

## **Permit Services Self-Serve Resource Guide:**

### ***Quick links to the many available tools used in permitting***

**Did you know? Permit Services staff can assist you from your home or office computer the same as we would at the permit counter. All resources in our office are available online.**

- Email us your questions, and we will get back to you with the resources and information you need ([everetteps@everettwa.gov](mailto:everetteps@everettwa.gov)).
- Call us at 425-257-8810 during our phone hours: Monday, Wednesday, Thursday from 8 a.m. – 12 p.m. and 1 p.m. – 3 p.m. to speak with on-duty staff members.
- To discuss a project while looking at the map, click the link for [MapEverett](#), then call us to discuss projects over the phone.

### **General Permitting Information: Permit Services Webpage**

Webpage: [everettwa.gov/permits](http://everettwa.gov/permits)

*What can be found here:*

- Permit Services hours of operation, address, contact information
- Permit applications – fillable PDFs
- Checklists & handouts for common types of construction projects
- Permit fee schedules
- Inspection scheduling Information
- Permit search history
- Quick links to other frequently visited webpages associated with permitting, including [Planning](#).
- Frequently Asked Questions (FAQs) at bottom of page are a great place to start with your questions.

### **City's Mapping & GIS Information: MapEverett**

Webpage: [everettwa.gov/mapeverett](http://everettwa.gov/mapeverett)

*What can be found here:*

- City addresses, buildings, city limits, utility jurisdictional boundaries
- Utility GIS data for water, sewer, and storm within City of Everett jurisdiction
- Aerial images from 2001 to 2015 and streets base map
- Measurement tools for length and area
- Make exhibits and print to scale

## Digital Records Center: Laserfiche

Webpage: [everettwa.gov/DigitalRecords](http://everettwa.gov/DigitalRecords)

Under Real Property Information, click on [Address Search](#)

What can be found here:

- Archived permit records for approved permits that have been closed or finalized.
- Note that building permit plan sets for commercial and multi-family buildings are available from 1950 to present and plans for single family residences are available from 2014 to present.

## Online Permitting Portal: eTRAKiT

Webpage: [pw.everettwa.gov](http://pw.everettwa.gov)

For best results using eTRAKiT, use Internet Explorer as your web browser.

What can be found here:

- Login to your contractor or public user account to search permits, apply for land use projects and construction permits, check the status of permits under review, and manage issued permits while in construction, including scheduling required inspections, requesting permit extensions and getting real-time inspection results. Public Users can set up an account through the website. Contractors need to contact Permit Services to create a contractor account.

## Permit Services Frequently Asked Questions (FAQs)

Webpage: [everettwa.gov/PermitFAQ](http://everettwa.gov/PermitFAQ) (located at the bottom of the Permit Services webpage)

What can be found here:

- Frequently asked questions about permitting and the process. Permit Services suggests reading through these FAQs prior to contacting Permit Services staff for general questions.

## Planning Division Webpage

Webpage: [everettwa.gov/planning](http://everettwa.gov/planning)

What can be found here:

- Planning Division contact information
- Link to the [Zoning Code](#)
- Land Use Applications/Handouts
- Land Use Fee Schedules
- Announcements
- List of Active Projects
- Code Amendments



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