

How to View Applications in Draft, in Basket and Issued Permits on MyBuildingPermit.com

Applies to: MyBuildingPermit.com Public Site

- This feature will allow the customers to view applications in drafts, in basket or issued permits. This will also allow them to take actions on any pending applications they may want to complete.

Preparation

Before starting this procedure, you will need the following:

1. This feature requires you to have a valid user name and password.
2. You will need to at least have a permit process started (Drafts), waiting for payments (Basket) or any previously issued permits (Issued Permits).

Instructions



1. Go to MyBuildingPermit.com website.

Click 'Contractor Login'.

Permit Customer Login

You must be registered and login prior to using this web site:

Are you a licensed contractor? Yes No

Login Name:

Password:

or

[Forgot Password / Login Name](#)

2. Confirm if you're a licensed contractor by clicking the appropriate radio button next to it.

Enter your 'Login Name' and your 'Password'.

Click 'Login' button.

f - ltderro Apply For Permit Basket Help

My Account
My Profile
Permit Dashboard
Plan Review Archi
Forgot Password/I

the work?

the work myself I am having a licensed & registered contractor do the work

3. Your login name should appear on one of the tabs if successfully logged in.

Hover around 'My Account' until the menu list appears.

Click on 'Permit Dashboard'.

Applications in Draft

Jurisdiction	Permit Type	Occupancy Type	Work Type		Remove	Job Address
Bellevue	Mechanical	Non-Residential	Addition	Continue	<input type="button" value="Remove"/>	450 W LAKE SAMMAMISH PKWY SE FLOOR: 10 UNIT: 10 BELLEVUE
Bellevue	Mechanical	Non-Residential	Addition	Continue	<input type="button" value="Remove"/>	450 W LAKE SAMMAMISH PKWY SE FLOOR: 4 UNIT: 100 BELLEVUE

Permit Applications in Basket

Jurisdiction	Permit Type	Occupancy Type	Work Type		Job Address
Bellevue	Mechanical	Single Family Residential	Addition	Edit	450 173RD PL NE BELLEVUE

Issued Permits

Order #	Permit #	Jurisdiction	Permit Type	Occupancy Type	Work Type	Permit	Application	Job Address
34	11118720BF	Bellevue	Electrical	Single Family Residential	New	View	View	450 W LAKE SAMMAMISH PKWY SE FLOOR: 4 BELLEVUE

Issued Permits Prior to 09/19/2010

No data found for this section.

4. A list of all permit applications you've created and submitted will show.

Applications in Draft

Applications in Basket

Issued Permits

Issued Plan Review Permits

Permit #	Project Name	Forms	Contact	Created	Files	Invoice
AmandaNumber	Test	View	Derro, Lorna	9/6/2011 9:52 AM	Manage Files (4)	Manage Invoices (1)
11 118961 BL	110th New Boiler	View	Grant, Bonnie	9/5/2011 1:05 PM	Manage Files (3)	Manage Invoices (0)
11 118960 BL	Kitchen Fan - 1 up 1 down	View	Grant, Bonnie	9/5/2011 11:38 AM	Manage Files (3)	Manage Invoices (0)
11 118897 BG	Doug's Project	View	Dossett, Doug	8/31/2011 9:18 AM	Manage Files (2)	Manage Invoices (1)

5. To view details of your issued plan review permit, click on the desired permit number.

Simple Search

Search Method: Exact match Similar match Search Method applies to everything except "Date" section

Permit: Jurisdiction: You must select a jurisdiction before proceeding
 Permit Number: Permit Type:
Example: 03 111577
 Project Name:

Address: House Number: Street Name: Unit:
Example: 9596 1/2 NW SAMMAMISH RD 205
10811 124TH AVE NE B-1

Search Result will be sorted by: in

6. The Simple Search window will open.

Select the appropriate jurisdiction. You may enter information either on the permit section or the address section.

Click 'Search' when done.

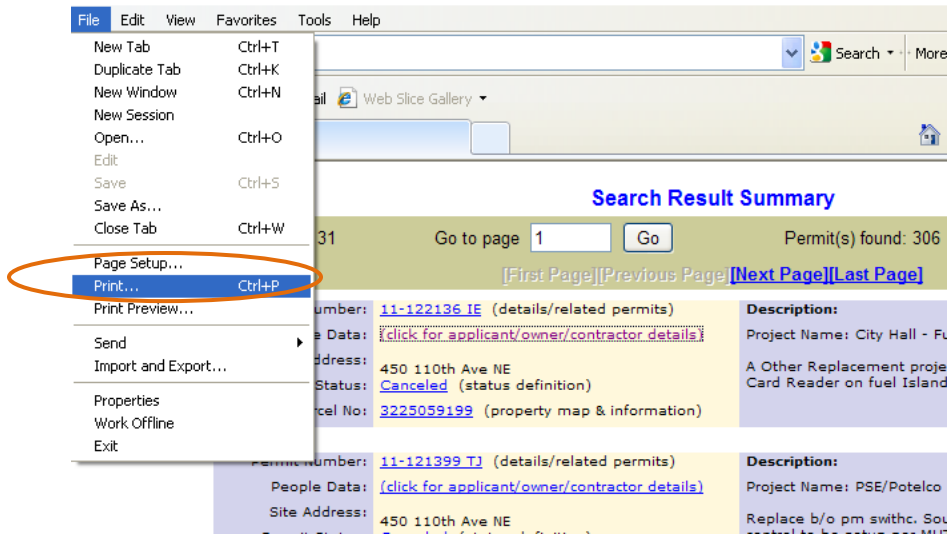
[First Page] [Previous Page] [Next Page] [Last Page]

Permit Number: 11-122136 IE (details/related permits)	Description:
People Data: (click for applicant/owner/contractor details)	Project Name: City Hall - Fuel Island
Site Address: 450 110th Ave NE	A Other Replacement project installing { Switches } - Replace Card Reader on fuel Island using existing circuits
Permit Status: Canceled (status definition)	
Site Parcel No: 3225059199 (property map & information)	
Permit Number: 11-121399 TJ (details/related permits)	Description:
People Data: (click for applicant/owner/contractor details)	Project Name: PSE/Potelco - 450 110th Ave SE
Site Address: 450 110th Ave NE	Replace b/o pm swithc. Southbound lane closure. All traffic control to be setup per MUTCD.
Permit Status: Canceled (status definition)	
Site Parcel No: 3225059199 (property map & information)	
Permit Number: 11-121369 FG (details/related permits)	Description:
People Data: (click for applicant/owner/contractor details)	Project Name: COB - Bellevue City Hall Deli - PO 322277
Site Address: 450 110th Ave NE	dd 4 heads.
Permit Status: Closed (status definition)	
Site Parcel No: 3225059199 (property map & information)	

7. A list of all issued permits under the address you entered will show.

You may also view the status and the description of each permit.

To view the permit details, click the link next to 'People Data'.



8. To print this page, click 'File' and select 'Print'.