

# How to Begin Permit Application Process (Pre-Application) on MyBuildingPermit.com

Applies to: MyBuildingPermit.com Public Site

- This feature will allow the customers to apply for over-the-counter permits.

## Preparation

Before starting this procedure, you will need the following:

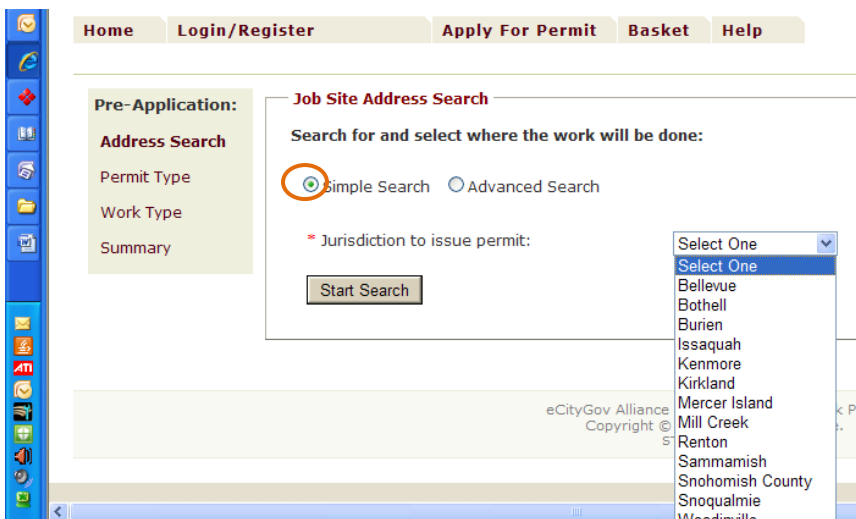
1. This feature requires you to have a valid user name and password.

## Instructions



1. Go to [MyBuildingPermit.com](http://MyBuildingPermit.com) website.

Click 'Apply for Permit'



2. You can select from two options to search for the address: Simple Search and Advanced Search.

To use the Simple Search, click the radio button next to it. Select from the dropdown list the city you wish to search next to the 'Jurisdiction to issue permit' field.

MyBuildingPermit.com  
a service of eCityGov.net

Home Log-Off - ltmderro Apply For Permit Basket Help

Pre-Application: Address Search Permit Type Work Type Summary

**Job Site Address Search**  
Search for and select where the work will be done:

Simple Search  Advanced Search

\* Jurisdiction to issue permit:

\* Address or Parcel Number:  Example: 9596 or 1088900001

**Start Search**

3. Enter the address or parcel number on the box next to it.

Click the 'Start Search' button.

\* Jurisdiction to issue permit:

\* Address or Parcel Number:  Example: 9596 or 1088900001

**Start Search**

Select address to continue to Permit Type selection.  
Sort columns by clicking on header. You may update the owners name later in the application process.

	Parcel No.	Address Number	Street Name	Unit #	Jurisdiction	Zip Code	Owner's First Name	Owner's Lz Name
Select	3625059048	450	W LAKE SAMMAMISH PKWY SE		BELLEVUE	98008	Elliott J	Saverson
Select	4039700750	450	173RD PL NE		BELLEVUE	98008	William L	Baker
Select	4039406270	450	154TH AVE SE		BELLEVUE	98007	Cherlynn Danette	Houston

4. A list of addresses with the address no. or parcel no. you have entered will appear. (You may use the 'Advanced Search' for a more complete list).

Find the right address and click 'Select' next to it.

MyBuildingPermit.com  
a service of eCityGov.net

Home Log-Off - lderro Apply For Permit Basket Help My Account

Pre-Application: Address Search **Permit Type** Work Type Summary

**Permit Type, Occupancy Type and Activity Type**

**Permit Type: (select one)**

- Plumbing:** Permits to install, alter, repair, relocate, replace, or add plumbing equipment or systems
- Mechanical:** Permits to install, alter, repair, relocate, replace, or add mechanical systems including heating, cooling, and ventilation.
- Electrical:** Permits to install, alter, repair, relocate, replace, or add electrical equipment, fixtures, or wiring, including new circuits and service changes.
- Low-Voltage Electrical:** Permits to install low voltage wiring for security, data, telecommunications, speakers, CATV and other similar systems.
- Building:** Permits to construct or modify a building structure (Limited to Re-Roof and Single Family Residential Basics at this time, if offered by the jurisdiction. For other building permits, please visit the applicable jurisdiction.)

**Occupancy Type: (select one)**

- Non-Residential:** Buildings, structures or facilities other than residential (office buildings, shopping centers, industrial parks, churches, hotels, schools, hospitals, government) or an accessory structure to this occupancy type.
- Multi Family Residential:** 3 or more unit family dwellings or an accessory structure to this occupancy type.
- Single Family Residential:** 1 and 2 unit family dwellings or an accessory structure to this occupancy type.

5. The Permit, Occupancy and Activity Type window will open and the Pre-Application process on your left moves down to 'Permit Type'.

Find the permit type you want to apply and click the radio button next to it.

6. As you click on the appropriate permit type, the options for 'Occupancy Type' appear.

Find the appropriate Occupancy Type and click the radio button next to it.

- Activity Type:**
- Alteration:** Any construction, renovation or modification to an existing structure or system that results in a change to the arrangement, type of use or purpose of the original installation. Does not include any new floor area.
  - Addition:** Work necessary for the completion of new square footage attached to an existing structure, which can include alterations to an existing building.
  - New:** Work necessary for the construction of an entirely new structure.
  - Replacement/Repair:** Work to repair or replace an existing component/fixture. Replacement is "like-for-like".

**7.** As you click on the appropriate activity type, the 'Continue' button appears.

Click 'Continue'.

- Pre-Application:**
- Address Search
  - Permit Type
  - Work Type**
  - Summary

**Select Work Types**

Type Of Permit	Occupancy Type	Activity Type
Electrical	Single Family Residential	New

**Service and Feeders**

Qty/Select	Item	Qty/Select	Item
<input type="checkbox"/>	Feeder	<input checked="" type="checkbox"/>	Panel
<input type="checkbox"/>	Subpanel	<input type="checkbox"/>	Temporary Service 1-125
<input checked="" type="checkbox"/>	Temporary Service 126-200 amps	<input type="checkbox"/>	Temporary Service 201-400
<input type="checkbox"/>	Temporary Service 401 amps or more	<input type="text" value="1"/>	Transformer

**Type of Equipment**

Qty/Select	Item	Qty/Select	Item
<input checked="" type="checkbox"/>	Air Conditioner	<input checked="" type="checkbox"/>	Clothes Dryer
<input type="checkbox"/>	Clothes Washer	<input checked="" type="checkbox"/>	Dishwasher
<input type="text" value="1"/>	Elevator	<input type="text" value="2"/>	Fan
<input checked="" type="checkbox"/>	Furnace	<input type="checkbox"/>	Garbage compactor
<input checked="" type="checkbox"/>	Garbage Disposal	<input type="text" value="1"/>	Gate
<input type="checkbox"/>	Heat Pump	<input checked="" type="checkbox"/>	Hood Fan
<input checked="" type="checkbox"/>	Hot Water Tank	<input type="checkbox"/>	Light Fixtures
<input type="checkbox"/>	Pool, Hot Tub, Spa or Sauna - Indoor	<input type="checkbox"/>	Pool, Hot Tub, Spa or Sauna - Out
<input type="checkbox"/>	Range or Oven	<input type="checkbox"/>	Receptacles
<input checked="" type="checkbox"/>	Resistance Heater	<input type="checkbox"/>	Sewage Pump
<input checked="" type="checkbox"/>	Small Kitchen Appliance	<input checked="" type="checkbox"/>	Smoke Alarms
<input type="checkbox"/>	Switches	<input type="checkbox"/>	Vehicle Charging Station
<input type="checkbox"/>	Well Pump		

**Alternate Power Source**

Qty/Select	Item	Qty/Select	Item
<input type="text" value="1"/>	Generator - Outside	<input type="checkbox"/>	Generator - Upgrade or Modify
<input type="text" value="1"/>	Solar Photovoltaic System	<input type="checkbox"/>	Wind Driven Generator System

**Additional Project Information**

Qty/Select	Item
<input type="text" value="10000"/>	Fair Market Value of Work

**8.** The 'Select Work Types' window will open and the Pre-Application process on your left moves down to 'Work Type', if any.

Select the desired items under the Service and Feeders section. *(For the bigger boxes, enter the desired quantity).*

**9.** Select the desired items under the Type of Equipment section, if any.

**10.** Select the desired items under the 'Alternate Power Source' section, if any.

Complete Additional Project Information. The Fair Market Value of Work' is a required field.

Click 'Continue'.

**Pre-Application:** Pre-Application Review

Address Search  
Permit Type  
Work Type  
**Summary**

**Job Site Address**

Address Number: 450  
Street Name: W LAKE SAMMAMISH PKWY SE  
Suite or Room Number:  
City: BELLEVUE  
Zip or Postal Code: 98008  
State or Province: WA  
County Parcel Number: 3625059048

---

**Permit and Work Types**

Type Of Permit	Occupancy Type	Activity Type
Electrical	Single Family Residential	New

Item	Quantity
Panel	1
Dishwasher	1
Clothes Dryer	1
Clothes Washer	1
Air Conditioner	1
Fair Market Value of Work	\$10,000

---

**Permit Application Type**

We have determined that this application can be completed and a permit issued without plan review.

**11.** The Pre-Application Review Window will open.

This shows the summary for the Address and Permit and Work types.

**12.** Under the Permit Application Type section, it tells you that your permit application does not require plan review.

To proceed with the application, click 'Continue to General Application' button.

For instructions on how to complete **over-the-counter** permit application, please click [here](#).

For instructions on how to complete permit application requiring **plan review**, please click [here](#).