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
  o Online – King County permit portal: https://aca.accela.com/kingcounty See page 2 for instructions
  o 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.