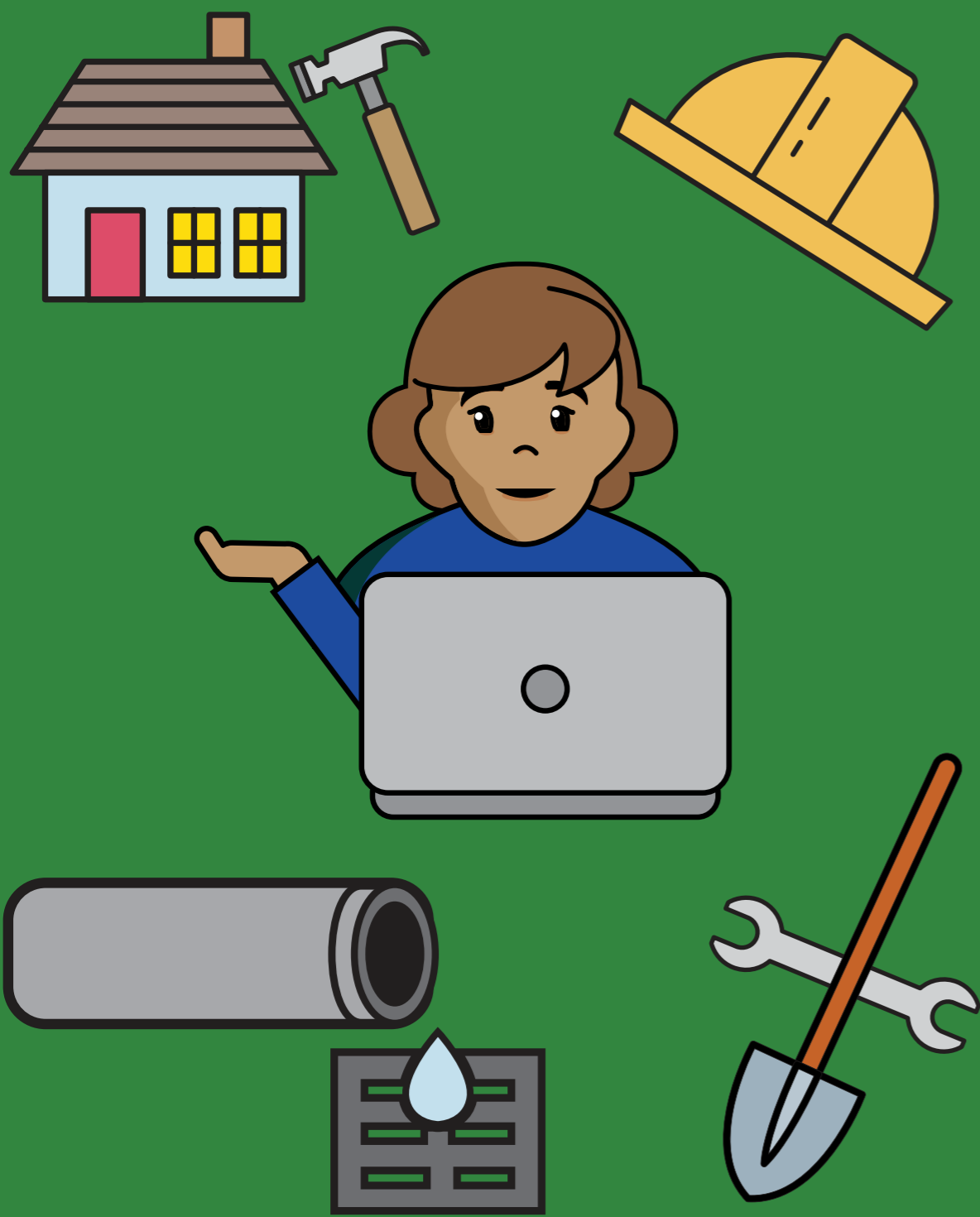


# Construction Permits & Inspections

## Frequently Asked Questions



### Construction Permits

#### Do I need a construction permit?

Most projects in Seattle require a permit. Some small projects do not need a permit. See our website, [www.seattle.gov/sdci/permits/do-you-need-a-permit](http://www.seattle.gov/sdci/permits/do-you-need-a-permit), for specific information about what types of projects may not require a permit.

#### What types of construction permits are available?

There are basically two types of permits:

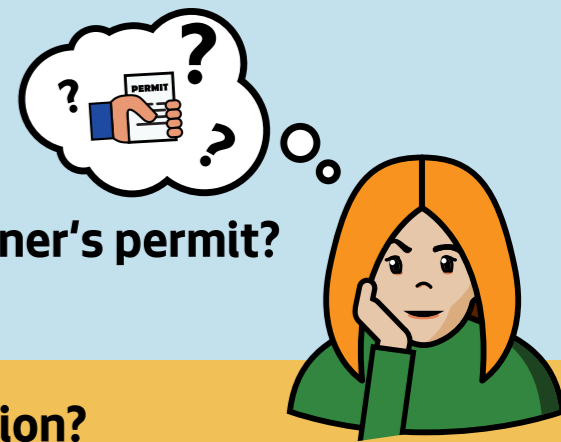
- STFI (subject-to-field-inspection) - For smaller projects, such as a remodel of a single-family home, small nonstructural commercial, demolition, foundation repairs, etc. See **Tip 316, Subject-to-Field-Inspection Permits**, for more information. You can find Tips on our website at [www.seattle.gov/sdci](http://www.seattle.gov/sdci).
- Plan review - For larger projects and phased projects.

#### Can a homeowner apply for a permit?

Yes.

#### Can a contractor be assigned to a homeowner's permit?

Yes.



### Construction Inspections

#### What type of construction inspections do I need?

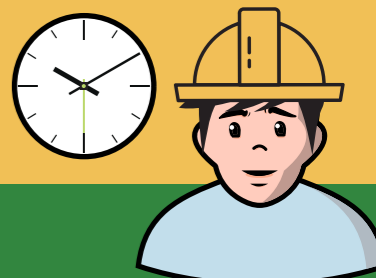
- **First Ground** - Required when there is any ground disturbance.
- **Foundation** - Before pouring concrete.
- **Setback** - Before pouring concrete (same time as foundation).
- **TESC** - Temporary Erosion Control measures during entire project to prevent soil erosion
- **Structural** - Shear wall nailing, anchor bolt or hold down placement or any retrofit anchorage using epoxy or mechanical anchors.
- **Framing** - Before installing insulation and after all trade permits are approved for a cover inspection.
- **Insulation** - Before installing interior drywall.
- **Site Final** - Final inspection of all permanent erosion control measures for the life of the project.
- **Final Inspection** - To make sure other permits required for occupancy, such as plumbing, electrical, mechanical, sewer, site and any SDOT related right-of-way improvements, are completed.



#### How do I schedule an inspection?

Once you have a permit, you can schedule your inspections using the Seattle Services Portal at <https://cosaccela.seattle.gov>.

1. On the portal home page, enter your record number in the main search box and hit enter
2. Click on the blue Inspections and Appointments link
3. Scroll down to find the pending inspection you want to schedule
4. Click the arrow next to the blue Actions link and select schedule
5. Follow the prompts from there



#### How do I find my inspection results?

Follow these steps to find your inspection results:

1. Go to the Seattle Services Portal: <https://cosaccela.seattle.gov>
2. Enter your permit number in the main search box, then click Search
3. After the record information loads, click on the report link next to the login button
4. Click Inspections Review Report and then click Submit in the pop-up window
5. The report will open or download as a PDF
6. The report includes all your inspections, results, and inspector comments



### How do I contact SDCI for construction issues?

You can find much of the information you need on:

The Seattle Services Portal Help Center  
<https://seattlegov.zendesk.com/hc/en-us/>

The SDCI website  
[www.seattle.gov/sdci](http://www.seattle.gov/sdci)



If you still need help, you can contact:

Inspection services staff  
(206) 684-8418



# How Do I Start a Construction Permit?

You will need to register for an account in the Seattle Services Portal, <https://cosaccela.seattle.gov>. Your account will let you apply for permits, pay fees, schedule inspections, and check for inspection results.

Follow these instructions to get a **homeowner's** electrical permit:



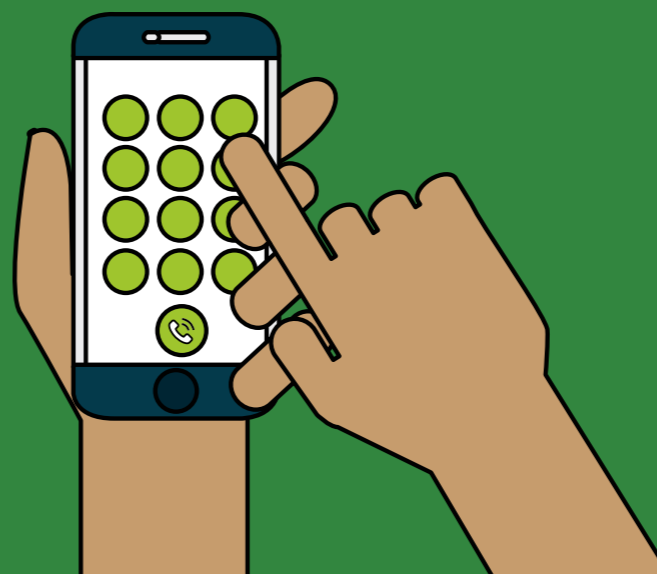
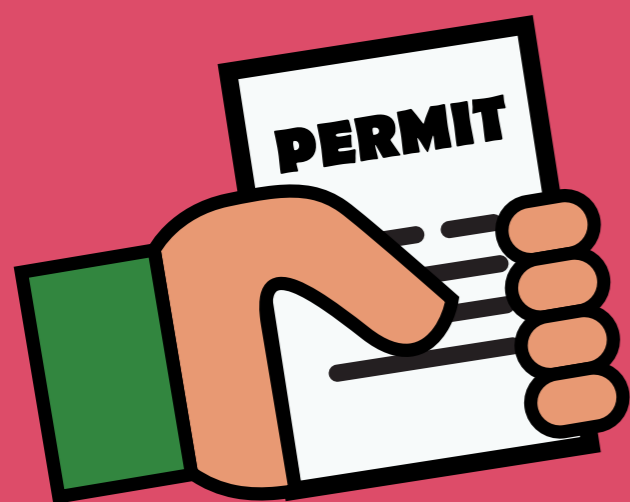
1. Log into the portal
2. Under Create New, click on Permits-Trade, Construction, and Land Use
3. Click on Building Permits
4. Select Building and Land Use Pre-Application
5. Fill in the project address, click search, and select your site
6. Fill out the project contacts
7. Select "yes" for all questions under Detail Information that apply to your project (asterisks indicate required information)
8. Upload your documents
9. Review your answers and make edits if necessary
10. Pay any required fees
11. We will send you a pre-application number
12. We will review your application and let you know if you need to submit corrections
13. Once your pre-application is complete, we will send you a construction record number
14. Schedule your intake appointment for your construction permit

**Tip:** To avoid delays in the processing of your permit, please read all the questions. Click the help icon (?) to get more information to answer the questions correctly. If you still need help, you may need to come talk to us at the Applicant Services Center.

**Tip:** Click Help on the portal to get to our Help Center. Read our article with step-by-step instructions on uploading documents.

**Tip:** If you get an Additional Information Requested email for a preliminary application record, you need to make corrections.

**Tip:** If you get an Additional Information Requested email for a construction record, you can schedule an intake appointment.



## Still Need Help?

See our Seattle Services Portal Help Center, <https://seattlegov.zendesk.com/hc/en-us/>, for step-by-step instructions on how to:

- Submit a Construction or Land Use Pre-Application
- Submit a Construction Subject-to-Field-Inspection Application
- Submit an Application for screening (to make sure it's complete)
- Submit your materials for a Construction Application Intake

