Medical Gas plan review and permit application instructions

Registration

1. Go to Public Health – Seattle & King County Environmental Health’s online services portal

2. If you don’t have an account, click First time users register here
   a. If you’re a certified professional, click Register if you are a certified professional to complete the registration form
      i. Certified professional account must be approved by EHS. You will be notified when your account is approved.
   b. If you are a non-certified professional or an individual, click Register if you are an individual or a plan review applicant

Submit an online medical gas or permit application

3. Once you have your account, login to the portal by clicking Register users login here

4. You can click Medical Gas Plan Review if you know your application needs plan review or click Medical Gas Permit

5. Go to Click here for a new Medical Gas plan review
6. Answer the Facility Type question
   a. If you choose Category 1 or 2 Medical Facility Type, you will be directed to the plan review form
   b. If you choose Category 3 or 4 Medical Facility Type, you will get a button to go to the permit application form.

7. Complete the plan review or the permit application form, depending on the type of your project

8. For Medical Gas permit:
   a. Complete and submit the permit application form
   b. Make a payment (permit payment is based on the number of outlets)
   c. Print the permit

9. For plan review:
   a. Complete the plan review application form
   b. Attach required and optional document
   c. Submit your application
   d. You can print a copy of your application or return to your home page

Re-submit application or pay plan review fee

10. Your application will be reviewed for completeness. You will receive an email with further instructions to
   a. Resubmit your application
      i. Click Medical Gas Plan Review from the left side navigation menu
      ii. Review the Review Comments column and click the resubmit link
Online Medical Gas Plan Review and Permit application

Instructions Updated on 8/24/2020

b. Pay for your plan review
   i. Click Medical Gas Plan Review from the left side navigation menu
   ii. Go to Click here to show items eligible for payment
   iii. Check the box to the right of the application you submitted and click on Click to pay for checked items (note that you can select and pay for multiple applications)
   iv. Pay one-hour plan review fee
   v. Plan review will be performed on your application

Pay additional plan review fee and obtain approved plans

11. When your application is approved, time spent on your application will be calculated; if time spent is more than one hour, an invoice will be sent to your online account for the extra plan review charge and you will receive an email notification.

12. To pay the extra plan review charge
   a. Select Plan Review Invoice from the left side navigation menu:
Online Medical Gas Plan Review and Permit application instructions Updated on 8/24/2020

Look at the Service Request column, click the Pay this invoice

b. Make the payment

c. Once the plan review charge is fully paid, your approved documents will be uploaded to the portal and you will receive an email notification
   i. To access the approved document, click the paper clip under the Final Document column

Pay for permit and print permit after plan review approval

13. A permit will be created for your approved plan review and will be sent to the contractor’s online account, whose information was provided on the plan review form; the contractor will also receive an email notification. If you didn’t provide contractor information at the time of plan review application, you will be asked to provide that when your plan review application is approved.

14. The contractor needs to have an online account to pay and print the permit.
   i. Log into the portal using the contractor email provided for the plan review application
   ii. Go to Medical Gas Permit
   iii. Go to Click here to show items eligible for payment
   iv. Pay the permit fee and print the permit