Applying for Permits Online

1. Go to: www.spokanecity.org/permits

2. Login to your account

3. Select <u>Apply for a Permit</u>
   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

4. 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:

808   --select--   SPOKANE FALLS   --select--

[Search »] [Clear »]

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

   e. Scroll to the bottom of the page and click [Continue Application »]

5. Next, your Contractor's License Data will appear

   a. Scroll to the bottom of the page and click [Continue Application »]
   b. May require entry of First and Last Name (*this can be initials*)

6. Input your Applicant Information
   a. This can be expedited by checking ☑ Auto-fill with
   b. Scroll down and click [Continue Application »]

7. Complete the Application Information
    a. Commercial or Residential
    b. New/Addition/Remodel

Application Information

GENERAL

* Commercial/Residential: --Select--

* New/Addition/Remodel: Remodel

8. 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

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 »

    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 3RD FLOOR
        • INSTALL SECURITY SYSTEM FOR ENTIRE BUILDING

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

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

11. Next, enter Payment Information
    a. Do NOT place any dashes or spaces between when entering the Credit Card #
    b. 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:

    c. Or you can choose to Pay by Trust Account if you have a Deposit Account set up.
    d. Click **Submit (click only once to avoid duplicate charges)**

12. And finally, Print your Permit

    Print/View Record