

How to Complete over –the-counter (OTC) Permit on MyBuildingPermit.com (No Plan Review Required)

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 an existing account with MyBuildingPermit.com.
2. You should have completed the pre-application process.

Instructions

After completing the pre-application process, please proceed with the following steps to complete the over-the-counter process.

Home Login/Register Apply For Permit Basket Help

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](#)

1. The 'Permit Customer Login' will open. You need to have an account to move forward with the application.

Identify if you're a licensed contractor by clicking on the appropriate radio button.

Enter your Login name and your password.

Click 'Login'.

MyBuildingPermit.com
a service of eCityGov.net

Home Log-Off - Iderro Apply For Permit Basket Help

Who is doing the work?

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

2. Click the appropriate radio button on who's doing the work.

Who is doing the work?

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

Property Owner Certification Statement

I certify that I am the property owner or agent and
 - I am exempt from the requirements of the Contractor Registration laws, RCW 18.27.010 and 18.27.110.
 - I will do all my own work.
 I certify that I am the owner of this property or the owner's authorized agent, including an appropriately licensed contractor. I have furnished true and correct information. I will comply with all provisions of law and ordinances governing this type of construction work, whether specified herein or not. I understand that failure to comply with the above may result in revocation of the permit resulting from this application.

Agree Disagree

3. The Property Owner Certification Statement appears. You need to agree to the statement to move forward with the application.

Click 'Agree'.

General Application:

Applicant Information

- Job Site Information
- Description of Work
- Property Owner Information
- Project Contact
- Supplemental Questions
- File Upload
- Application Review

Applicant Information

* First Name:
 * Last Name:
 Company Name:
 * Email Address:
 * Phone Number with Area Code:
 Phone Extension:
 * Address Number:
 * Street Name:
 Apartment or Suite Number:
 * City:
 * State or Province:
 * Zip or Postal Code:

Update my profile with this information: Yes No

Save & Continue

4. A summary of the Applicant Information will open. Fill out the necessary/required (*) information.

Click 'Save & Continue'.

General Application:

Applicant Information

Job Site Information

- Property Owner Information
- Application Review

Job Site Address

Address Number: 450
 Street Name: W LAKE SAMMAMISH PKWY SE
 Floor Number:
 Suite or Room Number:
 City: BELLEVUE
 Zip or Postal Code: 98008
 State or Province: WA
 County Parcel Number: 3625059048
 Associated Building Permit Number:
 Tenant Name:
 Additional Information:
(i.e. equipment location or special instructions) Limited to 75 characters
 Work Location:
(i.e. specifics of location of work to be done) Limited to 150 characters

Save & Continue

5. A summary of the Job Site Address will open. Continue filling out the necessary information.

Click 'Save & Continue'.

General Application:

- Applicant Information
- Job Site Information
- Property Owner Information**
- Application Review

Property Owner Information

* First Name: Elliott J

* Last Name: Severson

Company Name if applicable:

Email Address:

Phone Number with Area Code:

Phone Extension:

* Address Number: 450

* Street Name: W LAKE SAMMAMISH PKWY SE

Apartment or Suite:

* City: BELLEVUE

* State or Province: WA

* Zip or Postal Code: 98008

[Save & Continue](#)

6. The Property Owner Information window will open. Continue filling out the necessary information. Click 'Save & Continue'.

General Application:

- Applicant Information
- Job Site Information
- Property Owner Information
- Application Review**

Please review your application using the links to the left before moving on to the final step in submitting your application.

[Add to Basket](#)

7. The Application Review window will open. You can go back and review your application by clicking any of the links on your left. Once done reviewing the information, click 'Add to Basket'.

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

Basket

Billing Address

Order Summary

Payment

Basket

Continue Shopping Check Out

Remove	App Date	Jurisdiction	Permit	Order Details			
				Description	Qty	Unit Price	Total Price
	8/23/2011	Bellevue	Plumbing	Clothes Washer	1	11.80	11.80
				Laundry Sink	1	11.80	11.80
				First Fixture Additional Amount	1	20.20	20.20
				Plumbing Issuance Fee	1	5.00	5.00
				Permit Total (rounded):			\$49.00

Continue Shopping [CheckOut](#)

Next

8. Your 'Basket' will open containing a summary of all the items you wanted to apply permit for and the total fee. There are several options you can do at this point:

- Continue Shopping**- to begin new application
- Check Out**- to proceed and make payment
- Remove**- to delete the record and basket will be empty.

To proceed to checkout, click 'Checkout' or 'Next'.

Please select a billing address.

Billing Address

Pick the Address

Edit	Remove	FirstName	LastName	Address No	Street Name	Suite	City	State	Postal Code	Co
<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	Lorna	Derro	450	110th Ave NE		Bellevue	WA	98004	

9. Review and select the appropriate billing address from the selection by clicking on the radio button next to it.
Click 'Next'.

Billing Address

New Billing Address

* First Name: Lorna

* Last Name: Derro

* Address Number: 450

* Street Name: 110th Ave NE

Apartment or Suite Number:

* City: Bellevue

* State/Province: WA

* Zip/Postal Code: 98004

* Country: United States of America

10. The Billing Address will open. Confirm the billing address information. Complete all the required fields (*).
Click 'Submit'.

- Basket
- Billing Address
- Order Summary**
- Payment

Billing Address

First Name: Lorna **Last Name:** Derro
Address Number: 450
Street Name: 110th Ave NE
Apartment or Suite Number:
City: Bellevue **State or Province:** WA
Zip or Postal Code: 98004

11. Review the 'Billing Address' information.

Bellevue -- Electrical

Description	Qty	Unit Price	Total Price
Panel	1	0.00	0.00
Dishwasher - circuit	1	0.00	0.00
Clothes Dryer - circuit	1	0.00	0.00
Clothes Washer - circuit	1	0.00	0.00
Air Conditioner - circuit	1	0.00	0.00
Electrical Permit Fee	1	331.00	331.00
Electrical Issuance Fee	1	5.00	5.00

12. Confirm the Permit Type and the items you want to apply permit for.

Click 'Next' to move forward with the payment.

Permit Total (rounded): \$336.00

ORDER TOTAL: \$336.00

Previous **Next**

- Basket
- Billing Address
- Order Summary
- Payment**

Credit Card Information

* Name on card:
 * Card number:
 * CSC: What is CSC?
 * Type:
 * Expiration month:
 * Expiration year:

Click **SUBMIT** once to avoid multiple credit card charges.
It may take up to 30 seconds to complete the transaction.

13. The 'Credit Card Information' will open. Enter your payment information. Complete all the required fields (*). *Only Visa and Mastercard are accepted.*

Note: Click 'Submit Payment' only ONCE' to avoid multiple card charges.

Previous **Submit Payment**

Order Confirmation

ORDER CONFIRMATION

You have successfully completed your purchase. Your order tracking number is 51380. This number is different from your permit number and is used only for administrative and processing purposes. Your actual permit number will be issued electronically.

Your receipt will be sent via email within the next few minutes.

If this purchase includes an over-the-counter (OTC) permit, you should receive the permit via email within 3 hours.

If this purchase includes fees for a plan review application, your receipt will include the Permit Number, which will also appear in the list of "Applications in Plan Review" on your "Permit Dashboard".

If you do not receive either of these within 24 hours please e-mail egovsupport@ecitygov.net.

14. Your permit application has been successful. The 'Order Confirmation' message will appear.

This confirmation contains a tracking number you can reference when making a follow-up or an inquiry.

Delete	Respond	Quick Steps	Move	Tags	Editing	Zoom
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This message was sent with High importance.

From: Mybuildingpermit
To: Derro, Lorna
Cc: Mybuildingpermit; bellevebmp@hotmail.com
Subject: Confirmation Receipt - Order #72

Sent: Tue 8/23/2011 11:12:44 AM

Dear applicant,

We are writing to confirm receipt of your permit application. MyBuildingPermit.com has charged your credit card for the permit application(s) obtained from each jurisdiction. (You can now check the status of your permit and inspections by choosing the Permit Research tab from the Main Menu on MyBuildingPermit.com.)

This is your receipt.

Order tracking number: 72
(note: This is NOT your permit number. The permit number will be indicated on your e-Permit).
Order Date: 8/23/2011 11:12:44 AM
Total Order: \$49.00
Payment Method: Credit Card
Order Details:

Bellevue Plumbing
Amount charged your credit card is: \$49

Permit Type	Product Description	Quantity	Line Total
Plumbing	Clothes Washer	1	\$11.80
Plumbing	Laundry Sink	1	\$11.80
Plumbing	First Fixture Additional Amount	1	\$20.20
Plumbing	Plumbing Issuance Fee	1	\$5.00

15. After successfully submitting the permit application, an email confirmation receipt will be sent to you.

This message was sent with High importance.

From: Mybuildingpermit
To: Derro, Lorna
Cc: Mybuildingpermit
Subject: MyBuildingPermit.com e-Permit - order # 72 - permit # E11-00373

Message: Permit_193.pdf (560 KB)

Attached please find a copy of your e-Permit for:
Single Family Residential permit
Order Tracking Number: 72
Permit Number: 11 118811 BN

To View Your Permit Application:
If you are a registered user and ever need to view a copy of your permit application or get another copy of your permit, go to <http://www.mybuildingpermit.com>, click on "Apply for Permit", log in with your registered login name and password then choose Permit under My Account.

Acrobat Reader:
An Acrobat Reader plug-in needs to be installed on your computer in order to view the permit and permit application. A FREE Acrobat Reader can be downloaded at <http://www.adobe.com>.

Inspections:
Inspections are required. When scheduling inspections, provide your permit number. To review important inspection information click on http://www.mybuildingpermit.com/help/insp_info.aspx

16. Within the same day of application, you should be receiving another email from MyBuildingPermit.com containing your permit number.