



Using the DPD Project Portal

About the Portal

The Portal is designed give you one place to conduct all your online permitting business with DPD. From here, you can complete an online preliminary application to start a new project, as well as enter requests for things like pre-application site visits (PASV) and permit renewals.

Internet Browser Recommendations

We recommend using a supported browser to get all the latest features:

- Google Chrome (current stable version): download: [Windows](#) | [Mac](#) | [Linux](#)
- Firefox 3.6+: download [Windows](#) | [Mac](#) | [Linux](#)
- Internet Explorer 8.0+: download [Windows](#)
- Safari 4.0+: download [Mac](#) | [Windows](#)


If you are using Internet Explorer 9, you'll need to change the Pop-Up Blocker settings to allow pop-ups from our site.

Starting Preliminary Applications

Required for most permit types, the preliminary application is typically the first step in the permitting process. When you complete the application online, you'll get a project number immediately.

Here's what you'll need to complete the application:

- Project site address.
- Property owner information (if other than yourself).
- Legal description for your property. You can usually find this information on your title or a recent appraisal. If you can't find it, contact the King County Assessor's office.
- Estimated project value.
- Square feet of replaced and new impervious surface (surface that sheds moisture).
- Whether or not green factor applies to your project. This is a landscaping requirement for some types of development; see [Seattle Green Factor](#) for more details.

 For tenant improvements, other additions/alterations, new construction, grading, land use, and demolition projects, a site plan is also required. See [CAM 103](#) for site plan requirements and [CAM 103B](#) and [CAM 316](#) or site plan guidelines. (CAMs, or Client Assistance Memos, are user-friendly guides to city policy and procedure.)

Once you've completed all steps in the preliminary application and submitted it, any required pre-application activities will start.

Requesting a Pre-Application Site Visit

Pre-application site visits (PASV) are required when projects involve more than 750 square feet of ground disturbance, or more than 1 cubic yard, if the site is in an environmentally critical area (ECA). They are typically required for all land use and new construction projects.

 [Find out if your site is in an ECA](#)

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If you complete the preliminary application online, you'll usually be prompted to complete the PASV request as part of the application, if it's required. If for some reason you need to request a PASV after submitting your preliminary application, all you need to know is your project number. You also need to be the primary applicant on the project to request a PASV.

After DPD staff processes your request, you'll be able to pay fees and the PASV will be scheduled.

Submitting a Design Review Proposal

Design proposals are accepted only for land use projects that are undergoing the design review process. You can't submit a proposal before your pre-submittal conference has taken place.

Once you're ready to submit, all you'll need is your project number and a PDF of the proposal.

Requesting a Grading Season Extension

If your permit was issued with seasonal grading restrictions, you can request an extension of the grading season. Here's what you need to submit the extension:

- Permit number.
- Contractor, geotechnical engineer, and property owner information, if they've changed since the permit was issued.
- Description of earthwork activities.
- Construction schedule.
- Grading site plan.
- Geotechnical engineer's letter of evaluation.
- Completed dry season extension application.

If the contractor on the project has changed since the permit was issued, you'll also need:

- An updated proof of liability insurance form.
- An updated contractor disclosure form.



The dry season extension application and other forms are available on [DPD's Web Site](#).

Requesting Permit Renewal

You can request renewal or reestablishment of an issued building permits if it has expired within the past year. Land use permits can only be renewed before the expiration date.

To request renewal, you just need to know the issued permit number.

Portal Sections

Pre-Applications In Progress: Shows preliminary and permit applications in progress. Applications display here until they are accepted by DPD and the review process begins.

Requests In Progress: Shows all grading season extension, PASV, and permit renewal requests you've submitted. Requests display here until they are processed by DPD.

Scheduled Appointments: Shows application intake appointments on projects for which you are the primary applicant.

Payable Fees: Shows all fees that you can pay online for projects that for which you are the primary applicant, as well as projects for your associated contacts. See **Changing Your Account** for more details about associated contacts.

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Inspections to Schedule: Shows all inspections that you can schedule online for projects on which you are the primary applicant, or projects for your associated contacts (see **Changing Your Account Settings** for more details about associated contacts).

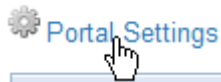
DPD Favorites: This section lets you add links to other frequently visited sites at DPD. To set your favorites, simply click **Choose Links** and select the check box next to each link you want to appear.

ASC Wait Times: Although we hope the Portal will significantly limit your trips to DPD, we know sometimes it can be helpful to know how long the line is at the Applicant Services Center.

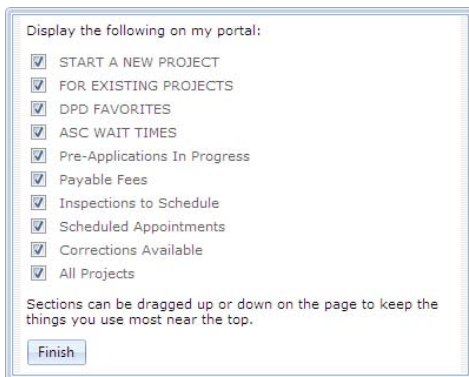
Customizing Your Portal

There are several ways you can customize your portal:

- Click **Portal Settings** to choose the sections you want to appear.



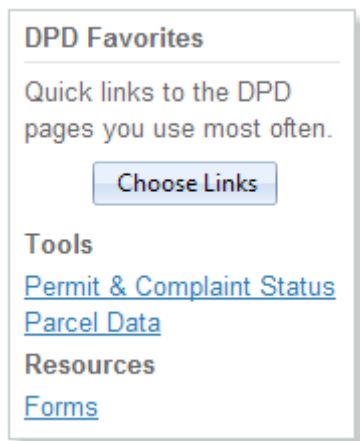
- Clear the check box next to the sections you don't want to display, or select the check box next to settings you want to add.

A screenshot of a configuration window titled "Display the following on my portal:". It contains a list of sections with checkboxes: START A NEW PROJECT, FOR EXISTING PROJECTS, DPD FAVORITES, ASC WAIT TIMES, Pre-Applications In Progress, Payable Fees, Inspections to Schedule, Scheduled Appointments, Corrections Available, and All Projects. All checkboxes are checked. Below the list is a note: "Sections can be dragged up or down on the page to keep the things you use most near the top." and a "Finish" button.

- To restore a section you've removed, click **Portal Settings** and select the check box next to the section.

Selecting DPD Favorites

1. To set your favorites, click **Choose Links**.



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2. Select the check box next to each link you want to appear; clear the check box next to links you want to remove.

DPD Favorites

Quick links to the DPD pages you use most often.

Tools

Permit & Complaint Status

Request Inspection

Pay Permit Fees

Online

Parcel Data

DPD GIS

Activity Locator

ASC Wait Times

All DPD Online

Services

Resources

Forms

Calculate Fees

ASC Hours

Contact DPD

All DPD Resources

3. Click **Update**.