



Permit Issuance Package

- All documents must be available on site.
- Maintain documents to ensure durability through project completion.
- If documents are not available for scheduled inspections, re-inspection fees may be charged.

Before construction

1. Make sure to review your approved permit, plans, and conditions where applicable.
 - a. Note the allowed working hours.
 - b. Note the right-of-way connection detail.
 - c. Note the erosion & sediment control plan.
2. Make sure to obtain any permits required by other agencies and follow the conditions. (ex. NPDES, FPA, & HPA)
3. Always call 811 before you dig.

Inspections


- Scheduling (3 pm cut-off for next day inspection requests) Vashon – Thursdays only
 - *Online* – King County permit portal: <https://aca.accela.com/kingcounty> See page 2 for instructions
 - *IVR* (touch-tone codes via phone) 1-888-546-7728, see [Inspection scheduling handout](#)

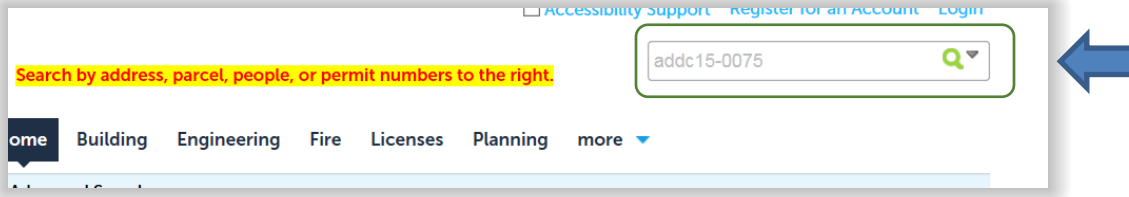
See [Inspection Scheduling, Permitting Division with IVR Codes & Multiple Agencies](#) for inspection scheduling information for electrical, PSE, On-site sewer and plumbing permits.

Confirm inspection date & time and obtaining inspection results

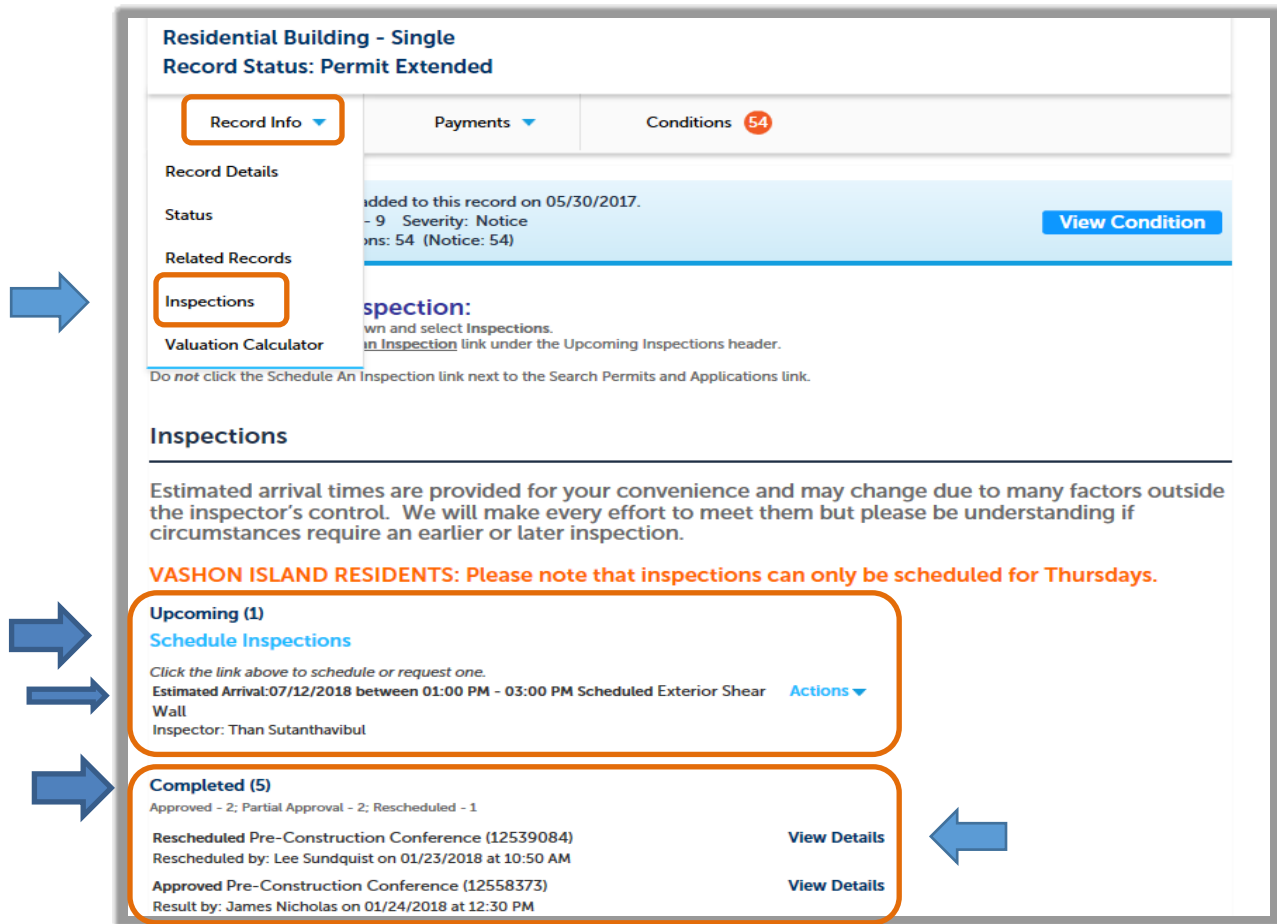
- Go to <https://aca.accela.com/kingcounty>
- Search by permit number (top right corner, no log-in required)
- *Office inspection helpline:* 206-296-6630

Permit issuance package, continued

1. Go to <https://aca.accela.com/kingcounty>
2. Enter permit number in top right corner and click . (Log in not required.)



3. Click the down arrow next to *Record Info*, then Click *Inspections*.
4. Click *Schedule Inspections*. Follow the prompts to select the desired inspection type.



Confirm Estimated Arrival Times & Obtain Inspection Results

- View estimated arrival times, inspector name, and results by following steps 1-2 above.
- Click on View Details for more information about a completed inspection.