



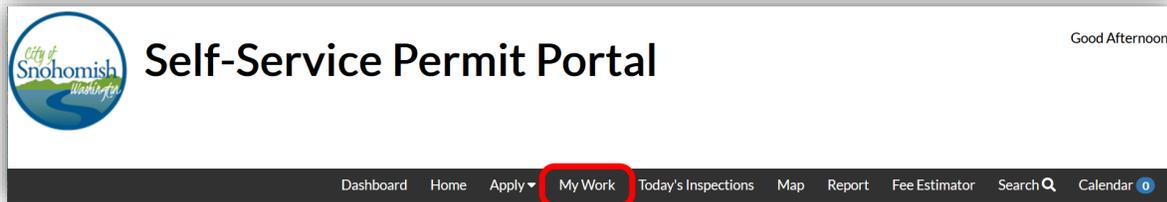
## Interact with staff



You have applied for a permit and paid your fees. Now what? City staff will review the application and provide comments, corrections—and ultimately, the permit—through the Portal. When this happens, you will receive an email notice that there is an attachment waiting for you to access.

This user guide will walk you through accessing a document and uploading a resubmittal.

Log in to the Permit Portal and click **My Work**.



**My Work** contains a list of your active Invoices, Permits, Plans, and Inspections, located in tabs along the top. Go to the correct tab and click on the **permit/plan number**.

Dashboard Home Apply **My Work** Today's Inspections Map Report Search Calendar

**My Work**

MY INVOICES **MY PERMITS** MY PLANS MY EXISTING INSPECTIONS

Search...

Display All

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<a href="#">BC21-0039</a>		141 Maple Ave SNOHOMISH, WA 98290	Commercial New Construction	Active, Recent	
<a href="#">CV21-0006</a>		2000 Ludwig Rd SNOHOMISH, WA 98290	Plat (30+ lots) Site Civil	Recent, Pending	
<a href="#">CV21-0007</a>		105 Cedar Ave SNOHOMISH, WA 98290	Short Plat Site Civil	Attention, Recent, Pending	<a href="#">Unpaid Fees</a>
<a href="#">CV21-0008</a>		2000 Ludwig Rd SNOHOMISH, WA 98290	Plat (5-29 lots) Site Civil	Recent, Pending	
<a href="#">CV21-0009</a>		1525 Avenue D SNOHOMISH, WA 98290	Site Civil (Commercial/Multi-Family)	Recent, Pending	
<a href="#">S21-0031</a>		116 Union Ave SNOHOMISH, WA 98290	Sign	Recent, Pending	
<a href="#">S21-0032</a>		116 Union Ave SNOHOMISH, WA 98290	Sign	Recent, Pending	
<a href="#">WCF121-0003</a>		1601 Avenue D SNOHOMISH, WA 98290	Wireless Communications Facility, Cat 1	Recent, Pending	

Showing 11 records

*This example will access an issued sign permit, located under My Permits.*

Clicking the permit number will open the Permit Details. Click **Attachments**.

Permit Number: S21-0032

Permit Details | Tab Elements | Main Menu

Type:	Sign	Status:	Submitted - Online	Project Name:	
IVR Number:	4142	Applied Date:	02/10/2021	Issue Date:	
District:	N/A	Assigned To:		Expire Date:	
Square Feet:	60.00	Valuation:	\$3,000.00	Finalized Date:	
Description:	Dibond wall sign				

Summary Locations Fees Reviews Inspections **Attachments** Contacts Sub-Records More Info

### Progress

50% Completed

- Completed
- In Progress
- Not Started

### Workflow

- ✓ Permit Sign Review - Passed : 02/10/2021
- ✓ Confirm application complete - Passed : 02/10/2021
- ✓ Issue Permit - Passed : 02/10/2021
- Footing -
- Foundation -
- Wall Anchor -

### Available Actions

No Actions

### Fees

\$0.00

View Details

A pdf is available. Click the pdf **file name** to view the document.

Summary Locations Fees Reviews Inspections **Attachments** Contacts Sub-Records More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action



Attachment

**S21-0032.pdf**

Uploaded: 02/16/2021

Notes: permit issued

click or drag files

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, doc, docx, xls,xlsx, text, dwg, zip, csv, rtf, dxf, dwf

Submit

The permit opens in a new tab. You can download this to your computer, and it will also remain attached to the Permit on the Portal.

**City of Snohomish**  
116 Union Avenue  
Snohomish, WA 98290

**Permit**  
Permit NO: **S21-0032**  
Permit Type: **Sign**  
Work Classification: **Sign**  
Permit Status: **Submitted - Online**  
Issue Date:  Expiration:

**Location Address** **Parcel Number**  
116 Union Ave, SNOHOMISH, WA 98290 00579500500400

**Contacts**

City of Snohomish PO Box 1589, Snohomish, WA 98291 (360)568-3115	<b>Owner/Applicant</b>	Test McApplicant 123 Notareal Street testapplicant@test.com	<b>Applicant</b>
Test Sign Contractor Company 111 Pretend Blvd.			

**Description:** Dibond wall sign

**Valuation:** \$3,000.00  
**Total Sq Feet:** 60.00

**Inspection Requests:**  
(360) 282-3172

Fees	Amount
Plan Check Fee	\$62.44
SBCC Commercial	\$25.00
Sign > \$2000	\$83.25
Sign Permit Base Fee	\$50.00
<b>Total:</b>	<b>\$220.69</b>

Payments	Amt Paid
<b>Total Fees Check #</b>	<b>\$220.69</b>
<b>Amount Due:</b>	<b>\$0.00</b>

Available Inspections:	
Inspection Type	
Footing	
Foundation	
Wall Anchor	



## Corrections & Resubmittals

What if you have received a correction letter and need to submit revisions? The correction letter will be accessed the same way as shown above.

Click the Permit/Plan number under **My Work**.

**My Work**

MY INVOICES MY PERMITS **MY PLANS** MY EXISTING INSPECTIONS

Search...

Display

Plan Number	Project	Address	Plan Type	Status	Attention Reason
<b>BLA21-0009</b>		112 Avenue A SNOHOMISH, WA 98290	Boundary Line Adjustment	Attention, Recent	On Hold <a href="#">Failed Reviews</a>

The Attention Reason column provides basic information, such as Unpaid Fees, or On Hold. In this case, it is on hold and it says Failed Reviews. This means the application requires a resubmittal.

The Plan Details screen shows the application is complete, but it failed a plan review step. Click **Attachments** to see the correction letter associated with this plan review.

Plan Number: BLA21-0009

Plan Details | Tab Elements | Main Menu

Type:	Boundary Line Adjustment	Status:	Fees Due	Project Name:	
IVR Number:	4102	Applied Date:	01/22/2021	Expiration Date:	
District:	N/A	Assigned To:		Completion Date:	
Description:	adjust lot line between parcels for setbacks				

Summary | Locations | Fees | Reviews 1 | Inspections | **Attachments** | Contacts | Sub-Records | More Info

### Progress

25% Completed

- Completed
- In Progress
- Not Started

### Workflow

- ❌ Plan Review (D) - Failed : 02/16/2021
- ✅ Confirm Application Complete - Passed : 02/16/2021
- Plan Review (D)
- City Signatures
- BLA Document Recorded

### Available Actions

No Actions

### Fees

\$0.00

View Details

Click the pdf file name to see the correction letter. Click **Add Attachment** to upload resubmittal documents from your computer.

Summary | Locations | Fees | Reviews 1 | Inspections | **Attachments** | Contacts | Sub-Records | More Info

Attachments | Next Tab | Plan Details | Main Menu

Attachments Sort Needs Action ▾

  
Attachment

BLA21-0009 correction letter.pdf  
Uploaded: 02/16/2021

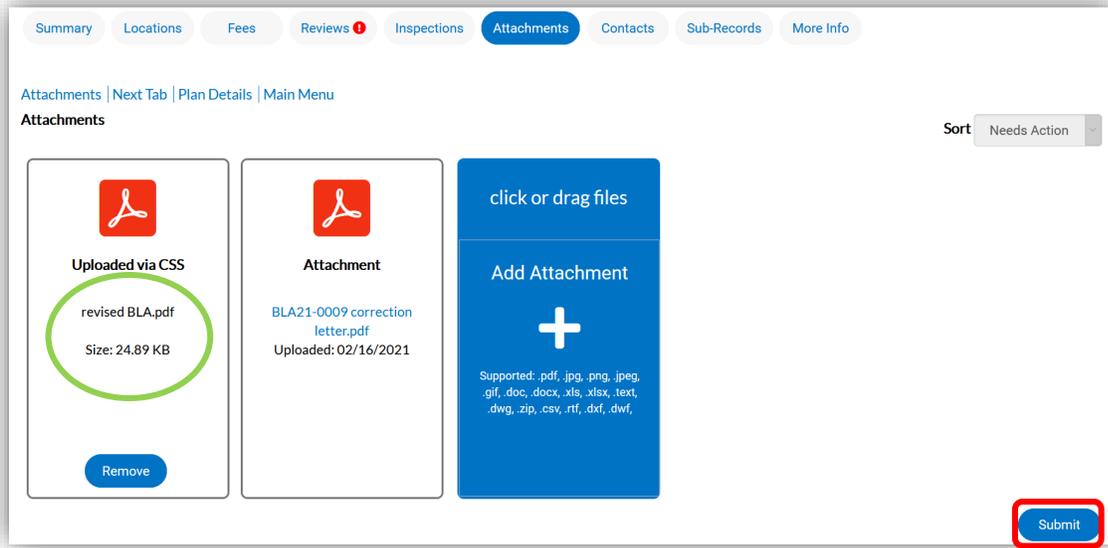
click or drag files

**Add Attachment**

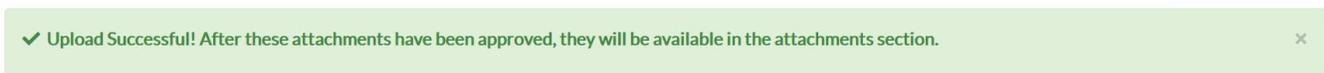
Supported: pdf, jpg, png, jpeg, gif, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf

Submit

The revised document has been uploaded. Click **Submit**.



A success message will appear. Staff will review the resubmittal for completeness.



The Summary screen will be updated and the attachment will show up in the Attachments section when the resubmittal is accepted and routed for review.

