



Document Recording

As a condition of permit issuance, the Department of Local Services, Permitting Division (Permitting) requires certain legal documents to be recorded with the King County Recorder's office. Applicants have two options for the recording process. Instructions for each process are below.

- A. Submit the documents to be recorded directly to the King County Recorder's Office.
- B. Submit the documents to Permitting for submission to the King County Recorder's Office

Please follow the instructions carefully. Documents rejected by the Recorder's Office will cause delays.

Printing Instructions

- Do not change document formatting.
- Print on white paper. Single-sided. No streaks, shading, or illegible print.
- Documents that are formatted for legal size paper (8.5 x 14) cannot be printed and submitted on letter size paper (8.5 x 11) or they will be rejected.
- Contact us if you have any problems printing the document, or if any information on the document is incorrect.

IMPORTANT - Do not alter the content or make any marks in any of the margins. Documents that do not meet formatting and legibility requirements will not be considered acceptable for recording.

Notarization Instructions

- Documents must be signed by the current owner(s)/principal of the property and notarized.
Note: If the property owner/principal is not the party that is obtaining permit issuance, signatures must be notarized prior to being submitted OR follow the steps to submit at the Recorder's Office prior to issuance.
- Do not make any marks in any of the margins. This includes the notary stamp, and signatures.

A. Submitting Recording Documents through Permitting

1. Pay [recording fee](#) to Permitting at the time of permit issuance along with all other requirements noted on the Permit Approval Notice.
2. Scan complete signed and notarized documents so that the content is fully readable, and the formatting and document size is maintained. Recommend scanning at 300 dpi or greater.

Document recording, options & instructions, continued

MyBuildingPermit.com Permits	All other permits
3. Upload documents for Permitting to your MyBuildingPermit.com applicant dashboard.	3. Email the required documents to PermitServices@KingCounty.gov

4. Permitting will submit completed documents to the Recorder's Office and obtain the recording number.
5. To receive a copy of the recorded document, go to the [Recorder's Office web page](#) and search based on the parcel number. Please note that there may be a delay in the availability of imaged documents.

B. Submitting Recording Documents directly to the King County Recorder's Office

1. Documents must be completed and properly formatted and notarized.
2. Submit the completed document(s) and the recording fee to:

King County Recorder's Office
500 Fourth Avenue, 4th Floor, Room 430
Seattle, WA 98104

The Recorder's Office is located on the third floor of the King County Administration Building.

3. Obtain a copy of the recorded document with the recording number. Scan the document(s). Upload the scanned copies to your MyBuildingPermit.com dashboard or email the document(s) to the Permitting office.

Additional Resources and Information

[King County](#)

[Department of Local Services, Permitting Division](#)

[On-line Permit Status, Invoice Payment and Inspection Scheduling](#)

[IVR Inspection Scheduling, phone number and codes](#)

[Records and Licensing Services Division](#)

[Recording Fees](#)

