

Medical Gas plan review and permit application instructions

Registration

1. Go to Public Health – Seattle & King County [Environmental Health's online services portal](#)
2. If you don't have an account, click [First time users register here](#)
 - a. If you're a certified professional, click [Register if you are a certified professional](#) to complete the registration form
 - i. Certified professional account must be approved by EHS. You will be notified when your account is approved.
 - b. If you are a non-certified professional or an individual, click [Register if you are an individual or a plan review applicant](#)

Submit an online medical gas or permit application

3. Once you have your account, login to the portal by clicking [Register users login here](#)
4. You can click Medical Gas Plan Review if you know your application needs plan review or click Medical Gas Permit



5. Go to [Click here for a new Medical Gas plan review](#)



Received Date	Permit Number	Payment Status	Transaction Id	Initial Application	Review Status	Review Comments	Final Document
Resubmit 07/21/2020	SR1431161	Not Begun		No Attachment	Pending Review	qwreqwewer test enka 7/21	No Attachment
Resubmit 07/16/2020	SR1431160	Not Begun			Accepted	Test 7/16 Accepted on 7/20	No Attachment
Resubmit 07/14/2020	SR1431158	Success	6197427		Approved		
Resubmit 07/13/2020	SR1431155	Success	6197323		Accepted		
Resubmit 07/07/2020	SR1431154	Success	6198040		Accepted	Test when contractor info is not provided at the time of the plan review application. - Application has been accepted.	No Attachment

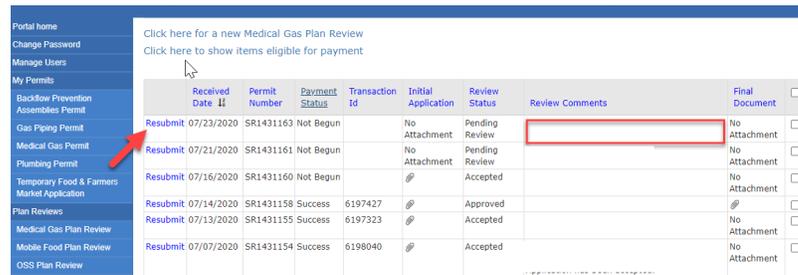
6. Answer the Facility Type question
 - a. If you choose Category 1 or 2 Medical Facility Type, you will be directed to the plan review form
 - b. If you choose Category 3 or 4 Medical Facility Type, you will get a button to go to the permit application form.



7. Complete the plan review or the permit application form, depending on the type of your project
8. For Medical Gas permit:
 - a. Complete and submit the permit application form
 - b. Make a payment (permit payment is based on the number of outlets)
 - c. Print the permit
9. For plan review:
 - a. Complete the plan review application form
 - b. Attach required and optional document
 - c. Submit your application
 - d. You can print a copy of your application or return to your home page

Re-submit application or pay plan review fee

10. Your application will be reviewed for completeness. You will receive an email with further instructions to
 - a. Resubmit your application
 - i. Click Medical Gas Plan Review from the left side navigation menu
 - ii. Review the Review Comments column and click the resubmit link

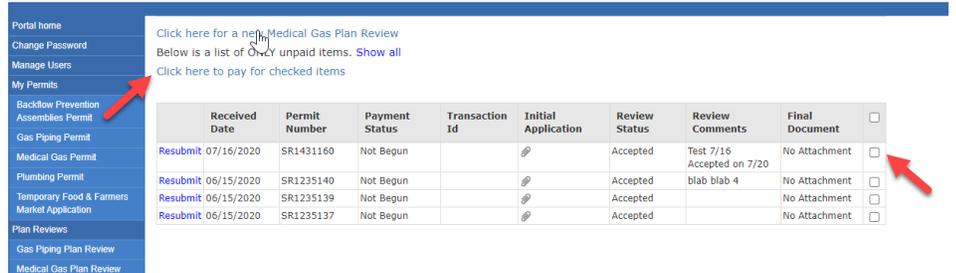


Received Date	Permit Number	Payment Status	Transaction Id	Initial Application	Review Status	Review Comments	Final Document
Resubmit 07/23/2020	SR1431163	Not Begun		No Attachment	Pending Review		No Attachment
Resubmit 07/21/2020	SR1431161	Not Begun		No Attachment	Pending Review		No Attachment
Resubmit 07/16/2020	SR1431160	Not Begun			Accepted		No Attachment
Resubmit 07/14/2020	SR1431158	Success	6197427		Approved		
Resubmit 07/13/2020	SR1431155	Success	6197323		Accepted		No Attachment
Resubmit 07/07/2020	SR1431154	Success	6198040		Accepted		No Attachment

- iii. Update the application form or replace the attachment, then click Submit, to replace any attachment click the delete button next to the document and upload the revised version
- iv. Your application will be reviewed again, and you will be contracted for next steps
- b. Pay for your plan review
 - i. Click Medical Gas Plan Review from the left side navigation menu
 - ii. Go to Click here to show items eligible for payment



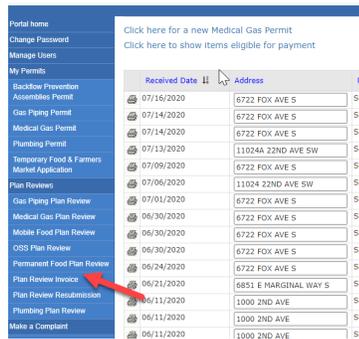
- iii. Check the box to the right of the application you submitted and click on Click to pay for checked items (note that you can select and pay for multiple applications)



- iv. Pay one-hour plan review fee
- v. Plan review will be performed on your application

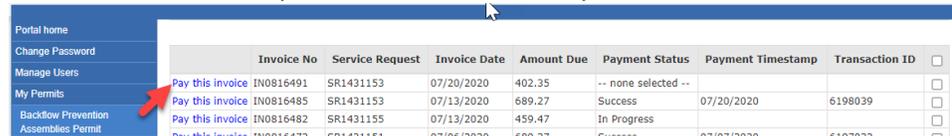
Pay additional plan review fee and obtain approved plans

- 11. When your application is approved, time spent on your application will be calculated; if time spent is more than one hour, an invoice will be sent to your online account for the extra plan review charge and you will receive an email notification.
- 12. To pay the extra plan review charge
 - a. Select Plan Review Invoice from the left side navigation menu:



Received Date	Address	SR
07/16/2020	6722 FOX AVE S	SR
07/14/2020	6722 FOX AVE S	SR
07/14/2020	6722 FOX AVE S	SR
07/13/2020	11024A 22ND AVE SW	SR
07/09/2020	6722 FOX AVE S	SR
07/06/2020	11024 22ND AVE SW	SR
07/01/2020	6722 FOX AVE S	SR
06/30/2020	6722 FOX AVE S	SR
06/30/2020	6722 FOX AVE S	SR
06/30/2020	6722 FOX AVE S	SR
06/30/2020	6722 FOX AVE S	SR
06/24/2020	6722 FOX AVE S	SR
06/21/2020	6851 E MARGINAL WAY S	SR
06/11/2020	1000 2ND AVE	SR
06/11/2020	1000 2ND AVE	SR
06/11/2020	1000 2ND AVE	SR

Look at the Service Request column, click the Pay this invoice



Invoice No	Service Request	Invoice Date	Amount Due	Payment Status	Payment Timestamp	Transaction ID
IN0816491	SR1431153	07/20/2020	402.35	-- none selected --		
IN0816485	SR1431153	07/13/2020	689.27	Success	07/20/2020	6198039
IN0816482	SR1431155	07/13/2020	459.47	In Progress		
IN0816477	SR1431151	07/06/2020	689.77	Success	07/07/2020	6107033

- b. Make the payment
- c. Once the plan review charge is fully paid, your approved documents will be uploaded to the portal and you will receive an email notification
 - i. To access the approved document, click the paper clip under the Final Document column

Pay for permit and print permit after plan review approval

13. A permit will be created for your approved plan review and will be sent to the contractor's online account, whose information was provided on the plan review form; the contractor will also receive an email notification. If you didn't provide contractor information at the time of plan review application, you will be asked to provide that when your plan review application is approved.
14. The contractor needs to have an online account to pay and print the permit.
 - i. Log into the portal using the contractor email provided for the plan review application
 - ii. Go to Medical Gas Permit
 - iii. Go to Click here to show items eligible for payment
 - iv. Pay the permit fee and print the permit