



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.

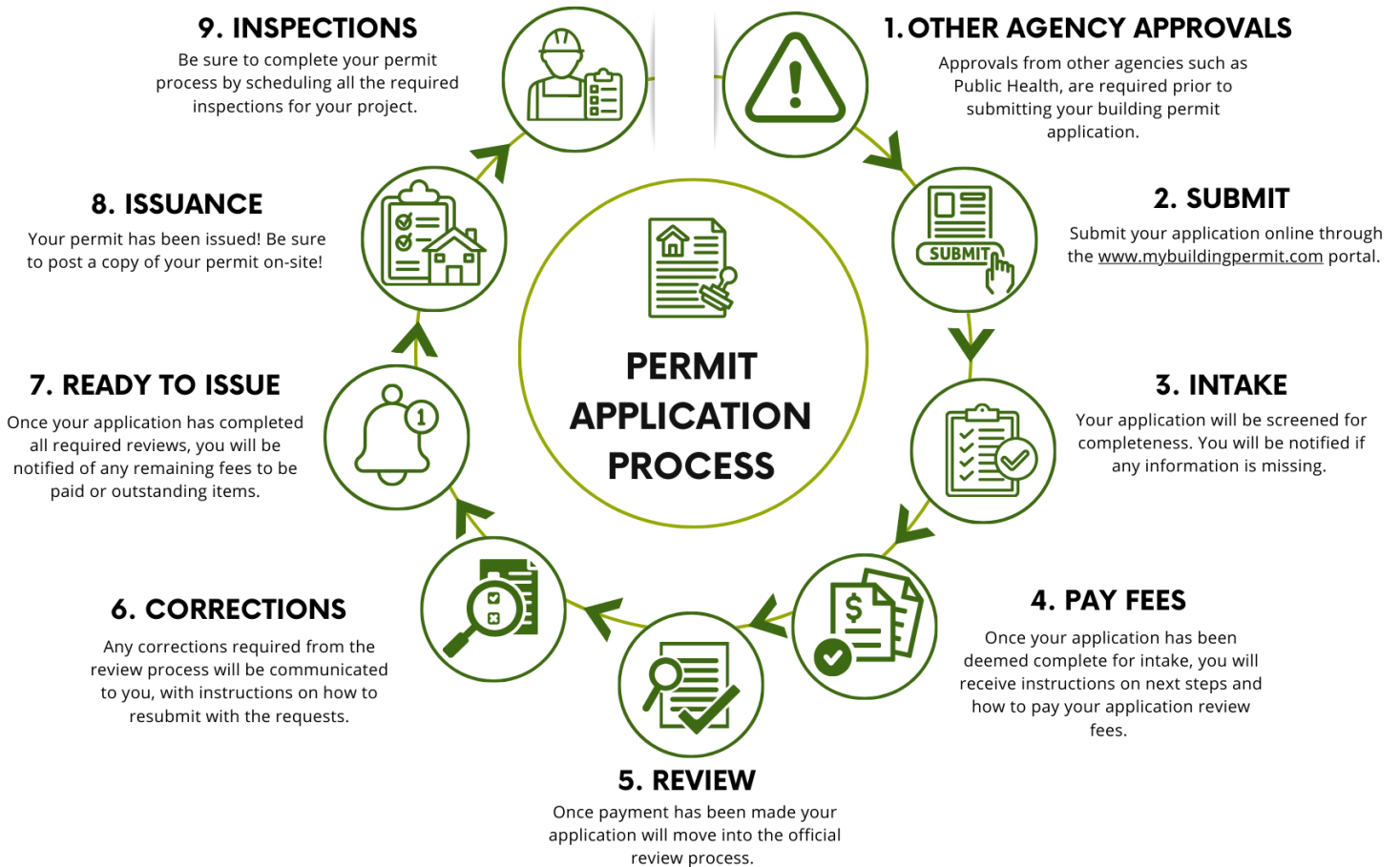
Please start by checking the most current information on your application online. Note: In our efforts to streamline the processing of applications, King County technical review staff are unable to answer general questions regarding application status. If you need further assistance after reviewing your 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

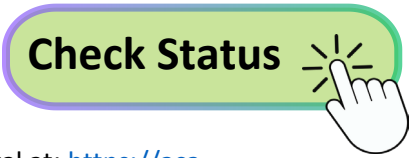
1. **Access the Portal:** Visit the King County Portal at <https://aca-prod.accela.com/kingco>. *No login is required to access this step.*
2. **Enter Application Number:** Use the general search bar at the top right-hand side of the page to enter your application number, example: DWEL21-0000.
3. **View 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



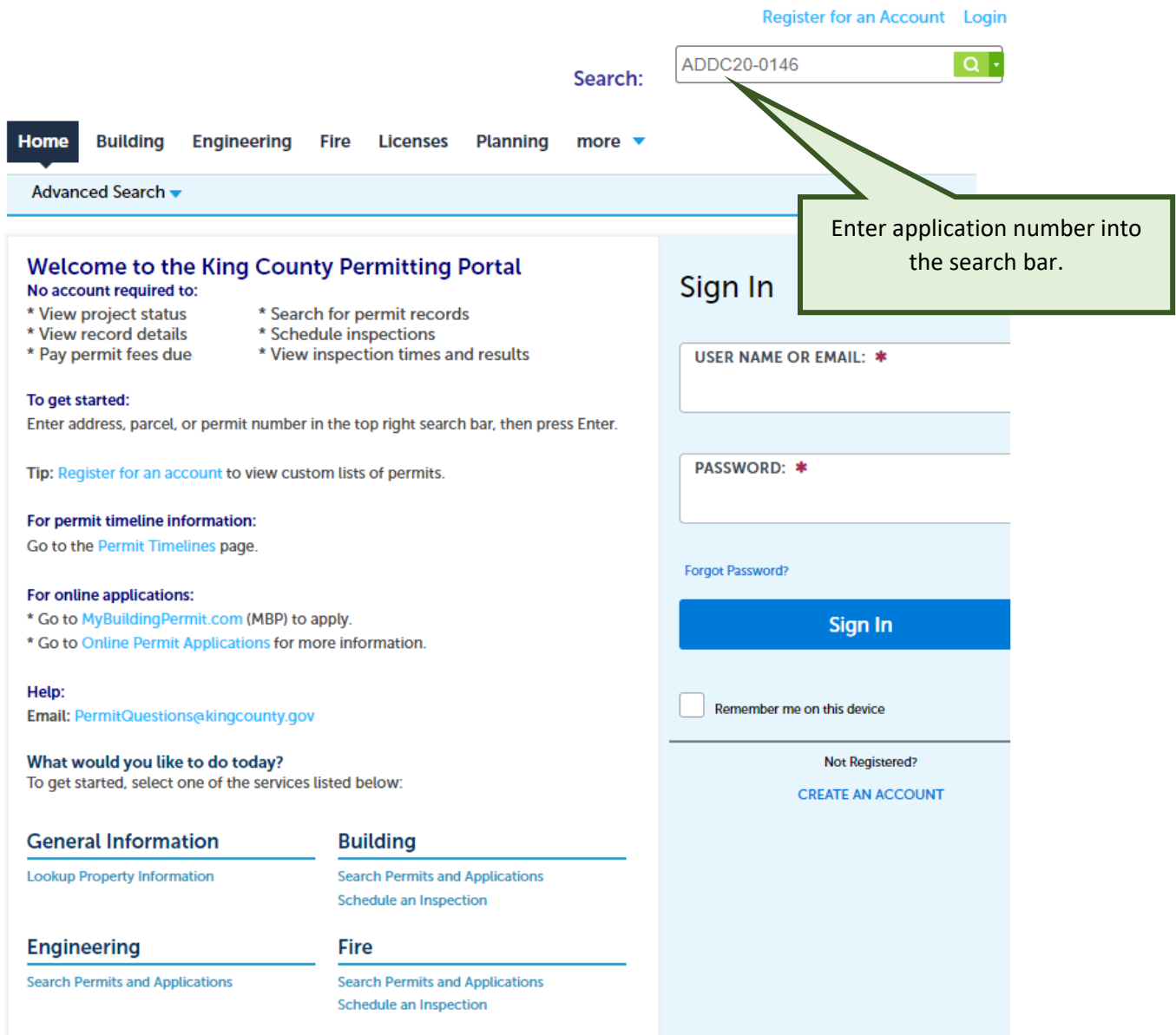
Checking Application Status



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.



The screenshot shows the top navigation bar with links for Home, Building, Engineering, Fire, Licenses, Planning, and more. A search bar at the top right contains the application number "ADDC20-0146". A callout box points to this search bar with the text: "Enter application number into the search bar." Below the search bar is an "Advanced Search" dropdown. The main content area is split into two columns. The left column contains a "Welcome to the King County Permitting Portal" section with various links and information. The right column contains a "Sign In" section with input fields for "USER NAME OR EMAIL" and "PASSWORD", a "Sign In" button, and a "Remember me on this device" checkbox. Below the sign-in section is a "Not Registered? CREATE AN ACCOUNT" link.

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:

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

Search Permits and Applications Schedule an Inspection

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

Record Info ▾ Payments ▾ Conditions **1**

Record Details
 Status
 Related Records
 Inspections
 Valuation Calculator

LOCKED on 04/20/2020.
 Reason: Severity: Lock
 (Lock: 1)

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

17150 NE MARYMOOR WAY *
 98052

Record Details

<p>Applicant: Individual KIM SIMPSON TEST 35030 SE Douglas Street Snoqualmie, WA, 98065</p>	<p>Licensed Professional: NA State NA</p>
<p>Project Description: TEST ACCESSORY BLDG</p>	<p>Owner: KING COUNTY-PARKS * 201 S JACKSON ST 700 SEATTLE WA 98104</p>

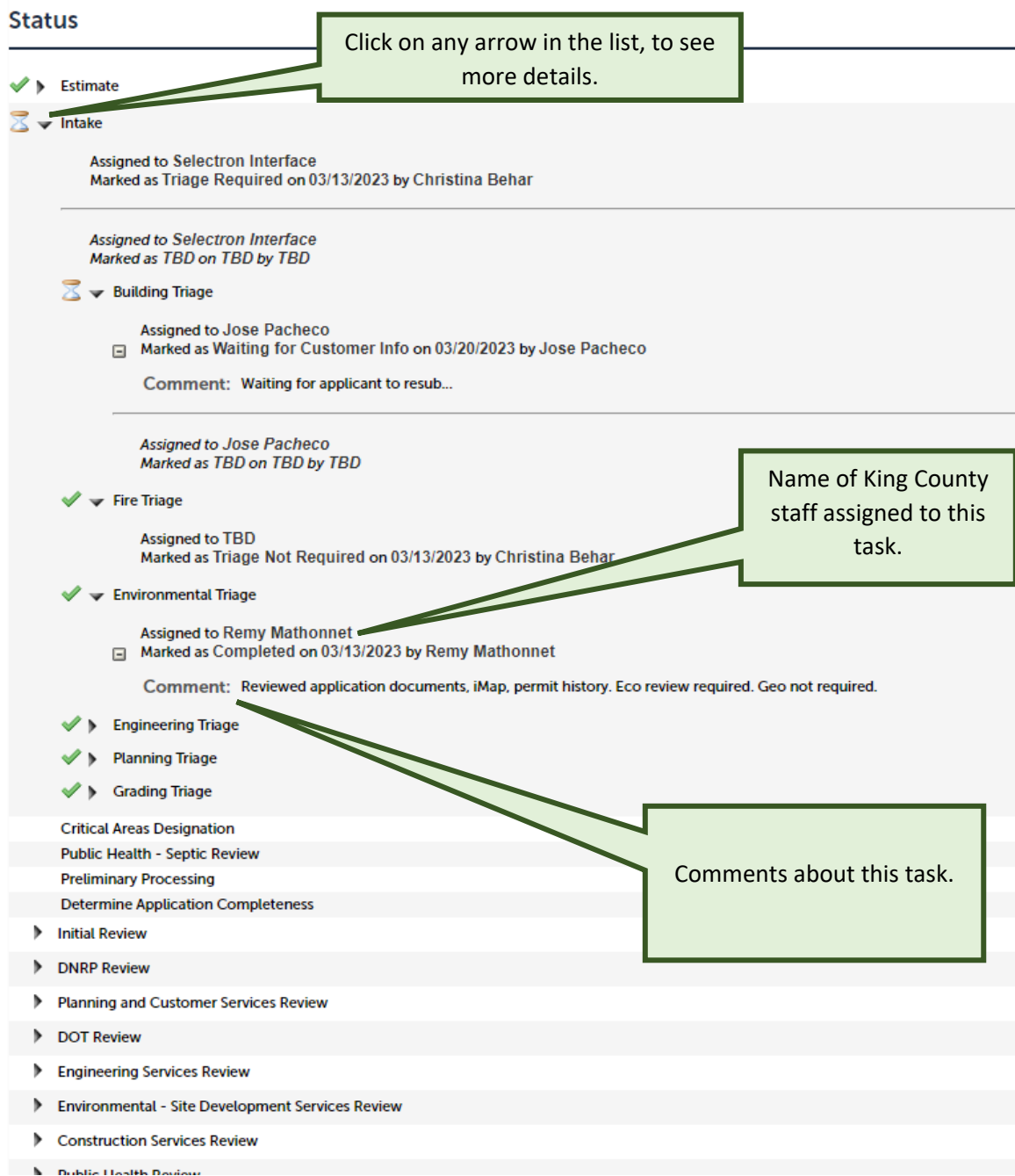
► [More Details](#)

Click on
“Record info”

Then, click on
“Status”

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
 - 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
 - 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
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




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

Name of King County staff assigned to this task.

Comments about this task.



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, Environmental, 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](tel: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>