

**PLEASE NOTE: This document has been updated to reflect the Seattle department name change from DPD to SDCI. Although the text in the document reflects the change, the screenshots still contain the DPD reference.**



## SDCI Project Portal Account Set Up

A Project Portal account will let you submit your preliminary application, request a pre-application site visit (PASV), as well as enter requests for things like permit renewals.

Other features of the Portal, such as the ability to submit plans and schedule intake appointments, are available only to those participating in our electronic plan review pilot program. If you are interested in participating, please complete the steps below to create your account.

### Signing Up for a Seattle.gov Account

1. Open an Internet browser and go to <http://web6.seattle.gov/dpd/EPlan/>
2. To sign up for an account, click on the **Create an Account** link.

**Welcome to the Project Portal!**

You can use our Project Portal to apply for a construction, demolition, land use, multifamily and commercial mechanical, site permit, and electrical permit with plan review.

- Sign in to get a project number and start your preliminary application
- If you've completed your preliminary application and you want to submit paper plans, contact our [Applicant Services Center](#) to schedule an intake appointment

**Sign In**

[Create an Account](#)



If you already have a Seattle.gov account, skip this step and go to the next section (**Creating Your Portal Account**). You might already have an account if you use SDCI's Online Electrical Permitting system, or if you pay your Seattle Public Utilities bill online.

3. Enter your e-mail address in both fields and click **Send**.

**Sign Up for Your New User Account**

Please enter a valid e-mail account to use as your login. An e-mail message will be sent to you with further instructions to complete your request for a new user account.

**E-mail:**

**Confirm E-mail:**

**Send**

**Cancel**

- When you receive your confirmation e-mail, click the link inside the e-mail. Follow the instructions on the page to select a password. When you are notified that your account has been created, click the **Log In** button.

**Sign Up for Your New User Account**

Your account has been successfully created.

Log In

## Creating Your Portal Account

- After you sign in to your Seattle.gov account, click the **Set up my account** link.

**Set Up Your DPD Account**

Now that you've created a Seattle.gov account, we need some more information to set up your DPD account. You need to complete this information before you can begin using the system—you can change it later by visiting My Account.

**There are two steps to setting up your account:**

- 1) Selecting or creating your contact information (required)
- 2) Setting your e-mail notification preferences (required)

[Set up my account](#)

- To find your DPD contact record, enter your first and last name or business name and click **Find**.

**Set Up Your DPD Account**

1 Contact Information

2 E-Mail Notification

In order to notify you about project status and to automatically include your information on permit applications that you create, we need your contact information. If you have applied for a permit or visited DPD in the past, you may already have a contact record, so the first step is to search for an existing record. After you search, you will have the option to create a new record if none are found.

\*Enter the first or last name or business name  ☐ Exact match

Find



Search for your name even if you don't think you have a contact record—you'll have the opportunity to create a new record if one doesn't exist.

3. If you find a record that matches your information, select the check box next to your record and click **Continue**. If you don't find a record, click on the **Create New** button.

#### Set Up Your Project Portal Account

**1** [Contact Information](#) **2** [E-Mail Notification](#)

In order to notify you about project status and to automatically include your information on permit applications that you create, we need your contact information. If you have applied for a permit or visited SDCI in the past, you may already have a contact record, so the first step is to search for an existing record. After you search, you will have the option to create a new record if none are found.

##### Search Results

If you found the contact, select them in the list below. If not:

[Create New](#)

	ID	Name	Address	City	Organization
<input type="radio"/>	AC90208				
<input type="radio"/>	AC77877				
<input type="radio"/>	AC78452				
<input type="radio"/>	AC231615				
<input type="radio"/>	AC174338				
<input type="radio"/>	AC129905				
<input type="radio"/>	AC28566				
<input type="radio"/>	AC144812				
<input type="radio"/>	AC20318				
<input type="radio"/>	AC147628				

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4. Enter your information, making sure to complete all the fields marked with an asterisk (\*) and click **Next**.

Enter your contact information, making sure to complete all required fields, then click the Next button. To return to contact search options, click Previous.

\*First Name:  \*Last Name:  MI:

Organization:

\*Address:  \*State:

\*City:  \*Zip Code:

\*Day Phone: () - ext:  Cell Phone: () -

\*E-mail:  Fax: () -

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5. Click **Next** when you're notified that the contact has been successfully linked.

**1** [Contact Information](#) **2** [E-Mail Notification](#)

You have successfully linked the following contact with your account.

Name	Address	City	Organization	Zip Code	Day Phone	Email
SMITH, STEVE						

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6. If you want to receive e-mail notification when events occur on your projects, select the **E-mail me** check box.

[1 Contact Information](#) [2 E-Mail Notification](#)

☐ E-mail me when I need to take action on my application (e.g., pay fees) and when reviews and inspections are completed

DPD will send a message to the e-mail associated with your user account (the e-mail you use to sign on with) when:

- A preliminary application has been processed or returned for more information
- A fee must be paid to DPD
- A pre-application site visit request has been accepted
- A pre-submittal conference request has been received
- A permit application intake appointment has been scheduled
- A permit application has been accepted/rejected
- A review of your project requires corrections
- A permit is ready for issuance
- You have successfully uploaded documents to DPD

If you want to change your sign-on e-mail, you can do it after you finish this process by visiting My Account.

[Previous](#)

[Finish](#)

7. Click **Finish**.

8. To start working with projects, click **Project Portal**. To change any of your account settings, click **My Account**.