Document Recording, Permit Applicant Instructions for Online Submittal

As a condition of permit issuance, the Department of Local Services, Permitting Division (Permitting) requires certain legal documents to be recorded with the King County Recorder’s office. The following instructions apply only to the use of MyBuildingPermit.com for the online submittal of documents to be record through the Permitting office.

Before You Start

Please contact us if you have questions or you need to have a printed document mailed to you, email DPERWebInquiries@KingCounty.gov or call 206-296-6600.

Form Printing Instructions

- **DO NOT** change document formatting.
- Print on white paper. Single-sided. No streaks, shading, or illegible print.
- Documents that are formatted for legal size paper (8.5 x 14) cannot be printed and submitted on letter size paper (8.5 x 11) or they will be rejected.

Notarization Instructions

- Documents must be signed by the current owner(s)/principal of the property and notarized. Do not alter document content or make any marks in any of the margins. This includes the notary stamp, and signatures.

Transmittal Instructions

- Scan complete signed and notarized documents so that the content is fully readable, and the formatting and document size is maintained. Recommend scanning at 300 dpi or greater.
- Upload documents for Permitting to your MyBuildingPermit.com applicant dashboard.

Recording Process - Permitting

- Permitting will submit completed documents to the King County Recorder’s Office.
- To view and/or print a copy of recorded documents, go to the [Recorder’s Office web page](https://www.kingcounty.gov/recorder/) and search based on the parcel number. Please note that there may be a delay in the availability of imaged documents.

Alternatives to submitting your notarized documents online

- Submit properly formatted and notarized documents directly to the King County Recorder’s Office. Obtain a copy of the recorded document with the recording number, scan and submit via your MyBuildingPermit.com applicant dashboard to Permitting.
- Submit paper documents in our office. We can print documents for you. Notary service is available.