To Cart |
| Total 31 | \$64,164.00 | Add To Cart |

[View My Invoices](#)

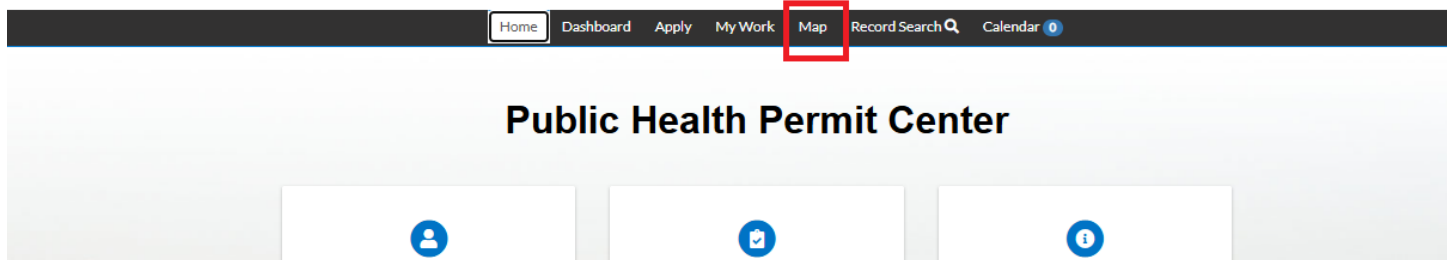
My Licenses

| | | | | |
|--|--|--|--|--------------------------|
| Expired 33 <small>DAYS</small> <small>Test Business</small> <small>No. HOME-000072-2023</small> <small>Type Home Business - Pho...</small> Renew | Expires in 255 <small>DAYS</small> <small>PBG Construction, Tim Taylor</small> <small>No. CON-000003-2020</small> <small>Type Contractor - General</small> Renew | Expires in 296 <small>DAYS</small> <small>Yellow Rose Florist</small> <small>No. RETL-000052-2023</small> <small>Type Retail - Florist</small> Renew | Expires in 304 <small>DAYS</small> <small>Test Co.</small> <small>No. RETL-000060-2023</small> <small>Type Tobacco License</small> Renew | Draft 0 |
|--|--|--|--|--------------------------|

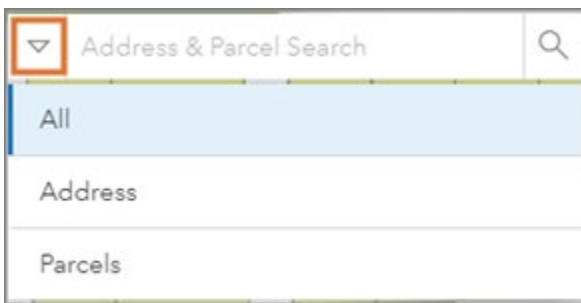
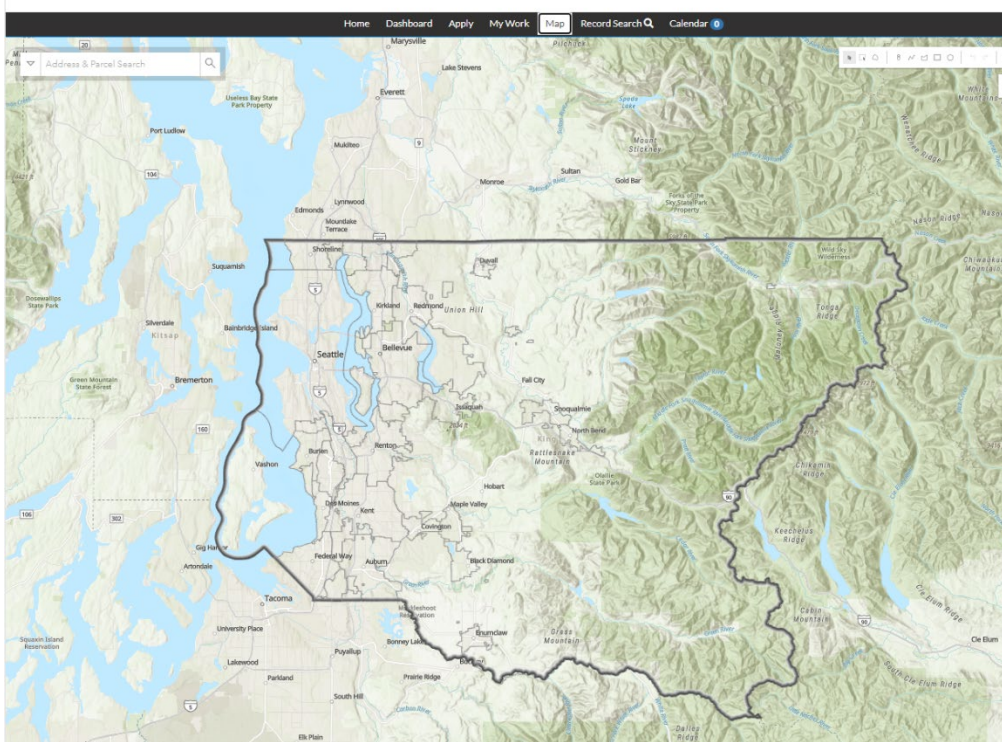
[View My Licenses](#)

Map

Selecting the **“Map”** option in the black top menu takes you to a map using data from the Permit Center and other sources to show submitted applications and more for locations in King County.

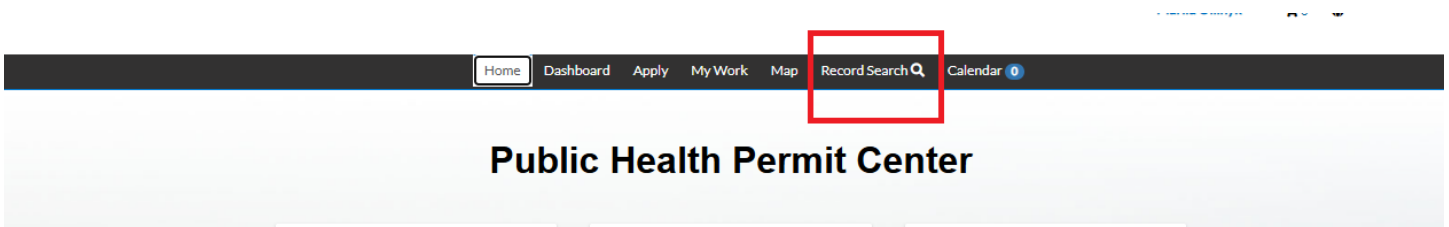


To search for records associated with a specific address, you can type the address into the “Address & Parcel Search” window in the top left corner of the map.

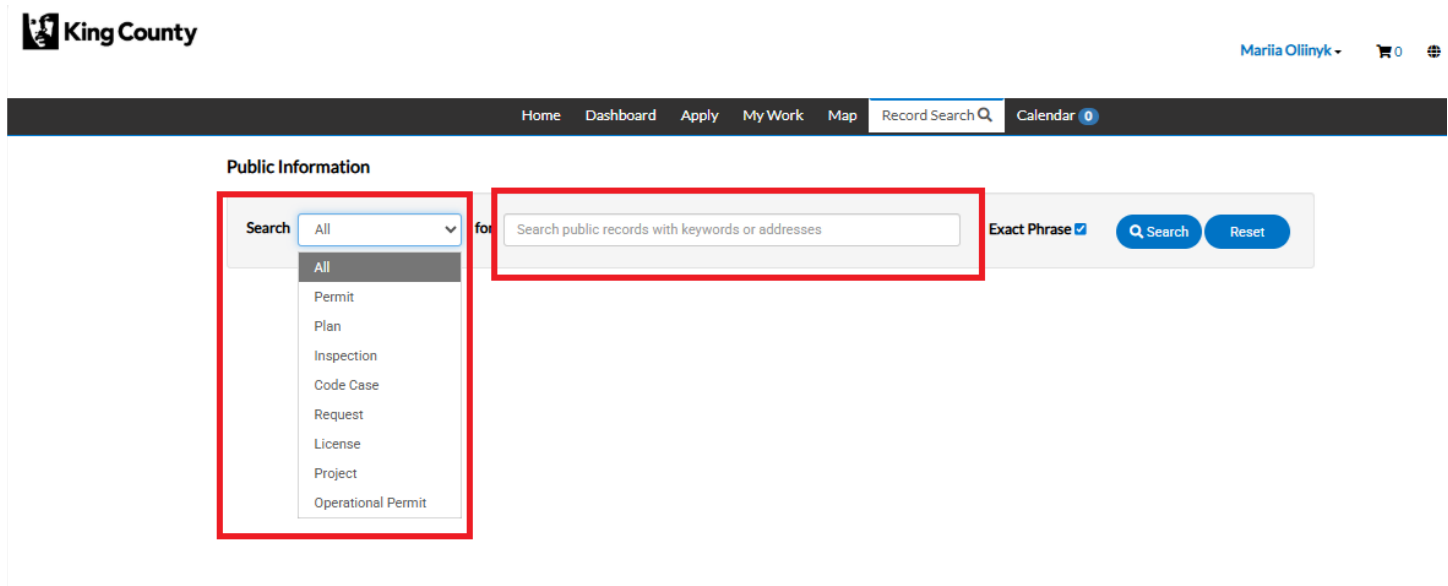


Record Search

The “**Record Search**” allows you to search for public records (permits, complaints, etc.). These are records submitted by other users (not just your information) and it can be accessed when not logged in.

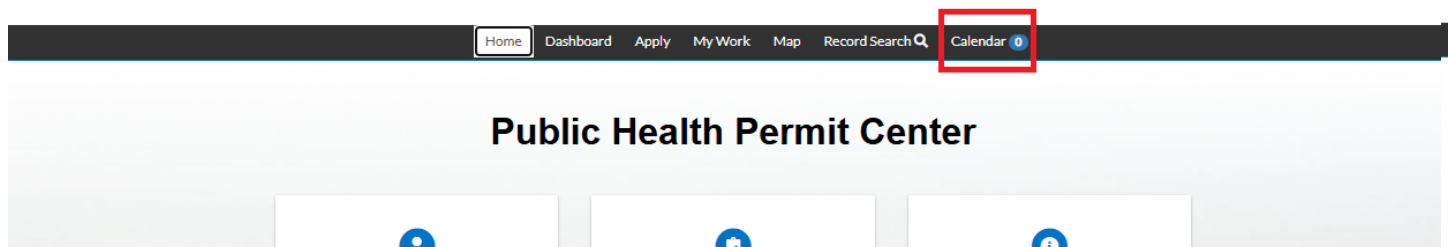


From the **“Record Search”** screen, you can search for all record types or filter by type of record (permit, etc.) associated with specific key words or an address.



Calendar

The **“Calendar”** option on the top black menu shows public hearings, public meetings, and holidays for Public Health—Seattle & King County. When logged in, you can also view any scheduled inspections, expiration dates for plans and permits, and invoice due dates for your account.



When the calendar is open, you can select a specific event to see more details. For example, the below image shows details for a hearing.

Calendar Events

December 2023

Month Week Day

< Today >

Filter By

- ☒ Public Hearings
- ☒ Public Meetings
- ☒ Holidays Closed

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------------------------|------------------------------|----------|--------|----------|
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 Pre-Application Meeting | 7 | 8 | 9 |
| 10 | 11 | 12 Planning Commission | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |

Hearing Details

Hearing Type
Pre-Application Meeting

Subject
Pre-Application Meeting

Status
Scheduled

Case Number
SP-000055-2023

Case Type
Site Plan - New

Location
Conference Room 256

Start Time
09:00 am MST

End Time
10:00 am MST

Case Class
New

Assigned To
Spencer Lopez

Comments
Please bring all required documents to meeting and be on time.

Close