

# Applying for Permits Online



1. Go to: [www.buildingspokane.org](http://www.buildingspokane.org)
2. Click on the Online Permit System link:



3. Login to your account
4. Select Apply for a Permit
  - a. Read the Applicant Declaration
  - b. Select your License from the Drop Down Menu
  - c. Select the type of Permit to apply for
  - d. It is preferred to have CAPS LOCK turned on from here
5. Enter the **Work Location**
  - a. Input the Street Number
  - b. Bypass the Direction
  - c. Enter the Street Name
  - d. Then bypass all other fields and select the Search Button. *Entering in too much information may cause the system not to find the address.*

**Work Location Lookup**

\*Street No:  Direction:  \*Street Name:  Street Type:

Upon clicking Search, the Parcel & Owner Info will automatically be filled in. 😊

- e. Scroll to the bottom of the page and click
6. Next, your Contractor's License Data will appear
    - a. Scroll to the bottom of the page and click
    - b. May require entry of First and Last Name (*this can be initials*)
  7. Input your **Applicant Information**
    - a. This can be expedited by checking  Auto-fill with
    - b. Scroll down and click

8. Complete the **Applicant Information**
  - a. Commercial or Residential
  - b. New/Addition/Remodel

**Application Information**

**GENERAL**

\* Commercial/Residential: --Select-- ▼

\* New/Addition/Remodel: Remodel ▼

9. Enter the **Detail Information** and click Continue Application »

- a. The smaller, **General Description** box is for the Job Title
- b. Please identify if the work is being performed in a NEW building or if it is part of a REMODEL or ADDITION
- c. Then input the OWNER and TYPE OF OCCUPANCY or the BUSINESS NAME
- d. Examples:
  - REMODEL SMITH RESIDENCE
  - NEW SFR – SMITH HOME BUILDERS
  - BILLY BOB’S BBQ ADDITION
- e. The **Detailed Description** is used to identify the specific work that it being permitted and the location in the building where it is being done – i.e:
  - PLUMB BASEMENT BATHROOM & RELOCATE WATER HEATER
  - VOICE & DATA CABLING ON 3<sup>RD</sup> FLOOR
  - INSTALL SECURITY SYSTEM FOR ENTIRE BUILDING

**Detail Information**

\* General Description:  
(Example: "Remodel Smith Residence" or "New Construction-Gilligan's Hula Hut")

REMODEL SMITH RESIDENCE

\* Detailed Description:  
(Example: Plumb basement bathroom remodel & relocate water heater)

WIRE BASEMENT REMODEL AND UPGRADE 200 AMP SERVICE


[spell check](#)

Continue Application »

10. Next, **Confirm** the Permit **Information**
  - a. Verify that the Job Address & Job Descriptions are accurate
  - b. Scroll down and click Continue Application »

11. Then, select the appropriate **Fees**
  - a. Some Fee types may require you to enter in the Square Footage instead of the # of items
  - b. Some Fee Types may require the Amperage be entered instead of the # of items
  - c. *The **Minimum Fee** defaults to \$15, but will be automatically reduced or voided based upon the fees selected*

d. The Recalculate button does not need to be selected before

you 

- If the ReCalc button is clicked it will remove the Minimum fee as necessary and identify the total fees before you continue.

12. Next, enter **Payment Information**

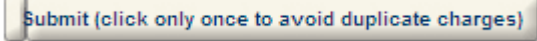
a. The Billing Information can be used to auto-fill the address information if it matches the billing address of the credit card used

**Credit Card Holder Information:**

Billing Information:

\* Street Address:

b. Or you can choose to Pay by Trust Account if you have a Deposit Account set up.

c. Click 

13. And finally, **Print your Permit**

