

# How to Get a Building Permit

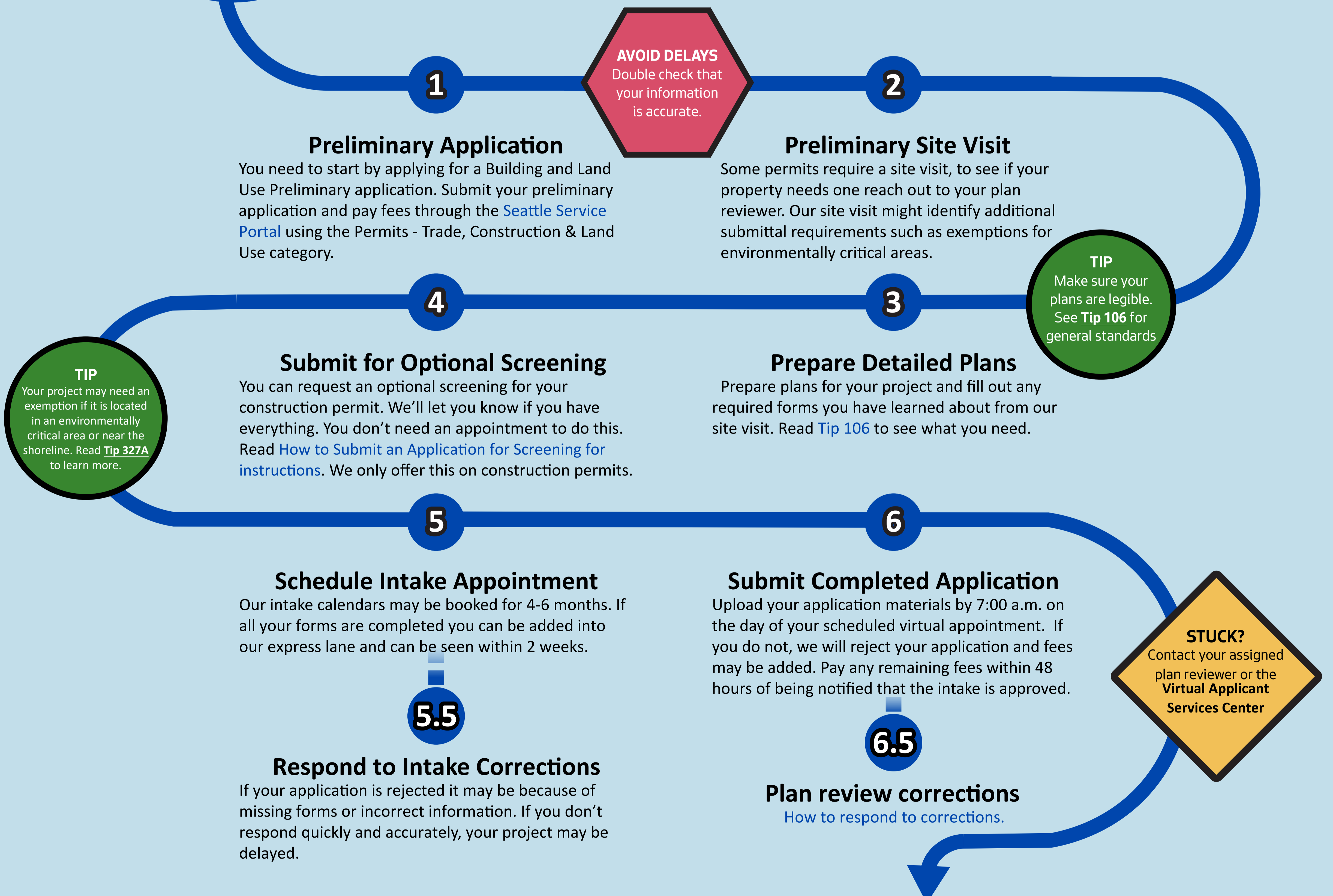
## DO THE PREP WORK

To ensure that you receive your permit on time, make sure you research all the requirements before applying. This will help avoid any delays.

- Talk To Us And Ask Questions**  
Talk to us first before you start. You can reach out to us at (206) 684-8850 or contact the [Virtual Applicant Application Services](#) center for a free 20 minute coaching session.
- Prepare Your Site Plans**  
Create your site plans or location plan. The homeowner or contractor will do this. Tips 103, 103A, and 103B will assist you to prepare your site.
- Research Your Property**  
Assess your property and determine the scope of your project. Do any additional research based on your coaching session. [Research a Property](#) is a good resource to start!
- Seattle Service Portal**  
Create an account for the [Seattle Services Portal](#).

## SUBMIT YOUR APPLICATION

There are several forms we need before receiving your permit. Depending on your project, you may have other requirements from other City departments that you have to fulfill.



## Receive Your Permit

We'll begin our reviews once you've submitted your application and we have accepted it. Once we have completed all our reviews and you have addressed all the correction items, you will receive a permit, coversheet, and approved plans. Print out your permit, coversheet, and approved plans and display the permit on your worksite while your project is in progress. You can find the coversheet and plans on the [Seattle Service Portal](#) under the documents tab.