



# Filing a Code Enforcement Complaint Online

The Department of Local Services, Permitting Division (Permitting) provides code enforcement services for the unincorporated areas of King County. Information regarding code enforcement services or to file a code enforcement complaint is available online or by contacting the Permitting office at 206-296-6680.

Additional information regarding Code Enforcement, including links to all of the cities and towns in King County, can be found on our [Code Enforcement web page](#) (<https://www.kingcounty.gov/depts/local-services/permits/code-enforcement.aspx>)

To file a complaint on-line, please navigate to the Department of Local Services, Permitting Division [web portal](#) (<https://aca.accela.com/kingcounty/Default.aspx>).

Scroll down to the “What would you like to do today?” section. Under Enforcement, select the option to “*File a complaint*”.

**What would you like to do today?**  
To get started, select one of the services listed below:

<b>General Information</b>	<b>Building</b>
<a href="#">Lookup Property Information</a>	<a href="#">Search Permits and Applications</a>
<b>Engineering</b>	<b>Fire</b>
<a href="#">Search Permits and Applications</a>	<a href="#">Search Permits and Applications</a>
<b>Licenses</b>	<b>Planning</b>
<a href="#">Search Licenses and Applications</a>	<a href="#">Search Permits and Applications</a>
<b>Site Development and Critical Areas</b>	<b>Enforcement</b>
<a href="#">Search Permits and Applications</a>	<a href="#">File a Complaint</a>
<b>Real Estate Services</b>	<a href="#">Search Cases</a>
<a href="#">Search Permits and Applications</a>	

When you have read and accepted the terms, check the box and select “*Continue*”.

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To submit your Code Enforcement complaint online, please follow this 6-step process.

# Filing a Code Enforcement Complaint Online, continued.

## Step 1 - Complainant

- Select the “Add New” button to enter your contact information. Your contact information is not required to file a code enforcement complaint. If you wish to submit an anonymous complaint, leave the contact information fields blank.
- Select “Continue” to verify any contact information entered and proceed to Step 2.

The screenshot shows a web application interface for filing a code enforcement complaint. At the top, there is a navigation menu with links for Home, Building, Engineering, Fire, Licenses, Planning, Enforcement (highlighted), and more. Below the navigation is a light blue bar with 'File a Complaint' and 'Search Cases' buttons. The main content area is titled 'Code Enforcement Case' and features a progress bar with six steps: 1 Complainant (highlighted), 2 Location, 3 Complaint Details, 4 Attachments, 5 Review, and 6. Below the progress bar, the current step is 'Step 1: Complainant > Complainant Information'. A note indicates that an asterisk (\*) indicates a required field. The section is titled 'Complainant' and contains a paragraph of instructions: 'Please enter your contact information below. Your contact information is not required to file a code enforcement complaint, however without this information we cannot contact you if there are questions regarding the complaint. If you wish to remain anonymous, click continue to go to the next page.' Below this is a 'NOTICE' section: 'NOTICE: Anything you enter in the complaint may be subject to public disclosure. Confidentiality is restricted to the identity of persons who file complaints only if disclosure would endanger the person's life, physical safety or property (RCW 42.56.240 (2)).' At the bottom of the form, there are two blue buttons: 'Add New' and 'Continue »'.

## Step 2 - Location

- You will need an address or parcel number in order to submit a complaint. If you do not have one you can use King County’s [iMap](#) or [Parcel Viewer](#) to identify the lot you wish to file a complaint on.
  - Enter parcel number or street address and select the “Search” button.
  - Choose the correct address and select “Continue”.

## Step 3 - Complaint Details

- Type your complaint in the “Detailed Description” box and select “Continue”.
- Select Yes or No to the first 3 questions under General:

## Filing a Code Enforcement Complaint Online, continued.

- Do you wish to be Anonymous? – Yes, means no name or contact information has been given.
- Do you wish to be Confidential? - Yes, means your name and contact information will not be shared.
- Do you want to be notified about the case as it progresses? - Select Yes, to receive email updates, if you entered your email address on the complainant page in Step 1. Note: you can always check the progress of the case anytime online by searching for the case number you will be given at the end of this process.
- You will have the option of answering additional yes/no questions related to the property.
- Select “Continue” to proceed to Step 4.

### Step 4 - Attachments

- If you would like to include any pictures or documents with your complaint, click on the “Add File Upload” button. Once your file has uploaded, select “Add” to repeat the process.
- Select “Continue” when you have finished uploading additional files. Add a description of the files and select “Save”.
- Select “Continue” to proceed to Step 5.

### Step 5 - Review

- Review the information you have entered. If you wish to make any changes, select the “Edit” button, which will take you back to the page with that information. You can then make any changes and click “Continue” when done to return to this page.
- Select “Continue” to submit your Code Enforcement complaint.

### Step 6 - Record Submittal

- Be sure to make a note of the record number associated with your complaint. You should use this number when inquiring about this complaint or going online to check the progress of the case.

### Additional Resources

King County [Department of Local Services, Permitting](http://www.kingcounty.gov/permitting) (www.kingcounty.gov/permitting)

[Contact and Office Location](#)

[Code Enforcement](#)

[Property Research and Maps](#)

[Information Packets and Handouts](#)