

# Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

## Sources for Property Information

Updated Oct. 16, 2017

You may require certain basic information about your property to apply for a land use or building permit. This basic property information, such as the legal description, zoning, property lines, legally established use, recorded easements, and code violations, is usually available from a city, county, or state agency.

The sources identified below may assist you in locating this information.

### City of Seattle

#### SEATTLE DEPARTMENT OF CONSTRUCTION AND INSPECTIONS (SDCI)

##### Microfilm Library

Seattle Municipal Tower, 20th floor  
700 Fifth Ave.  
(206) 233-5180

HOURS: M, W, F: 8:00 a.m.-4:00 p.m.  
Tu, Th: 10:30 a.m.-4:00 p.m.

Permits, plans and land use files prior to 2006 in microfilm form.

*Please note the City did not retain plans of single family and duplex structures prior to 1974.*

##### Electronic Document Library

<http://web6.seattle.gov/dpd/edms>

Permits and land use files post 2006 in electronic form.

*Please note that construction plans and structural calculations are only available by visiting the Microfilm Library or by emailing your request for plans to [sci\\_microfilm@seattle.gov](mailto:sci_microfilm@seattle.gov).*

##### Public Record Request Center

[https://city-seattle.mycusthelp.com/webapp/rs/\(S\(ok34s1bosd3zpsdoyoeuxhrm\)\)/sup-porthome.aspx?sSessionID=1567425010VDD\[ZTKLXAFACWTEYXMKIJTTURDTL](https://city-seattle.mycusthelp.com/webapp/rs/(S(ok34s1bosd3zpsdoyoeuxhrm))/sup-porthome.aspx?sSessionID=1567425010VDD[ZTKLXAFACWTEYXMKIJTTURDTL)

Requests for any non-permit related records maintained by us, such as code compliance files, should be made through the City's Public Record Request Center.

##### Permit & Complaint Status

<https://cosaccela.seattle.gov/Portal/welcome.aspx>

Basic information regarding building permits, land use permits, and code compliance complaints from 1994 to present is available through our Permit and Complaint Status webpage.

##### Side Sewer Cards and Maps

<http://web6.seattle.gov/dpd/sidesewercardsv2/>

The SDCI Side Sewer Cards and Maps webpage shows private connections to the public sewer system prior to 2007. Please contact the Microfilm Library for as-built side sewer plans after 2007.

#### SEATTLE PUBLIC UTILITIES (SPU)

##### Information Center

Seattle Municipal Tower, 47th floor  
700 Fifth Ave.  
(206) 684-5132

- General information
- Referrals to map vault for:

[www.seattle.gov/sdci](http://www.seattle.gov/sdci)



Seattle Department of  
Construction & Inspections

700 5th Avenue, Suite 2000  
P.O. Box 34019  
Seattle, WA 98124-4019  
(206) 684-8600

- topographical maps
- paving & sidewalk plans
- quarter section maps
- historical aerial photos

## SEATTLE DEPARTMENT OF TRANSPORTATION (SDOT)

### Street Use Permit Center

Seattle Municipal Tower, 23rd floor  
700 Fifth Ave.  
(206) 684-5253

- Curb cut locations
- Curb cut specifications
- Street vacation information

## SEATTLE PUBLIC LIBRARY - Central Branch

### Magazines, Newspapers & Government Publications

1000 Fourth Ave.  
(206) 386-4636

- Environmental Impact Statements
- Traffic Studies/Plans
- Seattle City Codes

## SEATTLE CITY CLERK

City Hall, 3rd floor  
600 Fourth Ave.  
(206) 684-8344

- City Council actions
- Code amendments

## King County

## KING COUNTY DEPARTMENT OF ASSESSMENTS

King County Administration Building  
500 Fourth Ave., 7th floor  
Seattle, WA 98104  
(206) 296-7300

HOURS: 8:00 a.m.-4:30 p.m.

- Legal descriptions
- Construction date
- Use for tax purposes
- Tax rate

## KING COUNTY RECORDER'S OFFICE

King County Administration Building  
500 Fourth Ave., Room 311  
Seattle, WA 98104  
(206) 296-1570

HOURS: 8:30 a.m.-4:30 p.m.

For documents from mid-1991, including:

- Recorded documents
- Legal descriptions
- Liens
- Easements
- Short plats
- Lot boundary adjustments

## KING COUNTY ARCHIVES

King County Archives  
1215 East Fir St.  
Seattle, WA 98122-5424  
(206) 296-1538

[archives@kingcounty.gov](mailto:archives@kingcounty.gov)

For documents before mid-1991.

## Washington State

## WASHINGTON STATE ARCHIVES

### Puget Sound Regional Branch

3000 Landerholm Circle SE, MS-N100  
Bellevue, WA 98007-6484  
(425) 564-3940

**IMPORTANT:** *Please call for an appointment 24 hours in advance with parcel number and/or short legal description.*

- Photographs of homes done in 1937-38 by WPA (Works Progress Administration)
- Indexes to deed & mortgages

## Access to Information

Links to SDCI **Tips**, **Director's Rules**, and **Codes** are available at [www.seattle.gov/sdci](http://www.seattle.gov/sdci). Paper copies are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.