

Planning and Development Services

Instructions for using the Electronic Application for getting Single Family Permits from BASICS



Instructions for using the Electronic Application for getting Single Family Permits from BASICS

START AT THE FOLLOWING WEBSITE:

<https://www.snoco.org/app/pds/basicplans/P010-EnterAddresses.aspx> From the PDS Home page, click on Permits, and select **Apply for a building permit using a Basic plan**

Welcome/Login screen – enter your Customer ID and click **Begin**

Snohomish County Online Government Information & Services
Washington
Planning and Development Services

Welcome to the Planning and Development Services Basic Plans Application Page.
Please login.

Enter Customer Id

You will need to have the following information available to apply on line

1. Secure Login	You need to know your Login to continue. Contact the Customer Support Center if this is the first time you have used this application or you have forgotten your login. 425-388-3311 ext. 1369
2a Legal address (Building Permit using Basic)	If you do not have a legally assigned address, you cannot apply for a single family building permit. For addressing information, contact the Addressing Specialist at 425-388-3709.
OR	
2b Building Information (Establish Basic Plan)	You need to know your building options (e.g. square footage, fixtures, heat source, etc.) to submit structural plans to establish a new basic plan
3. Review and edit	Please verify your information before you submit. Note by clicking on submit you certify that the information given is true and correct to the best of your knowledge.

When you submit your application(s), you will be given a confirmation number. Print the Application and Confirmation pages. You will need them when you get to the counter to submit your site plans and structural plans. A counter representative will pull up your application and the data you provided will be automatically entered into our system.

--> Note: Once you have submitted for a new Basic Plan, you may apply for building permits using that plan (see 2a above). HOWEVER, the permits will be processed but not issued until the Basic Plan approval process is completed.

TO ENTER APPLICATION INFORMATION:

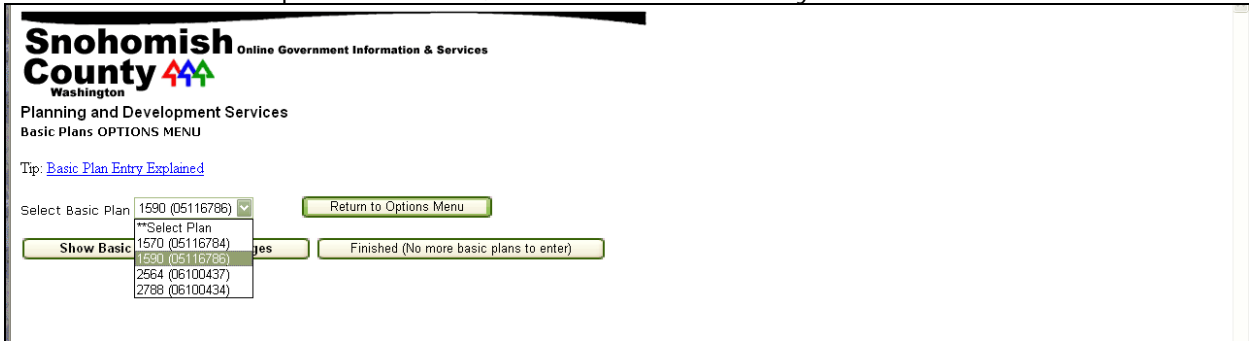
1. Click **Basic Plan Permits Application**

Permits using Basic Plans	Establish New Basic Plans Explanation of Basic Plan Process
<input type="button" value="Basic Plan Permits Application"/> Apply for a building permit using a Basic Plan	<input type="button" value="Establish a NEW Basic Plan"/> Apply for a new Basic Plan
<input type="button" value="Basic Plan Permits History"/> History reports/Cover Sheets for Processed/Unprocessed building permits	<input type="button" value="Cover Sheets for New Basic Plans"/> Print Cover Sheets for New Basic Plans
	<input type="button" value="Upload file to Eplan"/> Launch Eplan and upload a .PDF.

Please share with us by phone or e-mail any comments, questions or suggestions about the current system or tell us about any future enhancements that you would like us to consider.

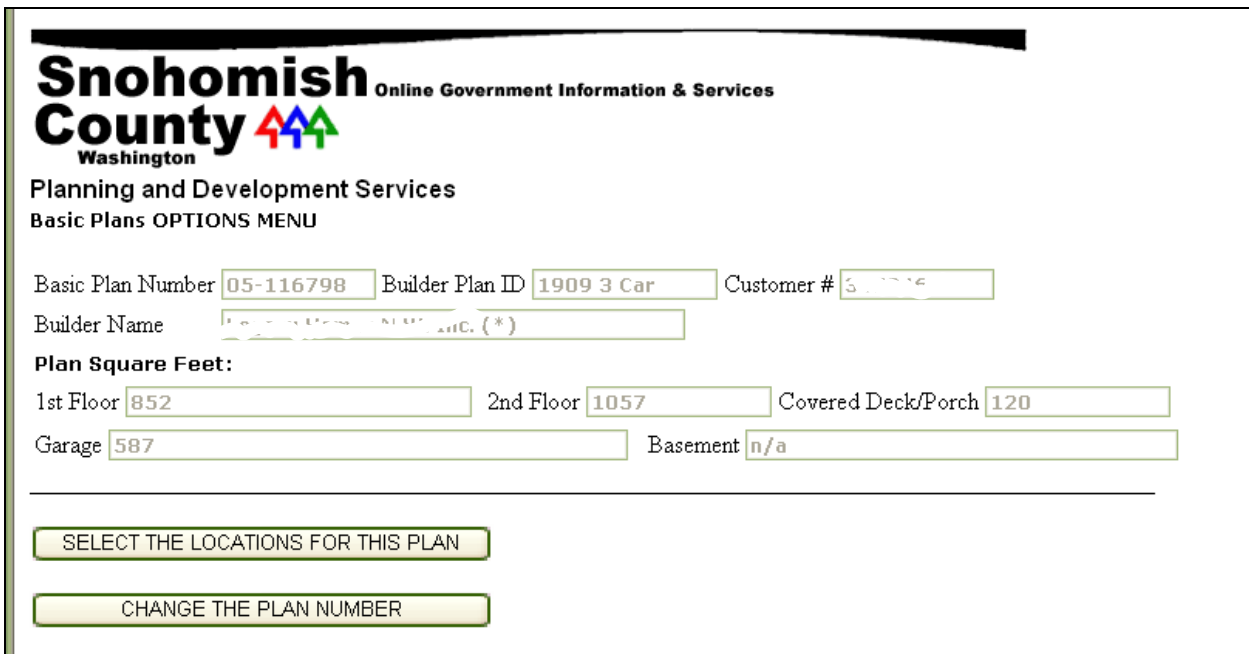
Phone: 425-388-3311 ext. 1369 e-mail: PermitsOnline@co.snohomish.wa.us Thank you.

2. From the drop-down menu, select the Basic Plan you wish to use



NOTE: The drop-down menu lists only those plans that belong to the logged-in builder

3. Click **Show Basic Plan Square Footages**
 - a. Details about the plan are presented to allow verification that the correct plan number was entered.
 - b. Note that the data is "grayed-out" because the data cannot be changed here.



4. Now **Select the locations for this plan**, or go back and select a different plan

NOTE: The plan data is repeated to ensure that the correct plan is being used.

Select by one of the following:

- a. real property parcel (14 digits, with or without the dashes)
- b. House Number/ Street Name – better to use both, but not required.
- c. Plat Name

Location Selection Options - Use only one of the options below.

(option 1) Enter Tax Account (Parcel) Number

(option 2) Enter House NUMBER Enter Street NAME
 Note: Enter only the street name (or partial name) Do NOT enter street type, directionals, etc. Just the name

(option 3) Enter Plat Name (or first part of name)

- Click **Get Location(s)**
 The property list is sorted by City and Street to aid in finding the correct address

Select an address below (scroll if necessary) by clicking the button on the left of the location desired.
 The list is ordered by City and Street Address.

	Address	-	-	-	Tax (Parcel) Number	Plat	Unit Type	Unit	Lot
<input type="button" value="Select ->"/>	11404 138TH	ST	NE	ARLINGTON	300606-001-022-00	S161-78			23
<input type="button" value="Select ->"/>	11404 190TH	ST	NE	ARLINGTON	310618-004-004-00	S157-79			1
<input type="button" value="Select ->"/>	11400 191ST	DR	NE	ARLINGTON	005573-002-015-00	Riverscene			15, Blk 2
<input type="button" value="Select ->"/>	11403 191ST	DR	NE	ARLINGTON	005573-001-044-00	Riverscene			44, Blk 1
<input type="button" value="Select ->"/>	11406 191ST	DR	NE	ARLINGTON	005573-002-014-00	Riverscene			14, Blk 2
<input type="button" value="Select ->"/>	11402 192ND	DR	NE	ARLINGTON	005573-001-041-00	Riverscene			41, Blk 1
<input type="button" value="Select ->"/>	11400 190TH	DR	NE	ARLINGTON	005573-001-000-00				00, Blk 1

Done

NOTE: Use the **Cancel Entry, Re-select location** button to re-enter the address selection criteria

- Click **Select** to the left of the property you want, you will go to a new screen with the plan and address shown
 - verify that the plan and address are correct
 - if Correct, click **Accept this Plan and Location**
 - if Incorrect, click one of the Cancel Entry options

Planning and Development Services
Basic Plans OPTIONS MENU

Basic Plan Number Builder Plan ID Customer #

Builder Name

Plan Square Feet:

1st Floor 2nd Floor Covered Deck/Porch

Garage Basement

Address	-	-	-	Tax (Parcel) Number	Plat	Unit Type	Unit	Lot
11407 STATE ROUTE 530	NE	ARLINGTON		320630-001-003-00				

Above are the Basic Plan and Location which you have selected.
 Please select an action option below.

- The next screen is a confirmation screen that includes a Confirmation Number for this session. You will need to bring the printed application with the confirmation number on it with you when you come to pick up your permit (NOTE: You may skip this step if you are e-mailing your pdf site plan to PDS).

Address	-	-	-	Tax (Parcel) Number	Plat	Unit Type	Unit	Lot
11407 STATE ROUTE 530	NE	ARLINGTON		320630-001-003-00				

Pre-application data entered Here is your Application Confirmation Number

Please select an action option below

8. To apply for another application click **Enter Another Basic Plan Number** or **Enter Another Location**
9. If you are done, click **Finished**. When this option is selected from any of the places in which it appears the session is complete.
10. On the following screen, click **Print Applications to Bring to Appointment**



A printout of each application is generated along with instructions for completing the application process.

Snohomish County Washington Online Government Information & Services		Planning and Development Services County Administration Building EAST, 2nd Floor 3000 Rockefeller Ave., Everett WA 98201, M/S 604 (425) 388-3311
RESIDENTIAL PERMIT APPLICATION - Established Basic Permits		
Project File #		
Applicant Quadrant Corp. (*)	Basic Plan 1731A / (04118605)	Confirmation J38495J234
Mailing Address PO BOX 130, Bellevue 98009	Phone 1 Work -4254552900	Phone 2 Alt -4256468373
LOCATION		
Entry Date 3/20/2006 8:55:44 AM	Site Address 8502 HOLLY LN , EDMONDS	
Plat Holly Lane	Lot 5	Unit Type Unit
PLAN SF VALUES		
1st Floor 690	2nd Floor 1096	Basement n/a
		Garage 400/600
		Deck/Porch 50
IMPORTANT NOTES The data which you entered will be kept in our system for 30 days, if you do not visit our office to complete the application process within that time, your data will be deleted and you will have to start over. Please call 425-388-3311 to arrange an appointment and bring the following items with you at that time:		
<ol style="list-style-type: none"> 1. This printed confirmation page. 2. One (1) copy of your site plan for each lot or unit showing all requirements as per the site plan checklist.. 3. Access application and Health District clearance form completed, if applicable. 4. The required fees. Fees may be paid by cash, check or credit card. 		

A summary of the entries made during the session is also printed on a separate page.

Snohomish County Washington Online Government Information & Services
 RESIDENTIAL PERMIT APPLICATION - Established Basic Permits
 SUMMARY OF ENTRIES THIS SESSION

Cust #	Confirm#	Bldr Name	Plan Nmbr	Bldr Plan	Location	Plat	UnitType	Unit	Lot	Entered
	W16476Q199	Le...	05116800	1932-3 Car	11407 STATE ROUTE 530 NE, ARLINGTON					8/31/2006 2:56:50 PM

REVIEWING SESSION INFORMATION:

If you would like to see your history, or you weren't able to print out your application, return to the Welcome screen and click **Basic Plan Permit History**

Permits using Basic Plans

Establish New Basic Plans
[Explanation of Basic Plan Process](#)

Basic Plan Permits Application
 Apply for a building permit using a Basic Plan

Basic Plan Permits History
 History reports/Cover Sheets for Processed/Unprocessed building permits

Establish a NEW Basic Plan
 Apply for a new Basic Plan

Cover Sheets for New Basic Plans
 Print Cover Sheets for New Basic Plans

Please share with us by phone or e-mail any comments, questions or suggestions about the current system or tell us about any future enhancements that you would like us to consider.

Phone: 425-388-3311 ext. 1369 e-mail: PermitsOnline@co.snohomish.wa.us Thank you.

Get reports on processed applications, unprocessed applications or both for a complete inventory of applications.

Multiple search criteria may be used; however, entering too much could result in no matches, i.e. a confirmation number that does not fall within dates entered, etc.

NOTE: Processed transactions will show the date processed and the resulting permit number.

If only unprocessed is chosen, the last two columns will not appear.

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Return to Options Menu

Search for Entered Basic Plan Applications

Select a processed/unprocessed option button and any other search criteria.

Processed and Unprocessed Permits
 Unprocessed permits only
 Processed permits only

Basic Plan-Year & Seq: BP-Name:

Plat:

Entered Date: From: Thru:

Confirmation Number

get - History of Basic Plan Entries

Click [get - History of Basic Plan Entries](#)

If you forgot to print your application to bring to the appointment, you can print it here by checking the confirm # box then click [Print Cover Sheet](#)

Snohomish County Online Government Information & Services
Washington

Planning and Development Services

Return to Options Menu

Place check in first column if you want to print a cover sheet - or -

	Plat	Lot	UnitType	Unit	Location	Bldr Name	Plan #	Plan Id	Entered	Processed
<input type="checkbox"/>	Woodinville Heights	26			4808 237TH PL SE, BOTHELL	Moe Homes Inc. (*)	05128571	0123	8/21/2006 12:09:28 PM	

To print the document, click [File, Print](#)

Snohomish County Online Government Information & Services
Washington

RESIDENTIAL PERMIT APPLICATION - Established Basic Permits

Project file #

Applicant: Moe Homes Inc. (*)

Mailing Address: 18911 80TH AVE NE, Kenmore 98028

Basic Plan: 0122 / (04118702)

Phone 1 Work: -4254858435

Confirmation: K49104A103

Phone 2 Home: -

LOCATION

Entry Date: 8/21/2006 12:14:48 PM

Site Address: 4808 147TH PL SW, EDMONDS

Tax Acct #: 006331-000-004-00

Plat: Autumn Park Estates

Lot: 4

Unit Type: Unit

PLAN SF VALUES

1st Floor	2nd Floor	Basement	Garage	Deck/Perch
1338	1101	n/a	609	81

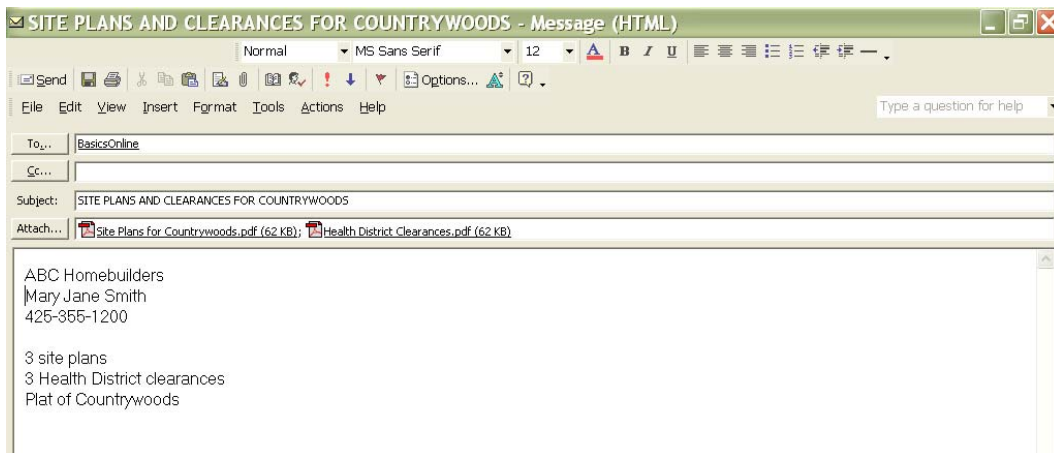
IMPORTANT NOTES

The data which you entered will be kept in our system for 30 days, if you do not visit our office to complete the application process within that time, your data will be deleted and you will have to start over.

**Basics Online Program - Online Submittals of Site Plans & Other Information
Via E-mail to BasicsOnline@co.snohomish.wa.us**

Please assist us in reducing wait times at PDS. We encourage you to apply for your permits strictly online.

1. Submittal of site plans (and other information) via e-mail is a service we now offer to builders who use the Basics Online Program.
2. Site plans must contain all the requirements outlined in the Residential Site Plan Checklist. Site plans must be to scale when printed. Please be sure to indicate which square footage option you are using on each site plan. When sending multiple site plans in one e-mail, please save them all to a single pdf file.
3. Applicant/Contact Name and Phone must be in the body of the e-mail. Other instructions/messages/and electronic attachments such as Health District Clearance forms, Credit Card Authorization forms are acceptable via e-mail as well. See example of a submittal e-mail below. (Note: We are not yet accepting e-copies of structural plans. This is a future phase currently in the works.)
4. Subject line should be indicative of what you're transmitting. See example below.
5. Indicate in body of e-mail total number of site plans transmitted and other attachments. Clear descriptions assist us in our processing.



When your e-mail is received at PDS, we will send a simple confirmation response. Example:

We have received a total of ____ (# of) site plans and have forwarded it to _____ (Staff name), 425 388 3311 x_____ for processing and review. He/she will contact you if there are deficiencies.

Otherwise, you will receive a call from Permit Center when your permits are ready to issue. If you have applied for more than 5 permits on a given day, we will inform you of our current time frame for processing and issuance. Thank you for using Basics Online!