

Search for an Existing Address on MyBuildingPermit.com using the Simple Search Method

Applies to: MyBuildingPermit.com Public Site

- This feature will allow the customers to search for an existing address

Preparation

Before starting this procedure, you will need the following:

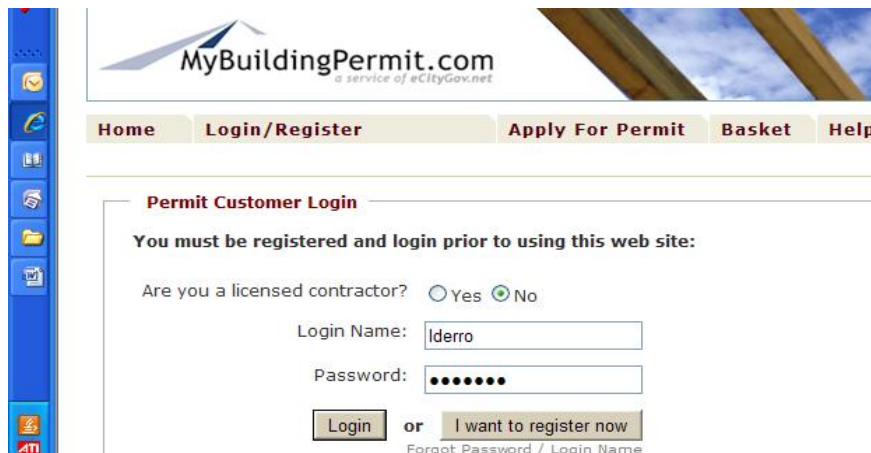
1. This feature requires you to have a valid user name and password.
2. You will need to know the following information about yourself or the person you're registering for (e.g. First name, last name, address, etc....).

Instructions



1. Go to MyBuildingPermit.com website.

Click 'Apply for Permit'.



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.

Home Login/Register 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:

Bellevue
Bothell
Burien
Issaquah
Kenmore
Kirkland
Mercer Island
Mill Creek
Renton
Sammamish
Snohomish County
Snoqualmie
Woodville

3. 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.

From the dropdown list next to 'Jurisdiction to issue permit', select the city you wish to search.

MyBuildingPermit.com
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Home Log-Off - ltmderro Apply For Permit Basket Help

Pre-Application:

Address Search

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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

4. 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

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	Severson
Select	4039700750	450	173RD PL NE		BELLEVUE	98008	William L	Baker
Select	4039406270	450	154TH AVE SE		BELLEVUE	98007	Cherlynn Danette	Houston

5. A list of addresses with the address no. or parcel no. you have entered will appear.