

How to Complete Permit Application Requiring Plan Review on MyBuildingPermit.com

Applies to: MyBuildingPermit.com Public Site

- This feature will allow the customers to apply for permit requiring plan review.

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 should have completed and the pre-application process.

Instructions

After completing the pre-application process, please proceed with the following steps to complete the plan review 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 existing 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'.

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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 is 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.

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

4. A summary of the Applicant Information will open. Fill out the necessary/required (*) information. Click 'Save & Continue'.

- General Application:
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- Job Site Information
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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

5. A summary of the Job Site Address will open. Continue filling out the required and necessary information. Click 'Save & Continue'.

General Application:

Applicant Information

Job Site Information

Description of Work

Property Owner Information

Project Contact

Supplemental Questions

File Upload

Application Review

Description of Work

Project Name: *
Energy Efficient

Description of Work: *
More energy efficient system.

Save & Continue

6. The 'Description of Work' window will open. Complete the 'Project Name' and the 'Description of Work'. These are required fields.

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

7. The 'Property Owner Information' window will open. Some fields may be pre-filled. Continue filling out the necessary information.

Click 'Save & Continue'.

General Application:

Applicant Information

Job Site Information

Description of Work

Property Owner Information

Project Contact

File Upload

Application Review

Project Contact

Same as Applicant

* 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:

Save & Continue

8. The 'Project Contact' window will open. You may also check the box next to 'Same as Applicant' if the project contact and the applicant are the same and the required fields will auto populate. Otherwise, fill out the required and necessary information.

Click 'Save & Continue'.

- General Application:**
- Applicant Information
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- Supplemental Questions**
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Form 1
Mechanical Permit

Mechanical Permit

Click on the following link for general information on mechanical permits before answering the questions below.

http://www.bellevuewa.gov/pdf/PCD/forms_mep.pdf

Is any equipment located on the exterior or vented to the exterior of a building; i.e., rooftop or wall-mounted equipment, generators, HVAC equipment, exterior louvers, vents or exhaust terminals, gas piping, etc etc?

- *
 - Yes - Architectural elevations & site plans required for Land Use review(See Land use tip sheet xx)
 - No

Does the work include installation or modification to a fume hood, lab, chemical storage, paint spray booth, fuel tank or ki

- *
 - Yes - Fire review required and a fire permit may also be required.
 - No

Does the work include the installation or modification of a Type I or Type II kitchen hood?

http://www.bellevuewa.gov/pdf/PCD/sd_55.pdf

- *
 - Yes - Click on link above for the commercial kitchen hood checklist
 - No

Save & Continue

9. The Supplemental Questions for Permit Type you've selected will appear. There might be multiple forms required depending on the type of permit and items you're applying permit for. Make sure to answer all required fields (*).

Click 'Save & Continue'.

- General Application:**
- Applicant Information
- Job Site Information
- Description of Work
- Property Owner Information
- Project Contact
- Supplemental Questions
- File Upload**

File Uploads

Note: All files must be in pdf format and less than 250mb in size.

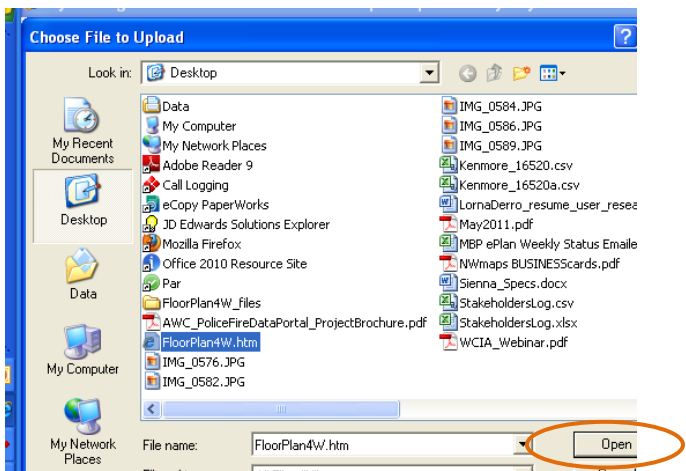
Required Files: *

Document Type	File Size	Upload Date	View	Upload
Building/Construction Plans				<input type="button" value="Upload"/>
Civil Plans				<input type="button" value="Upload"/>

Save & Continue

10. If a file upload is required, the 'File Uploads' will open. Each file must be in pdf format and less than 250mb in size.

To upload a file, click 'Upload'.



11. Select the appropriate file.

Click 'Open'.

General Application:

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- Job Site Information
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- Project Contact
- Supplemental Questions
- File Upload**

File Uploads

Note: All files must be in pdf format and less than 250mb in size.

Required Files: *

Document Type	File Size	Upload Date	View	Upload
Building/Construction Plans	245353 (kb)	8/3/2011	View File	Upload
Civil Plans				Upload

Save & Continue

12. If successfully uploaded, the file you selected should appear on 'file uploads'.

When done uploading all the necessary files, click 'Save & Continue'.

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General Application:

Please review your application using the links to the left before moving on to the final step in submitting your application. Once your application you will no longer be able to edit your information.

By submitting this application I certify that I am the owner of this property or the owner's authorized agent, including an appropriate licensed contractor. I have furnished true and correct information. I will comply with all provisions of law and ordinances governing of construction work, whether specified herein or not. I understand that failure to comply with the above may result in revocation permit resulting from this application.

I agree

Submit Application

13. The Application Review window will open. You can go back and review your application by clicking any of the 'General Application' links on your left before submitting your application.

Once done reviewing the information, click 'Submit Application'.

Log-Off - Iornaderro Apply For Permit Basket Help My Account

Order Confirmation

Application Confirmation

Thank you for submitting an application with MyBuildingPermit.com. Your Application ID number is: **112213**.

The jurisdiction will screen your application and supporting documentation within two business days. If additional information is required, you will receive a request from the jurisdiction. If your application has enough information to review for completeness and begin plan review, you will receive an invoice for required submittal fees.

Upon receipt of submittal fee payment your application will be accepted and a determination of completeness will be made, if required by the jurisdiction. Once your application is complete, plan review will begin.

To view your application and associated documents, log into your account at www.mybuildingpermit.com, navigate to the "My Account" menu on the right, and select "Permit Dashboard". In the Applications in Plan Review section click on "Project Name" to view the application and "View Files" to view documents.

14. If your permit application is successfully submitted, the 'Application Confirmation' message will appear. This confirmation contains your **application ID number** you can reference when making a follow-up or inquiry. It also contains information on the next process.

You may view your application at www.mybuildingpermit.com

To view the plan review process flow chart, please click [here](#). This will show you the steps for completing the whole plan review process.