

# Help for DPD's Permit and Property Records Search

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## **What if there are problems?**

In some cases resolution of a problem may require that you contact the Seattle Department of Planning and Development (DPD) Public Resource Center or physically visit the DPD Microfilm Library. Contact data and hours of operation can be found [here](#).

The document being searched for cannot be found:

- Read the section entitled [Search Tips](#). If you still cannot find the document, you may need to visit the DPD Microfilm Library or contact the Public Resource Center.

or

- The document may have not yet been scanned or uploaded.

or

- The record may not have been indexed correctly. This happens only rarely, and is the electronic counterpart of putting a physical document in the wrong file folder. It will not be found by any typical search.

Technical problems (or other issues):

- If you encounter problems when using this on-line lookup or you see unexpected results, contact our [web team](#). Be sure to include the URL (web address) of the page you have having trouble with by copying and pasting it into your email. If you have discovered a broken link, please also mention the name/text of the link.

## **Running an On-line Document Search**

You can search for documents in one of two ways, either by their project or permit number or by their address, but not by both at the same time.

- To search by a project or by a permit number enter that number in the blank space below the “Search by Number” heading. Then click the “Go” button immediately to the right of the entry area.
- To search by address enter the address information in the blank space below the “Search by Address” heading. Then click the “Go” button immediately to the right of the entry area.

Below is an example **records search start page**:

The screenshot shows the Seattle.gov website header with the logo and navigation links (Departments | Services | Staff Directory). Below the header is a search bar with a 'GO' button. The main navigation bar includes 'DEPARTMENT OF PLANNING AND DEVELOPMENT' and 'Building a Dynamic and Sustainable Seattle' with the director's name, Diane Sugimura. A secondary navigation bar lists 'PERMITS', 'CODES & RULES', 'CITY PLANNING', and 'TOOLS & RESOURCES'. Below this is a link for 'What's Available | Search Tips | Help'. The main heading is 'Permit and Property Records'. There are two search sections: 'Search by Number' with a text input field for 'Permit, Project, or Case #' and a 'Go' button; and 'Search by Address' with a text input field for 'Street address within Seattle:' and a 'Go' button. The footer contains contact information for the Department of Planning & Development, a list of links (Permits, Codes & Rules, City Planning, Tools & Resources, Site Index (A-Z), Contact Us, Phone, Walk-in, Ask Building Question, Ask Land Use Question, Staff Directory, Website Feedback, Department, About Us, Stay Connected, Events, Emergency Management, Citizen Commissions, Planning Commission, Design Commission, Design Review Board, Construction Code Advisory Board, Historic Districts Board, Landmarks Board), and copyright information (© Copyright 1995-2010 City of Seattle) and a 'Privacy and Security Policy' link.

- **Links to help files** – In the upper right of the page immediately under the header are three links. These can be used to get additional information about DPD’s Permit and Property Records Search. Click the appropriate link for more information:
  - What’s Available – lists the general types and dates of records available (and not available) for viewing online.
  - Search Tips – lists tips for conducting online records searches
  - Help – full help text for the Permit and Property Records Search application, including the sections on what’s available and hints.
  
- **Search by Number** – If you know the applicable DPD project number or permit number for the record(s) you are interested in, enter that number in the area under the Search by Number heading and click the “Go” button immediately to the right of the entry area. [Go to the [“Search Results”](#) section below.] (Note that you cannot currently search online by case number.)
  
- **Search by Address** – If you know the address assigned to the permit or project you are interested in, enter it in the area under the Search by Address heading. After you enter a few pieces of address data the system may provide feedback on existing addresses that match your input. If it shows more than one possible address, just click on the correct one or reenter the address you are interested in.

Note that the system searches by DPD street address (or permit address), which is not necessarily the mailing address. The various parts of a DPD address are as follows:

- Street (or house) number
- Street directional prefix \*\* – within the Seattle City limits, these can be N, S, E, W, NE, NW, SW, or blank
- Street name
- Street type – this is the type of street, such as “AVE”, “CIR”, “DR”, “ST”, etc (Note that a few Seattle streets, like Broadway, do not have types)
- Street directional suffix \*\* – within the Seattle City limits, these can be N, S, E, W, NE, NW, SW, or blank

\*\* A given address may have a prefix or a suffix (or neither), but it will never have both.

When you are finished entering the address to search for, click the “Go” button immediately to the right of the address entry area. [Go to the [“Search Results”](#) section below.]

- **Search Results** – Regardless of which type of search you clicked, a list of any available records will be returned in a grid beneath the area where the search criteria was entered.

The results are listed one record (document) per row.

For information on obtaining document copies that are not available online click [here](#) while holding down the “control” key.

In the example below two documents have been found during a search for project number “2303430.” To view a record click on its title (blue font) in the column labeled “Document”.

## Permit and Property Records

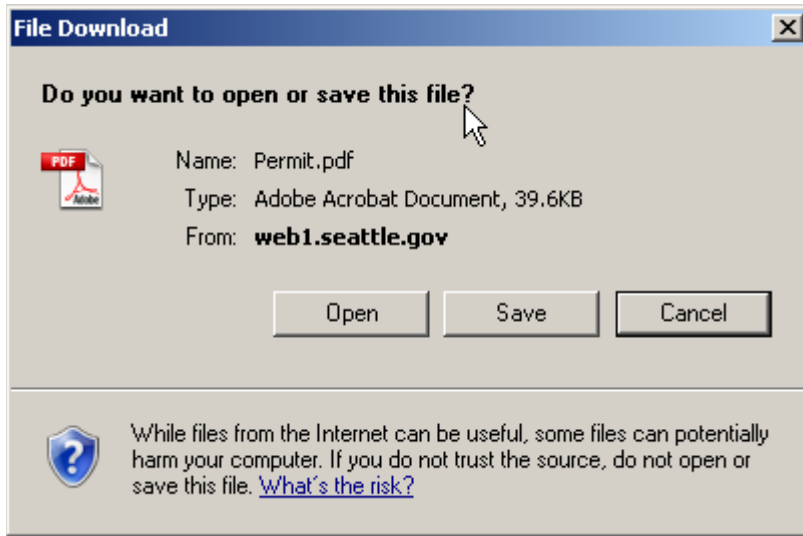
Search by Number				Search by Address			
Permit, Project, or Case #:				Street address within Seattle:			
<input type="text" value="2303430"/>			<input type="button" value="Go"/>	<input type="text"/>			<input type="button" value="Go"/>

↕Project #	↕Address	↕Document	↕Format	↕Size	Document ↕Date	Capture ↕Date
2303430	623 1st Ave	<a href="#">Application Research / Notes: Address/Records Worksheet</a>	pdf	113 KB	05/19/03	12/14/04
2303430	623 1st Ave	<a href="#">Checklist: Checklist Comm TI Add/Alt</a>	pdf	128 KB	01/13/04	12/14/04

2 documents found

When you select a record to view it is downloaded to your computer and then a message is sent to your browser asking if you want to “Open” the document, “Save” it, or “Cancel” the view operation (see example of this message below). If you “Open” the document, it will appear inside whatever viewer your computer has associated with that type of format. For example, most documents are in PDF format and will show in a PDF viewer, like Adobe Reader. You can then use that viewer’s controls to print the document or save a copy.



Additional notes regarding the records list display:

- The column headings in the records list area have little up and down arrow icons next to them, like (↕). Click the arrow icon to sort the column in order (ascending or descending). Click the icon again to sort in the opposite direction. For example, if the sort was in ascending order, then the second click would make it descending
- The “Size” column in the records list area indicates the relative size of each document. Larger items will take longer to download to your computer.
- The “Document Date” column in the records list area indicates the “business” date most closely associated with a document. For example, the document date of a permit would be its issue date. Or for correspondence it would be the date on the letter. However, some documents may have missing or old dates due to workflow or processing issues.

### **Documents at Related Addresses** –

Sometimes multiple addresses are combined for a single work effort, like a housing development or building complex. If you are doing a “Search by Address”, any related addresses will be listed immediately above the listing of search results. Note that:

- Related addresses are **not** shown, if you are doing a “Search by Number”.
- Expired relationships between addresses are **not** shown. Only addresses that are currently related to the search address are displayed

If an address search does not return the documents expected, it may be that the documents are indexed at another related address. These additional addresses may also need to be searched.

In the example below the display is showing addresses related to 4124 3RD AVE NW:

## Permit and Property Records

Search by Number		Search by Address				
Permit, Project, or Case #:	<input type="text"/>	Go	Street address within Seattle:	<input type="text" value="4124 3RD AVE NW"/>	Go	
Project #	Address	Document	Format	Size	Document Date	Capture Date
6021896	4124 3rd Ave NW	<a href="#">Electrical: Permit</a>	pdf	33 KB	09/11/03	10/31/06
6021896	4124 3rd Ave NW	<a href="#">Side Sewer: Permit</a>	pdf	37 KB	09/11/03	10/31/06
2 documents found						
<b>Related Addresses:</b> DV0063738 (includes 4124-4124 3RD AVE NW)						

The related addresses shown refer to a development site, number 63738, and that there is only one address associated with that site: 4124 3RD AVE NW.

### Other Sources for Obtaining Record Copies

Not all records are available via the internet. For historical permits and inspection reports, building/construction plans, and older land use files the DPD Microfilm Library remains the primary source.

You may also do research on permit status and activity in Seattle by visiting our online [permit database](#) or contacting our Public Resource Center (PRC).

The contact data, location, and hours for both the DPD Microfilm Library and the Public Resource Center are located on the PRC [website](#).

### Background and Access Requirements

Seattle's Department of Planning and Development (DPD) has a system that provides for the storage and retrieval of certain electronic records. Some of those records are available via the internet.

To view these records you need:

- Internet access to the [seattle.gov/dpd](http://seattle.gov/dpd) website
- A web browser conforming to the [seattle.gov](http://seattle.gov) accessibility standard (which basically supports those browsers with a 5% or greater market share)
- The permit number or permit address about which you are looking for records
- A “reader” for the document format in which the record will be provided. Most items available through Permit and Property Records Search are in PDF format, so a utility (like Adobe Reader) is necessary. Other common formats used include:
  - jpg (or jpeg) for which you will need a photo or image viewer
  - doc (or docx) for which you will need Microsoft Word or something that reads those types of documents
  - xls (or xlsx) for which you will need Microsoft Excel or something that reads those types of spreadsheets

There may be other formats, depending on what was originally provided to DPD by the customer.

The items in Permit and Property Records come from two sources:

1. The Public Resources Center records maintained in DPD’s **Enterprise Content Management (ECM)** system. These are typically high resolution scans of documents provided to DPD for a variety of permitting purposes. These scans are converted to the PDF format for viewing
2. **Working Documents** are the records held in DPD’s working document repository. These are items that were uploaded to DPD or were provided as part of an online permit application process, like EPlan. These records are provided for viewing in the format in which they are stored.

## **Search Tips**

No single search is guaranteed to find all records for a given project or permit number and/or address. What you find is dependent on what particular documents have been made available for internet view, what was scanned or uploaded into DPD’s document

systems, how that document was indexed and/or identified, and whether or not the system is able to convert the document into a format suitable for viewing.

- To find as many records as possible, try separate searches, one using the project/permit number and one using the address.
- The rows in the search results list area may be sorted by clicking on any of the column headings. [For example, sorting by the “Capture Date” column can help highlight those records that were most recently entered into DPD’s records systems.]

If an address search does not return the documents expected, it may be that the records are indexed at another related address. If you are doing a “Search by Address”, any related addresses will be listed immediately below the grid of search results. These additional addresses may also need to be searched.

### **What’s Available via the Internet**

- ✓ Construction and other non-Land Use projects/permits
  - Most Soils (Geotechnical) Reports regardless of date
  - Permits (including boiler & pressure vessel, construction, conveyance, mechanical, refrigeration, side sewer, sign, and some electrical permits) issued since October 2003, but that were not issued wholly online
  - Inspection results and special inspection results for construction-related permits since 2007
  - Application materials submitted on paper forms since 2007, plus those submitted as part of the DPD Electronic Plan Review (EPlan) process regardless of date
- ✓ Land Use projects/permits
  - Approved Land Use Plans since May 2007
  - Plans submitted with Land Use Applications since January 2011
  - Permits issued since October 2003, but that were not issued wholly online
  - Other documents submitted with Land Use Applications since January 2012



- Application materials submitted on paper forms since 2007, plus those submitted as part of the DPD Electronic Plan Review (EPlan) process regardless of date

These items are **not** available via the internet:

- Construction/building plans. While general site plans and plans related to land use permitting may be available online, actual construction (building) plans are not.
- Items in AutoCAD format.
- Permits obtained via the Online Electrical Permit system, and other permits issued totally electronically. However the permit information is available [here](#).

For instructions on viewing items not available via the internet see the “Other Sources for Obtaining Record Copies” section of the main help file.

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