Check Status

Where's My Permit?

How to Check Application Status

Important Notice:

The instructions for checking application status in this document apply only to applications **not** processed through our new digital plan review software, ProjectDox. If your application is being reviewed in ProjectDox, please log in to access the latest updates on your application's status.

Technical review staff, Engineers, Planners and Ecologists do not maintain open office hours.

Overview

Thank you for submitting your application to King County Permitting! This document provides an overview of the standard permit process along with instructions on how to check the status of your application through our online portal as it progresses through review. It is designed to help you understand the overall procedure and answer common questions you might have.
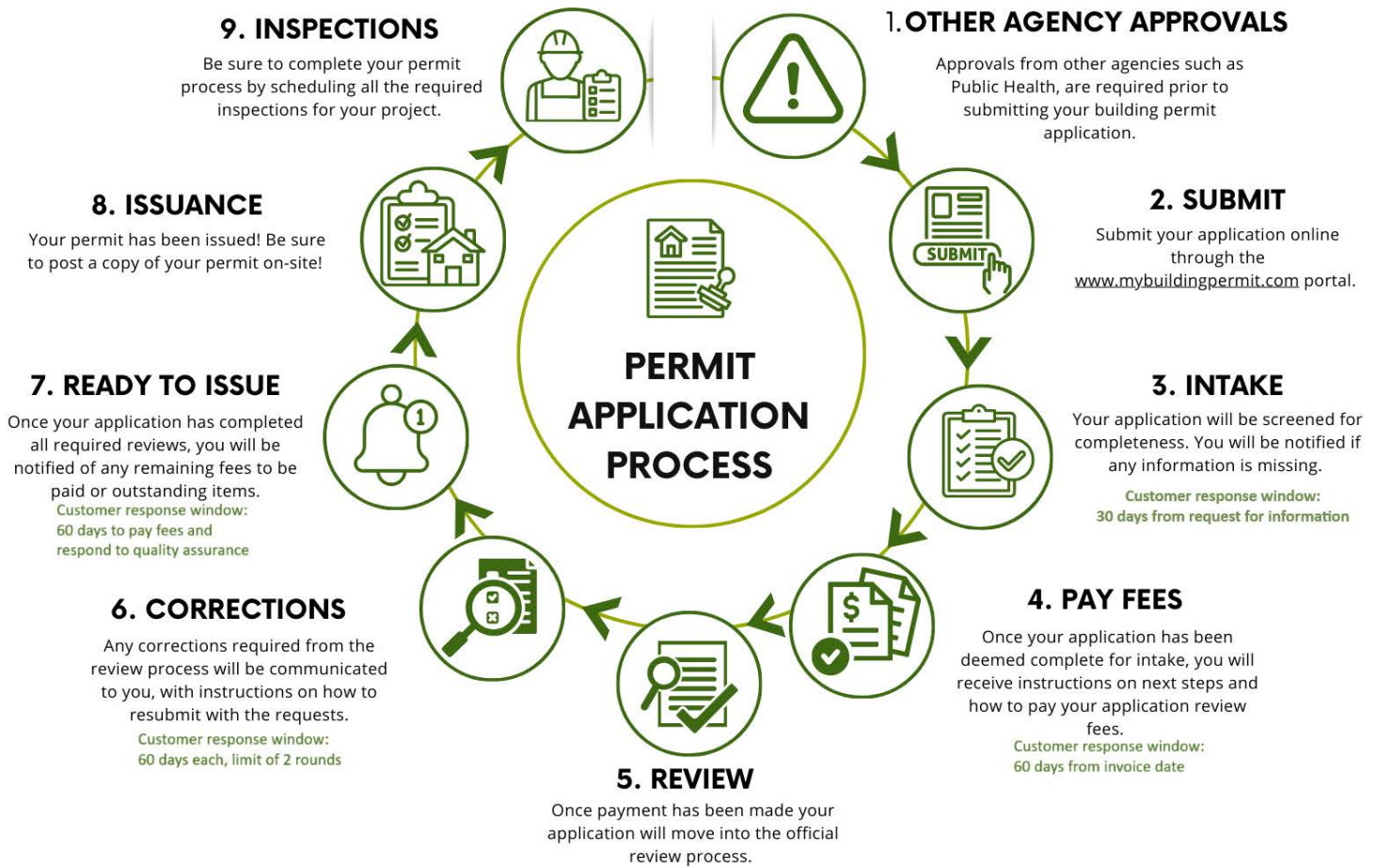
Please start by checking the most current information on your application online. Note: In our efforts to streamline the processing of applications, King County technical review staff are unable to answer general questions regarding application status. If you need further assistance after reviewing your application's status and the information provided in this document, please see the "More Help" section to contact our customer service experts for support.

Quick Guide: How to Check Status

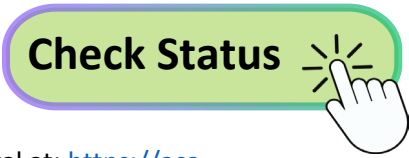1. **Access the Portal:** Visit the King County Portal at https://aca-prod.accela.com/kingco. *No login is required to access this step.*
2. **Enter Application Number:** Use the general search bar at the top right-hand side of the page to enter your application number, example: DWEL21-0000.
3. **View Record Details:** Click on the "Record Info" link, which is located near the top left side of the page.
4. **Check Application Status:**
   - Open the drop-down menu and select "Status" to view where your application is in the process.
   - You will see what steps your application has been through, where it currently is, and what additional reviews or tasks are required.
   - Details about the King County staff assigned to your task, the completion dates of tasks, and any notes or comments about your application will also be visible.

For a more detailed step-by-step instructions, please see below.
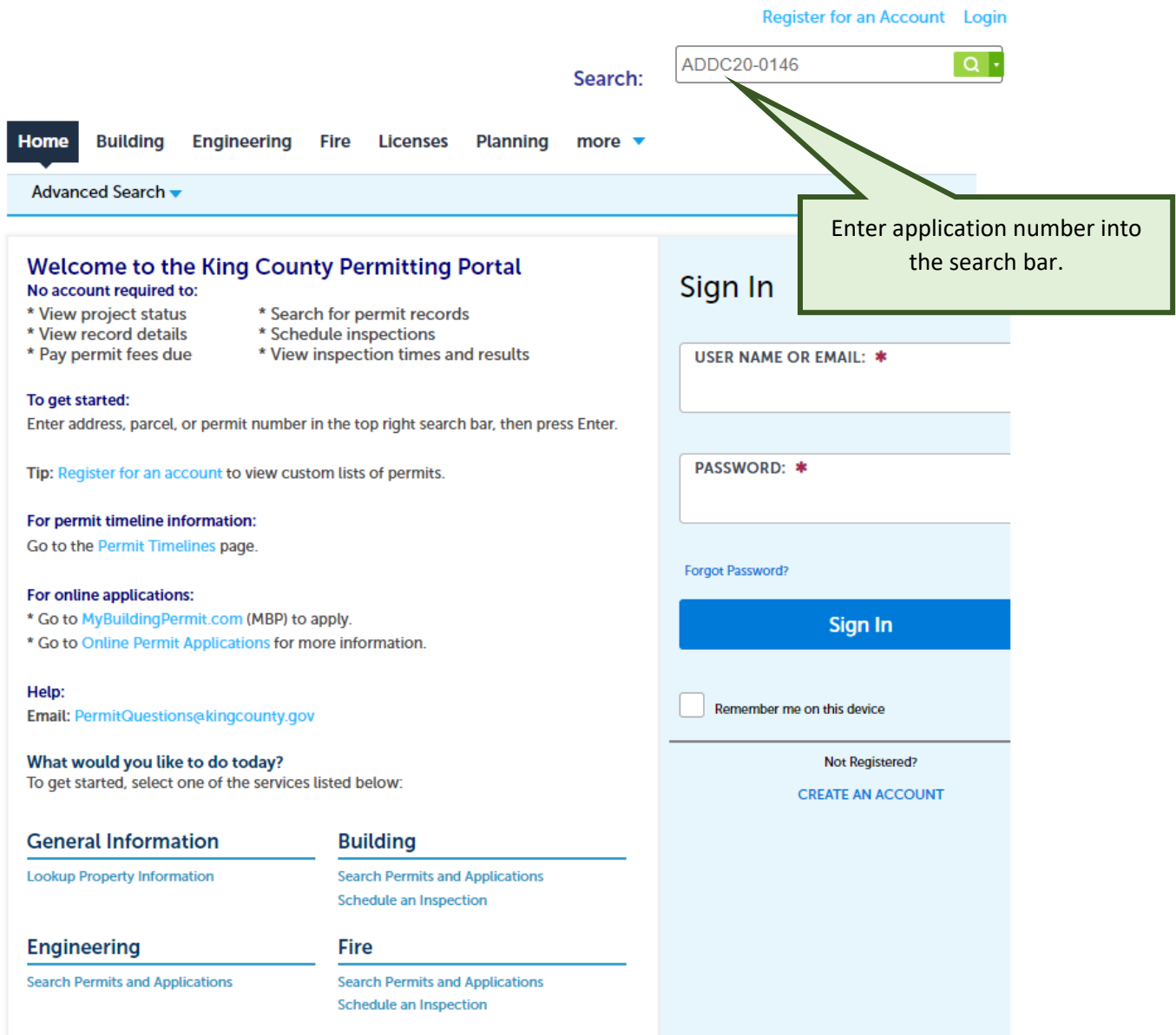
Permit Process Overview

9. INSPECTIONS

Be sure to complete your permit process by scheduling all the required inspections for your project.

8. ISSUANCE

Your permit has been issued! Be sure to post a copy of your permit on-site!

7. READY TO ISSUE

Once your application has completed all required reviews, you will be notified of any remaining fees to be paid or outstanding items.
Customer response window:
60 days to pay fees and respond to quality assurance

6. CORRECTIONS

Any corrections required from the review process will be communicated to you, with instructions on how to resubmit with the requests.
Customer response window:
60 days each, limit of 2 rounds

PERMIT APPLICATION PROCESS

5. REVIEW

Once payment has been made your application will move into the official review process.

1. OTHER AGENCY APPROVALS

Approvals from other agencies such as Public Health, are required prior to submitting your building permit application.

2. SUBMIT

Submit your application online through the www.mybuildingpermit.com portal.

3. INTAKE

Your application will be screened for completeness. You will be notified if any information is missing.
Customer response window:
30 days from request for information

4. PAY FEES

Once your application has been deemed complete for intake, you will receive instructions on next steps and how to pay your application review fees.
Customer response window:
60 days from invoice date

Checking Application Status

Check Status

Step 1: Search

To view detailed permit status information, please visit King County Portal at: https://aca-prod.accela.com/kingco and follow the instructions listed below.

Enter your application number in the general search bar at the top of the page. No login is required.

Register for an Account   Login

Search: ADDC20-0146

Home | Building | Engineering | Fire | Licenses | Planning | more ▼

Advanced Search ▼

Enter application number into the search bar.

Welcome to the King County Permitting Portal
No account required to:
* View project status   * Search for permit records
* View record details   * Schedule inspections
* Pay permit fees due   * View inspection times and results

To get started:
Enter address, parcel, or permit number in the top right search bar, then press Enter.

Tip: Register for an account to view custom lists of permits.

For permit timeline information:
Go to the Permit Timelines page.

For online applications:
* Go to MyBuildingPermit.com (MBP) to apply.
* Go to Online Permit Applications for more information.

Help:
Email: PermitQuestions@kingcounty.gov

What would you like to do today?
To get started, select one of the services listed below:

General Information
Lookup Property Information

Building
Search Permits and Applications
Schedule an Inspection

Engineering
Search Permits and Applications

Fire
Search Permits and Applications
Schedule an Inspection

Sign In

USER NAME OR EMAIL: ✱

PASSWORD: ✱

Forgot Password?

Sign In

☐ Remember me on this device

Not Registered?
CREATE AN ACCOUNT

Step 2: Record Details

Click on the "Record Info" near the top left side of the page.

To see where your application is in the process, open the drop-down menu and select "Status".

Search: ADDC20-0146

Home **Building** Engineering Fire Licenses Planning more ▼

Search Permits and Applications   Schedule an Inspection

Record ADDC20-0146:
Residential Building - Addition-Improvement
Record Status: Void

Click on "Record info"

Record Info ▼   Payments ▼   Conditions ①

Record Details

Then, click on "Status"

Status

Related Records

Inspections

Valuation Calculator

KED on 04/20/2020.
ion   Severity: Lock
Lock: 1)

View Condition

ction, click Record Info and then Inspections. Scroll down and click the Schedule

17150 NE MARYMOOR WAY *
98052
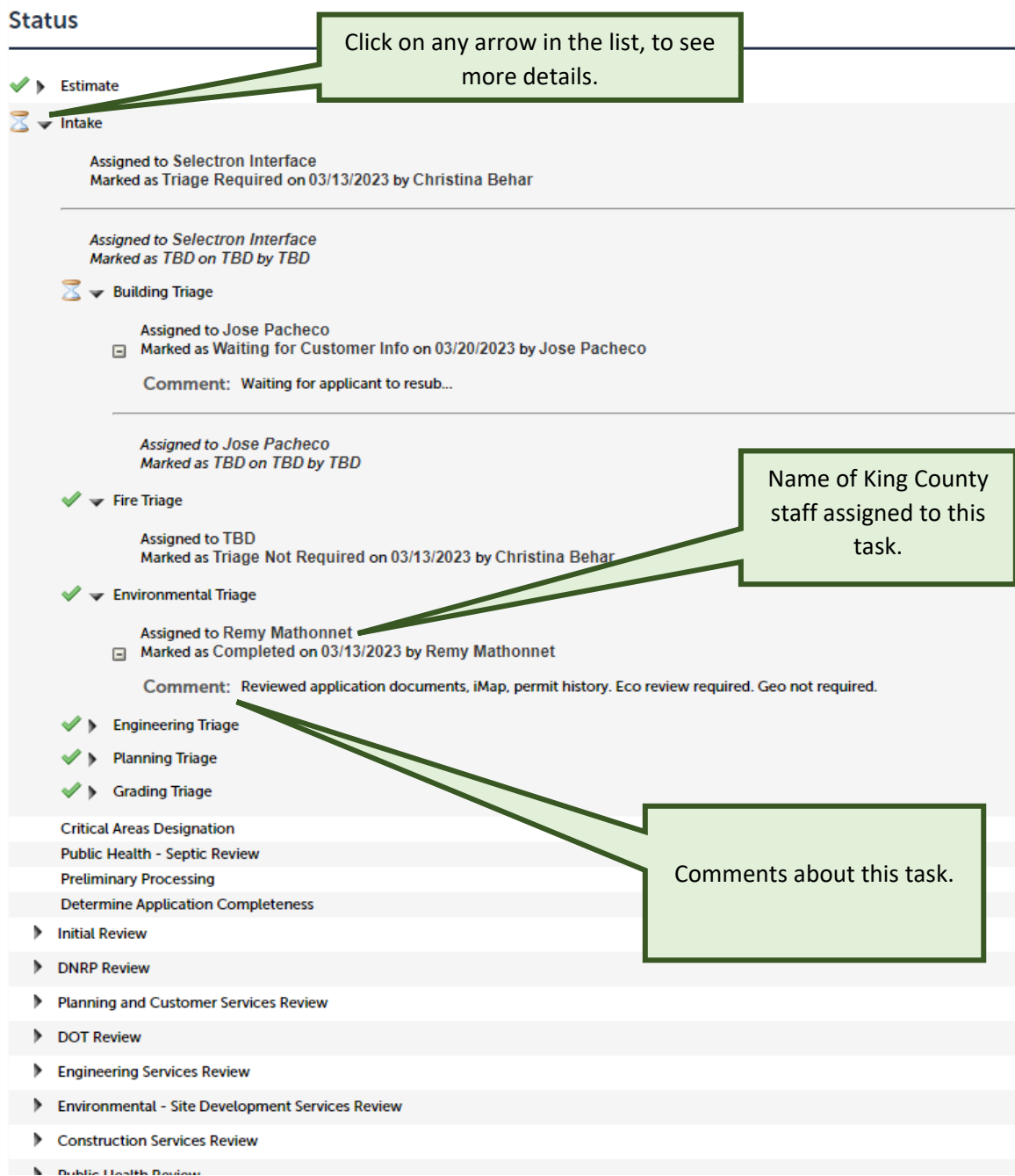
Record Details

Applicant:
Individual
KIM SIMPSON TEST
35030 SE Douglas Street
Snoqualmie, WA, 98065

Licensed Professional:
NA
State NA

Project Description:
TEST ACCESSORY BLDG

Owner:
KING COUNTY-PARKS *
201 S JACKSON ST 700
SEATTLE WA 98104

▸ **More Details**

Step 3: Application Status

From the Status page you will be able to see what steps your application has already been through, where it currently is, and get an understanding of what additional reviews or tasks are required. You can also view the Permitting staff assigned, when a task was completed, and view any notes or comments about your application and that task.

Status

✔ ▶ Estimate

⏳ ▼ Intake

Click on any arrow in the list, to see more details.

> Assigned to Selectron Interface
> Marked as Triage Required on 03/13/2023 by Christina Behar

> Assigned to Selectron Interface
> Marked as TBD on TBD by TBD

⏳ ▼ Building Triage

> Assigned to Jose Pacheco
> Marked as Waiting for Customer Info on 03/20/2023 by Jose Pacheco
>
> Comment: Waiting for applicant to resub...

> Assigned to Jose Pacheco
> Marked as TBD on TBD by TBD

✔ ▼ Fire Triage

> Assigned to TBD
> Marked as Triage Not Required on 03/13/2023 by Christina Behar

✔ ▼ Environmental Triage

Name of King County staff assigned to this task.

> Assigned to Remy Mathonnet
> Marked as Completed on 03/13/2023 by Remy Mathonnet
>
> Comment: Reviewed application documents, iMap, permit history. Eco review required. Geo not required.

✔ ▶ Engineering Triage

✔ ▶ Planning Triage

✔ ▶ Grading Triage

Critical Areas Designation

Public Health - Septic Review

Preliminary Processing

Determine Application Completeness

Comments about this task.

▶ Initial Review

▶ DNRP Review

▶ Planning and Customer Services Review

▶ DOT Review

▶ Engineering Services Review

▶ Environmental - Site Development Services Review

▶ Construction Services Review

▶ Public Health Review

Status Icon Meanings:

✔ = Completed

⧖ = In Progress

✳ = Previously Active

Terms and Definitions

Each task or subtask will indicate what is happening with your permit application and where it is in the process. The list below provides definitions to some of the most common tasks, subtasks, and terms you may see related to your permit application. Use this list to better understand what they mean.

Important note: Not every review station, task, or subtask visible will be required for your specific application.

Review:

- **Critical Areas Review:** Review of critical environmental areas that require special considerations. Includes Ecological and Geological reviews.
- **Construction Services Review/Ordinance:** Review of construction plans and compliance with local construction codes.
- **Planning and Customer Services Review:** Detailed zoning review of the project.
- **Fire Flow Review:** Detailed review of water flow and fire suppression.
- **Road and Drainage Review:** Detailed review of the engineering aspects of the project.

Comments:

- **Expand Comments Button** – Will expand the task or subtask further to show reviewer notes or comments.
- **Staff Comments** – Reviewer notes or comments left on the task or subtask.

Other:

- **Triage Required:** Assessment to determine all required reviews of your application and proposed scope of work. (Includes: Building, Fire, Enviornmental, Engineering, and Grading).
- **Task Status** – Indicates the current status of the task or subtask.
- **Assigned Staff** – Displays the King County staff member currently assigned to this task or subtask.
- **Quality Assurance:** We are working to ensure all required information is complete, payments are up-to-date, and that your permit is ready to issue.
- **Completion:** Indicates your issued permit has had final inspections and is complete.

More Help

If you need more help understanding where your application is in the process, please see the information below or visit the Customer Services page.

Online

For fastest service submit your questions online through our portal.

Note: you will be required to create an account before you can submit questions, track progress, and add more information.

E-mail

To request more information or help by email: PermitQuestions@kingcounty.gov

Phone

Call us at 206-296-6600

Monday, Tuesday, Thursday, or Friday: 9 am-11 am and 12:30 pm-2:30 pm

In Person Support

General application support is available by phone or email as described above. If you are looking for in-person assistance, Permit Review Coordinators are available to help you with making an application or answering general Permitting questions.

Office hours:

Customer service staff and records staff are available:

- Monday and Thursday 8:30 am - 3:30 pm
- Closed: Tuesday, Wednesday, and Friday

Address:

919 SW Grady Way, Suite 300, Renton WA, 98057 (see map)

Important Notice:

Technical review staff, Engineers, Planners and Ecologists do not maintain open office hours.

When your application review begins, the assigned review staff will be in touch on the pertinent details of your project to assist you. Status, comments, and feedback will be updated online and can be found at https://aca-prod.accela.com/kingco/Default.aspx

Checking Application Status Guide | Version 1.0
Department of Local Services, Permits Division

https://kingcounty.gov