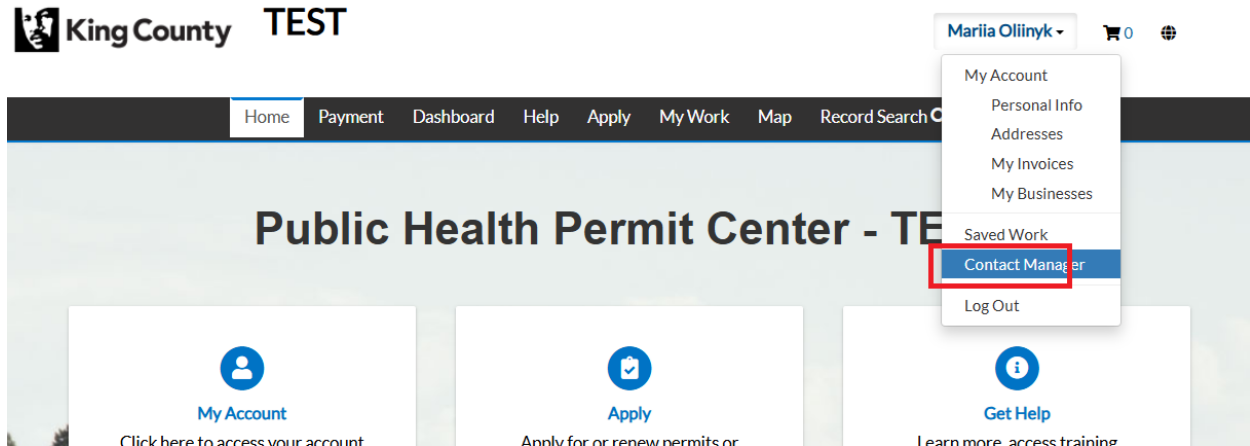
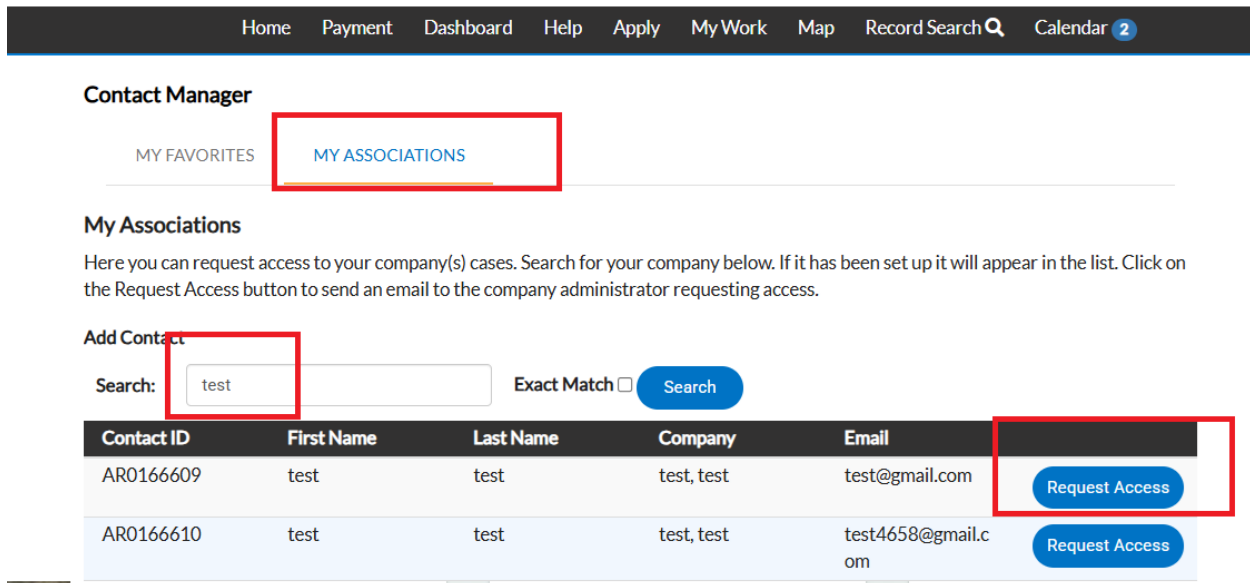


How to Request Access to Permit and Plan Records

1. Go to “Contact Manager”



2. Open “My Associations” tab and search for the company’s name.
 - Press “Request Access”



3. The company has to grant that access on their end (through their online portal):

Contact Manager

MY FAVORITES

ASSOCIATES

MY ASSOCIATIONS

Associates

Here you are able to add associates, also known as sub contacts, to your account. Associates will mirror your access to cases, including the ability to toggle on/off visibility on the Dashboard, My Work, and your access to specific case details and actions.

Add Contact

Search: Exact Match

Existing Associates

Contact ID	First Name	Last Name	Company	Email	Action
ID-1000000	M-	O...	TEST	test@gmail.com	<input type="button" value="Approve"/> <input type="button" value="Deny"/>

The company will have to go to the Contact Manager, open “Associates” tab and press “Approve” button.

- After request is approved by the company, the contractor will see the company’s contact under “Existing Associations” section:

Contact Manager

MY FAVORITES

MY ASSOCIATIONS

My Associations

Here you can request access to your company(s) cases. Search for your company below. If it has been set up it will appear in the list. Click on the Request Access button to send an email to the company administrator requesting access.

Add Contact

Search: Exact Match

Pending Contacts

Pascale's Company Name

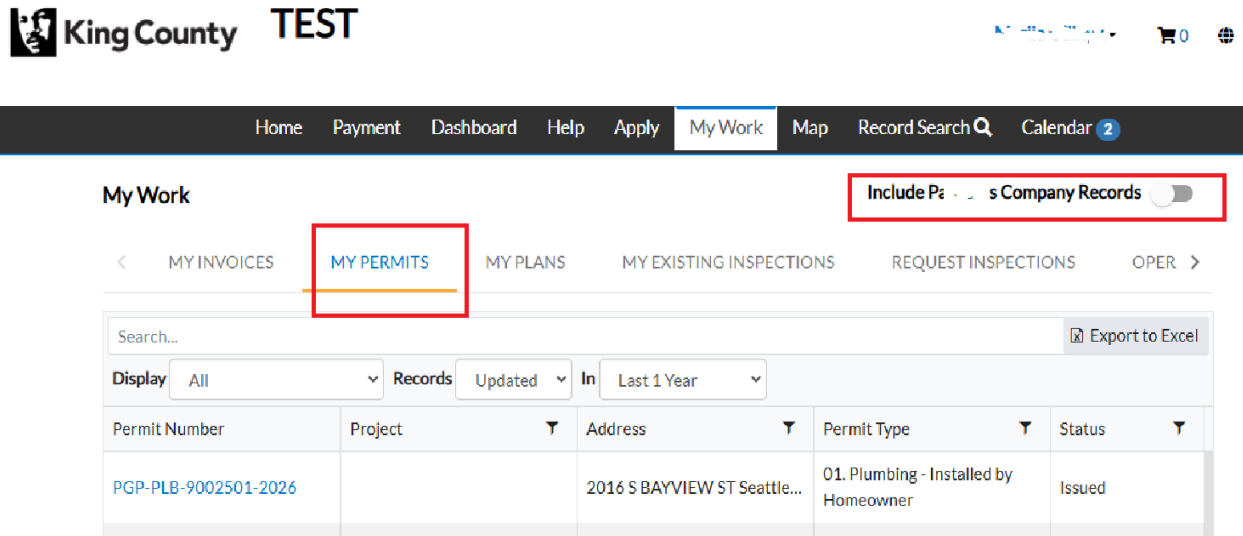
Existing Associations

Contact ID	First Name	Last Name	Company	Email	Action
ID-100006122	Pascale	Testing 2	Pascale's Company	pascale.testing2@gmail.com	<input type="button" value="Remove"/>

- The next step differs for plumbing and septic system contractors:

- FOR PLUMBING CONTRACTORS:** After access has been granted, the contractor can open ‘My Work’ and turn on the ‘Include Company Records’ toggle in the upper right corner. Once enabled, they will see not only the

permits where they are listed as a contact, but also the company-owned permit records they have been given access to:



King County TEST

Home Payment Dashboard Help Apply My Work Map Record Search Calendar 2

My Work **Include Company Records**

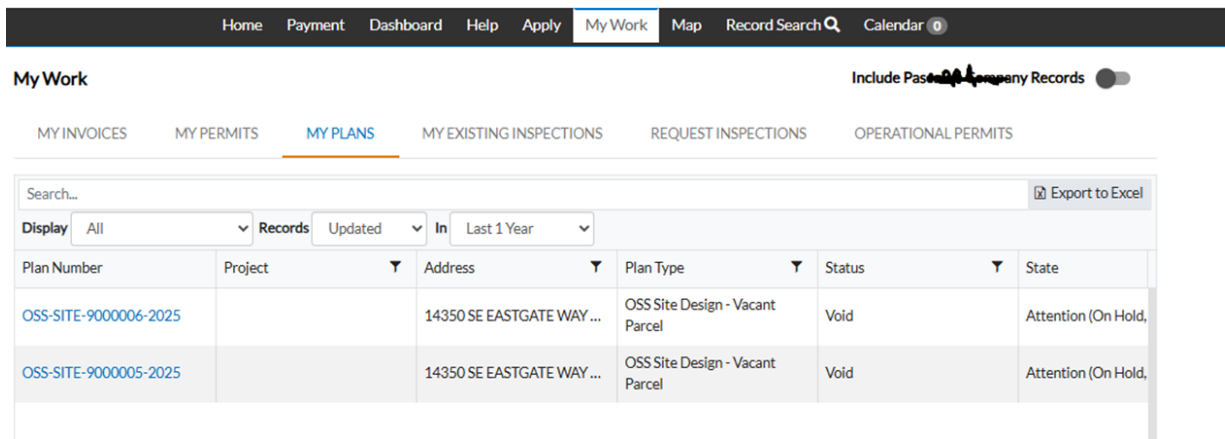
MY INVOICES **MY PERMITS** MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS OPER

Search... [Export to Excel](#)

Display All Records Updated In Last 1 Year

Permit Number	Project	Address	Permit Type	Status
PGP-PLB-9002501-2026		2016 S BAYVIEW ST Seattle...	01. Plumbing - Installed by Homeowner	Issued

- FOR SEPTIC CONTRACTORS:** After access has been granted, the contractor can open 'My Work' and turn on the 'Include Company Records' toggle in the upper right corner. Once enabled, they will see not only the plans where they are listed as a contact, but also the company-owned plan records they have been given access to:



Home Payment Dashboard Help Apply My Work Map Record Search Calendar 0

My Work **Include Company Records**

MY INVOICES MY PERMITS **MY PLANS** MY EXISTING INSPECTIONS REQUEST INSPECTIONS OPERATIONAL PERMITS

Search... [Export to Excel](#)

Display All Records Updated In Last 1 Year

Plan Number	Project	Address	Plan Type	Status	State
OSS-SITE-9000006-2025		14350 SE EASTGATE WAY ...	OSS Site Design - Vacant Parcel	Void	Attention (On Hold,
OSS-SITE-9000005-2025		14350 SE EASTGATE WAY ...	OSS Site Design - Vacant Parcel	Void	Attention (On Hold,

- For plumbing contractors.** From there, if you want to request an inspection – click on the permit number and navigate to the Inspection tab inside that record:

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

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

Existing Inspections

Sort: Description ▾

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
PGP-REV-115903-2026	Request Additional Fixtures/Outlets (PGP)	Requested	04/02/2026	04/02/2026	Administrator System	
PGP-REV-115902-2026	Request Additional Fixtures/Outlets (PGP)	Complete	04/02/2026	04/02/2026	Administrator System	

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

Request Inspections

Sort: Order ▾

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

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

[Request Inspection](#)