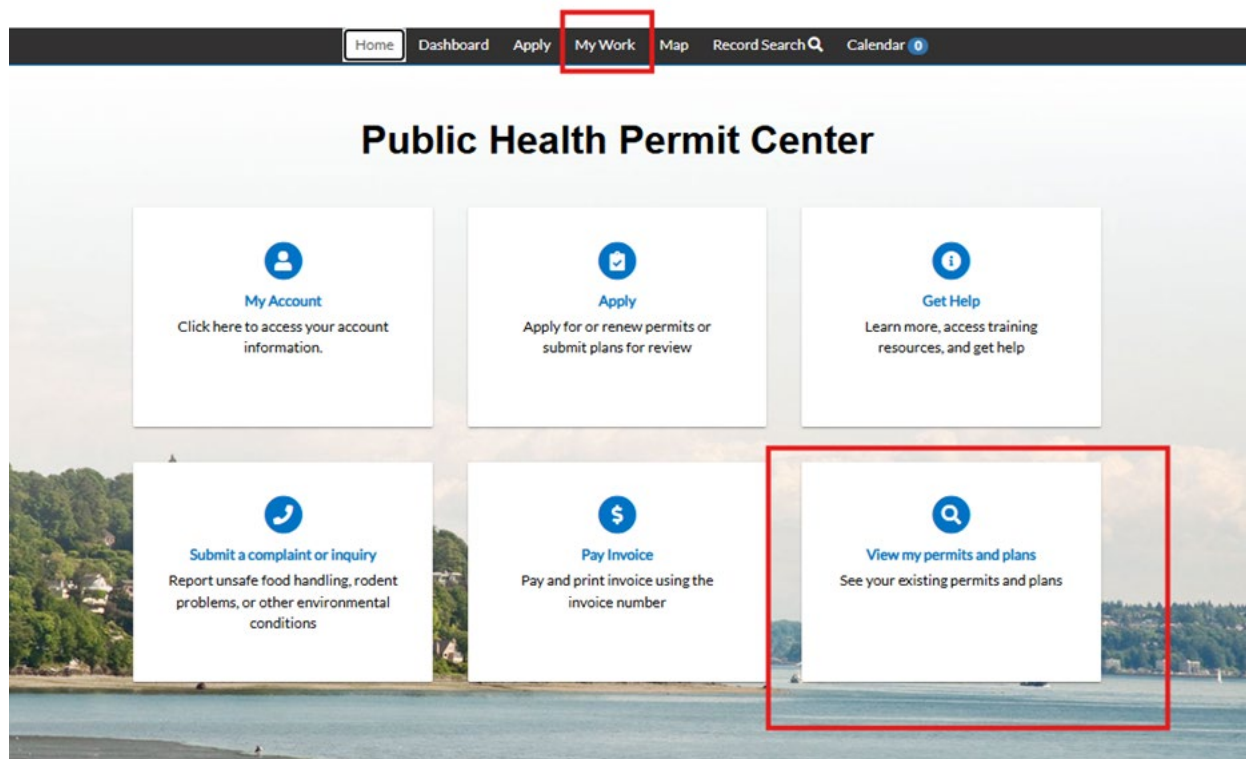


How to Request an Inspection

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*

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

Fees

\$0.00

View Details

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

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.

Note: Inspections that have prerequisites (like in the below example) 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.

kingcounty.gov/PublicHealthPermits

2

- 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

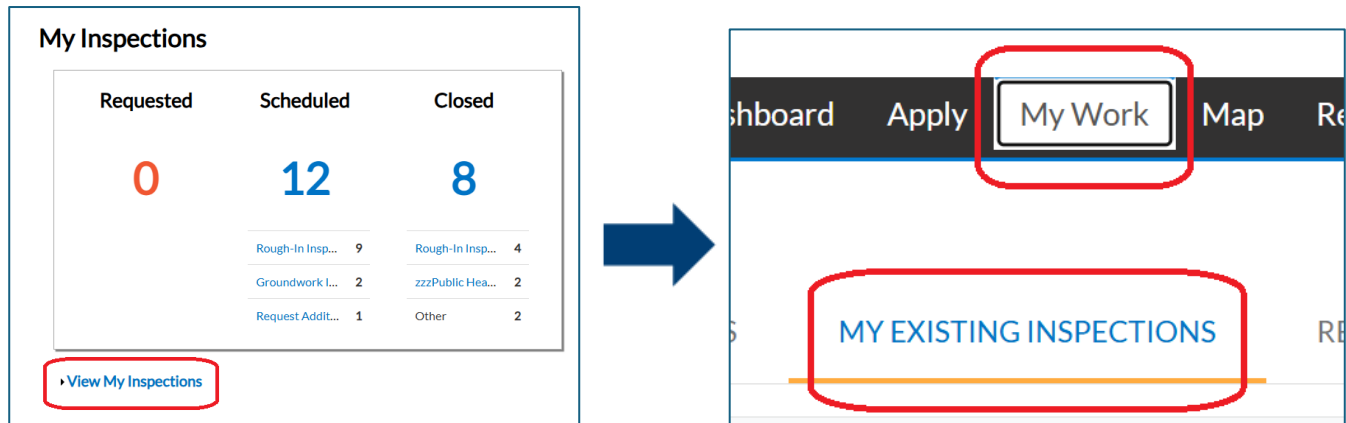
Comments/Gate Code

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.

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.