



## Permitting customer services

### Permits online

- Submit permit application types available through [MyBuildingPermit.com](https://mybuildingpermit.com).
- To submit permit application types that are not available through [MyBuildingPermit.com](https://mybuildingpermit.com):
  1. Review submittal requirements and application forms on our [Info Sheets & Forms web page](#).
  2. Prepare application materials for electronic submittal. Convert all documents and plan sets to PDF format as outlined in the [Electronic plan requirements handout](#).
  3. Email your completed submittal package to [PermitCenter.DPER@kingcounty.gov](mailto:PermitCenter.DPER@kingcounty.gov). Include your supporting application materials in your email, or for large files please let us know if you wish to transmit your submittal files via a cloud sharing service (DropBox, Google Docs, OneDrive, Adobe Cloud, etc.).
- Here are [information](#) and an [application form](#) for pre-application requests.

### King County Permitting Portal

<https://aca-prod.accela.com/kingco/>

- [Look up permit status and details](#) ; [pay fees](#); [file a code enforcement complaint](#)
- [Schedule inspections, view results, cancel inspections](#); [inspection scheduling instructions](#)

Most questions can be answered by [visiting our website](#), which offers [property research](#) and [permit timelines](#).

Email questions to: [PermitQuestions@kingcounty.gov](mailto:PermitQuestions@kingcounty.gov)

Call 206-296-6600 - Call Center Hours: 9:00am -11:00am and 12:30pm -2:30pm (Closed Wednesday)

Office Hours: Mondays and Thursdays, 8:30am - 3:30pm (Closed Tuesday, Wednesday & Friday)

### In-person services

Starting June 27, 2022

919 SW Grady Way, Suite 300  
Renton, WA 98057

#### Office customer service hours:

Mondays and Thursdays, 8:30 a.m. – 3:30 p.m.  
(Closed Tuesday, Wednesday & Friday)

- **Application submittal assistance\***

\*By appointment

If you need assistance with online services, staff are available to help you submit your completed application package. To request an appointment email [PermitQuestions@kingcounty.gov](mailto:PermitQuestions@kingcounty.gov) or call 206-296-6600.

**Note:** technical reviewers—including critical area experts, engineers, planners, and the Fire Marshall—are not available in the office.

- **Record research requests\***

\*By appointment

Most records requests can be fulfilled electronically. For in-person records research requests, we can schedule an appointment for you to visit the Renton office to view and copy them. To request an appointment, send email to [permitrecords@kingcounty.gov](mailto:permitrecords@kingcounty.gov)

- **Pay fees**

**In person:** We can accept checks, Visa, or Mastercard in our office during customer service hours (see above). No cash transactions.

**Online:** Log into your [MyBuildingPermit.com](https://mybuildingpermit.com) account or use the [King County Permitting Portal](#) if your permit was not submitted through MyBuildingPermit.com.