Applying for Roofing 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: 808   Direction: --select--   *Street Name: SPOKANE FALLS   Street Type: --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. Identify Application Information
    a. Commercial/Residential:
        ** Each building requires a separate permit. **
    b. Roof Slope:
        ** Permits for Flat Roofs require Engineering and I must be obtained at City Hall. **
    c. # of Squares:
    d. Cost of Project: (Bid Amount)
    e. Property Owner, Business, or Building Name: (Homeowner's last name or the name of the Business or Apartment Building being reroofed)
    f. Additional Information: Any specific details you want to inform the inspector

Application Information

ROOFING

* Commercial/Residential: Residential House
* Roof Slope: Pitched Roof
* Re-roof: Tear Off and Recover
* # of Squares to Install: 19
* Cost of Project: 4595 $
Property Owner, Business, or Building Name: Smith
Additional Information:

spell check

8. "X" the Detail Information and click **Continue Application »**

Detail Information

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

* Detailed Description:
(Example: Plumb basement bathroom remodel & relocate water heater)
[x]

- These fields can be bypassed by placing an "X" in each box.

- Behind the scenes, these fields will be auto-populated after the permit is paid.

- The auto-populated entries will display on the permit printout based on the Application Information from the drop down menu's above.

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

10. View the Fees and click **Continue Application »**
     - The fees auto-calculate based on the application information entered above.
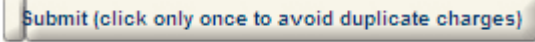
11. Next, enter Payment Information
     a. Do NOT put any spaces or dashes in between the Credit Card #'s
     b. The Billing Information can be used to auto-fill the address information if it matches the billing address of the credit card used

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