

First Time Buyers

General information about the process

The online permit application system allows a licensed contractor with a current City of Redmond business license to apply for certain permit types via the web. There are four steps to the process, the first two steps take place within the SOPA system, the second two steps take place in the [E-Track Portal](#).

STEP

WHAT YOU'LL NEED

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| 1) Registration (Buy Permits Online) | <ul style="list-style-type: none">• City of Redmond Business License• State Labor and Industries contractor license• Your contact information (name, phone, address, etc.)• E-mail address |
| 2) Application (Buy Permits Online) | <ul style="list-style-type: none">• Site address or parcel number• Owner information• Description of work |
| 3) Payment (E-Track portal registration required) | <ul style="list-style-type: none">• Credit Card number, name, address, expiration date• Printer |
| 4) Permit Issuance (E-Track Portal registration required) | <ul style="list-style-type: none">• Internet Explorer• Enable Pop-ups• Adobe Acrobat Reader• Printer |

Step 1 – Registration/Log-in

The first time you use the system you will be asked to register. You must be registered to use the system. On subsequent visits you will only need your ID and password to logon. During registration you will be asked to:

- Provide your City of Redmond business license number and State Labor and Industries contractor license. We will confirm that the licenses are active and valid and store them for you, so you won't have to re-enter them later.
- Provide basic contact information about yourself, including your email. This is needed to send you the completed permits or contact you in case of processing issues. There is an added benefit to you in that you will not need to re-type this information for each

permit. You can, if you wish, add other Labor and Industries contractor licenses to your user profile.

- Provide a password for subsequent logons (your email address will be your ID).
- Agree to our terms-of-use statement, which describes the security and payment processing policies that govern the transactions. Once you agree to be governed by the policies, your account will be established and you can start applying for permits. Your registration is valid if you maintain the required licenses and your work remains within the scope of your contractor's license. Once registered, you are ready to start applying for permits.

Step 2 – Application

Our online permit application system allows you to apply for one or more permits at a time. A separate permit is required for each structure and for each sign installed. The types of permits are limited to those over-the-counter permits that do not require plan review, except for sign permits.

When you are ready to check-out we will show you a list of all your permits with an estimate of the permit fees. You have the option to remove a permit or permits from the list if you have decided that you no longer want that particular application to be submitted. Once you proceed on the buy permits review page, your application will be immediately submitted to a permit technician.

- If you submit your application **by 12:00pm**, you'll receive a notification of an invoice (to be paid on the E-Track Portal) by the end of the same business day.
- If you submit your application **after 12:00pm**, you'll receive a notification of an invoice (to be paid on the E-Track Portal) by the following business day.

Available Applications

Commercial Electrical Permit – installation or alteration of electrical service, wiring, low voltage wiring (security, fire alarm, thermostat), or circuits in tenant improvements that do not require plan review.

Residential Electrical Permit (Single Family Residence only) – installation or alteration of electrical service, wiring or circuits, or low voltage wiring (security, thermostat, communication, etc.) in existing and new single family residences

Residential Mechanical Permit (Single Family Residence only) – installation or alteration of fuel gas piping, heating or water heating equipment (all gas water heater replacements are done under a Mechanical Permit), ventilation and cooling equipment in existing or new single-family buildings.

Residential Plumbing Permit (Single Family Residence only) – installation or alteration of water or drainage piping, replacement of electric water heaters and associated fixtures in existing or new single-family buildings.

Sign Permits – installation or replacement of wall mounted or monument signs. The City of Redmond is now offering online plan review and permit issuance for sign permits; wall mounted or monument. If you meet all the contractor requirements and have the capability of uploading a site plan and detailed drawings via PDF. The contractor and the tenant must have a valid City of Redmond business license before you can apply. Once applied for, we will review your plans online and typically issue the permit within two weeks via email to the registered applicant.

Commercial/Residential/Mixed-Use/Multi-Family – Reroof Permits

Quick Start Fire Alarm Permits – Applications without transmitters, allowed only for 25 or less fixtures.

Quick Start Fire Sprinkler Permits – Applications allowed only for 25 or less heads.

An online application requires the same information supplied as if you were filling out paperwork at the Development Services Center. The benefit is that you will not need to provide contractor and contact information for each application – it is done automatically. Owner and location information is even verified from city and county sources based upon the parcel number or address. As you complete each application you are given the option to apply for additional permits or to complete the transaction.