

Permitting Procedure During Temporary Office Closure

Permit Intakes:

- **For all over-the-counter permits** (plumbing, mechanical, contractor-only electrical, residential re-roof, traffic control and franchise utility permits), you can either:
 - Apply online using the [Online Permitting Portal](#). For best results using eTRAKiT, use Internet Explorer as your web browser.
 - Or email your completed permit application to everetteps@everettwa.gov.
- **For Building Permits, Public Works Permits & Homeowner Electrical applications**, you can either:
 - Drop off your permit package (application, plans, calculation packages, reports, etc.) in our upstairs lobby **Drop Box for Permit Intake**.
 - Or mail in your permit package items to:
City of Everett Permit Services
3200 Cedar St, 2nd Floor
Everett, WA 98201
 - Once we have processed your application, you will receive an email directing you to go online to the [Online Permitting Portal](#), log in to your account (or create one at the top of the page) and link to your permit number. You can then pay your plan check fee for permit intake online. We will route your permit application for review once a complete application has been received and all intake fees have been paid.
- **Re-submittals:** Fill out a Blue Transmittal Sheet available in the upstairs lobby and attach it to your resubmittal. Must be filled out completely and contain both permit number and project address associated with the permit. For resubmittals being mailed in, please print the Transmittal Sheet from the Permit Applications tab at everettwa.gov/permits.

Permit Issuance:

If you have already been notified that your permit is approved and ready for issuance, please go online to the [Online Permitting Portal](#), log in to your account (or create one at the top of the page) and link to your permit number. You can then pay your permit fees online. You will receive further email instructions to either:

- **For small plans** (8.5"x11" or 11"x17") – Once the permit status has been changed to Permit Issued, please download the permit and associated documents from your dashboard on the Online Permitting Portal (click on the permit and scroll to Attachments at the bottom of the page).
- **For large plans and reports** – Once the permit status has been changed to Permit Issued on the online permitting portal, we will leave the permit package in the **Will Call for Issued Permits** receptacle in our office lobby outside our doors, and you can come pick them up.

Public Inquiries:

Permit Services staff can assist you from your home or office computer just as we do at the permit counter. All resources in our office are available online. Please reference our [Quick Resource Guide](#) for all project & property questions, and to connect with staff via email. We will respond to your inquiry in the order received.