



SmartGov Online Portal Guide

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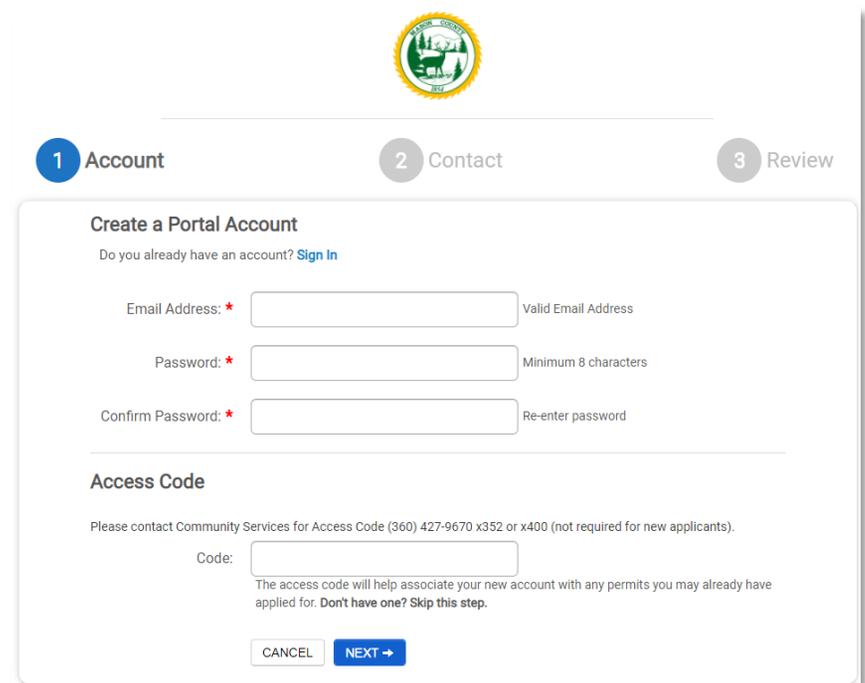
Creating An Account

STEP 1: After entering the Portal, select “Sign Up” at the top right of the screen.

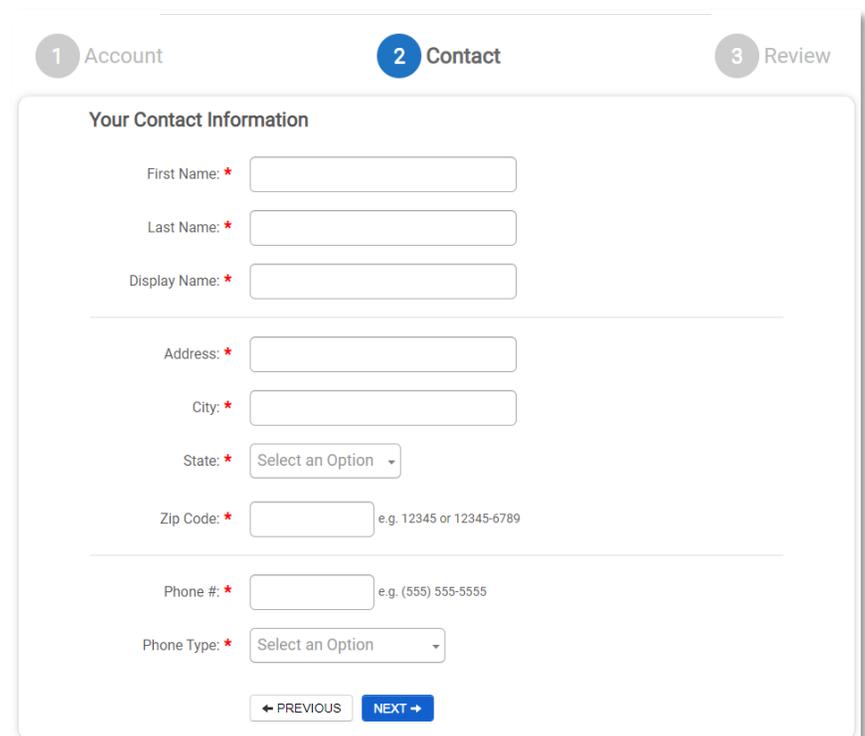
STEP 2: Fill in your email address and choose a password. Select Next.

NOTE: You only need an Access Code if you have a permit in process with us already. If not, you may ignore this. See info on the Access Code on page 10.

STEP 3: Fill in your Contact Information and select Next.



The screenshot shows the 'Create a Portal Account' form. At the top, there is a logo for 'COMMUNITY SERVICES' and a progress indicator with three steps: '1 Account' (selected), '2 Contact', and '3 Review'. The form title is 'Create a Portal Account'. Below the title, it asks 'Do you already have an account?' with a link to 'Sign In'. There are three input fields: 'Email Address: *' with a placeholder 'Valid Email Address', 'Password: *' with a placeholder 'Minimum 8 characters', and 'Confirm Password: *' with a placeholder 'Re-enter password'. Below these is the 'Access Code' section, which includes a note: 'Please contact Community Services for Access Code (360) 427-9670 x352 or x400 (not required for new applicants)'. There is an input field for the 'Code:' with a note: 'The access code will help associate your new account with any permits you may already have applied for. Don't have one? Skip this step.' At the bottom, there are two buttons: 'CANCEL' and 'NEXT →'.



The screenshot shows the 'Your Contact Information' form. At the top, there is a progress indicator with three steps: '1 Account', '2 Contact' (selected), and '3 Review'. The form title is 'Your Contact Information'. There are several input fields: 'First Name: *', 'Last Name: *', and 'Display Name: *'. Below these is the 'Address' section, which includes 'Address: *', 'City: *', 'State: *' (a dropdown menu with 'Select an Option'), and 'Zip Code: *' (with a placeholder 'e.g. 12345 or 12345-6789'). Below the address section is the 'Phone' section, which includes 'Phone #: *' (with a placeholder 'e.g. (555) 555-5555') and 'Phone Type: *' (a dropdown menu with 'Select an Option'). At the bottom, there are two buttons: '← PREVIOUS' and 'NEXT →'.

STEP 4: Verify that your information is correct. If not, you may select “edit.”

If it is correct, check “I agree to the Terms and Conditions” and select “Create My Account.”

STEP 5: You will immediately receive an email with a link to verify your account. Select “Verify.”

Close the browser and log back in if the verification does not confirm immediately.



1 Account

2 Contact

3 Review

Review the information below

Account [edit](#)

anita@anitapermits.com

Contact [edit](#)

Anita Permit
DISPLAY NAME: Permit, Anita
615 W Alder St
Shelton, WA 98584

360-427-9670 WORK

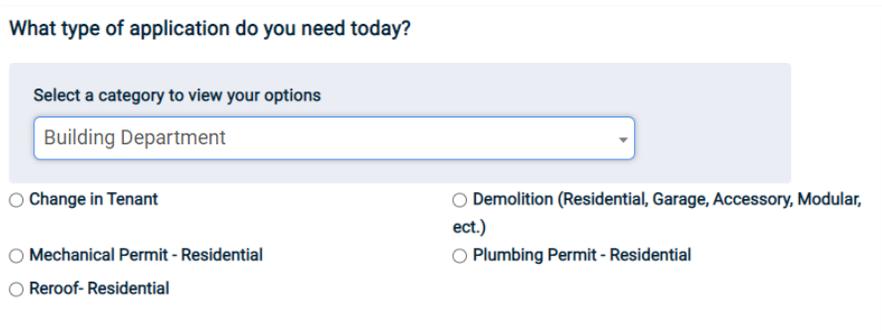
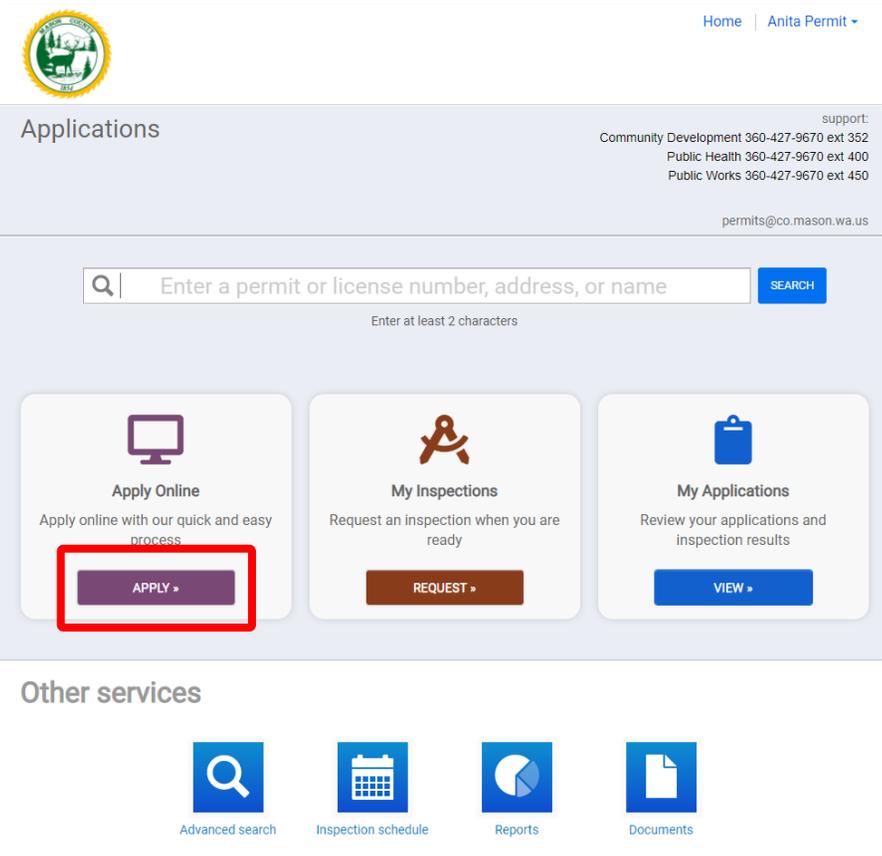
I agree to the [Terms And Conditions](#)

✓ CREATE MY ACCOUNT

MASON COUNTY online account verification

Your account has been created for the portal. Please click on the link below to verify your account.

Verify



Applying for an Online Permit

STEP 1: Log into your account, select “My Portal.” Then select “Apply” in the Apply Online box.

STEP 2: Select a Category from the following:

- Building Department
- Environmental Health
- Fire
- Planning

STEP 3: Select the type of permit you wish to apply for.

NOTE: If you are applying for a full building permit, you *cannot* apply through the Portal. You will need to schedule a submittal appointment on our Community Services webpage.

Where is your project located?

A valid site address is required for all permit applications, except for Public Works Right of Way (PW-ROW) permits and Address Requests (ADD). Start typing the site address for your permit. Once the address populates, please select it by clicking on it. For PW-ROW permits only, if work is not taking place at an exact address, enter full street name.

If your address does not populate or is not yet assigned, try locating the parcel number using the County/Assessor Parcel Locator by clicking [here](#) or on the following URL: <http://property.co.mason.wa.us/Taxsifter/Search/Results.aspx>. Then click the blue "enter a parcel #" link below.

If the address is not listed, please verify that the property is within county limits.

NOTE: If you have verified the property is within county limits, and the address is not listed, please contact Community Development at (360) 427-9670 ext.352 for assistance.

I want to [enter a parcel #](#) instead.

Address:

City:

State

Zip Code

WA

CANCEL

NEXT

My Project

Done

Welcome to online permit submittals. Please read the terms and conditions below then select the permit type you are applying for.

Terms and Conditions for Permit Application Submittal

This service allows permits to be submitted, tracked, and obtain permit information of all development permits issued by Mason County. By submitting a permit application you are affirming, under penalty of perjury, that all answers, statements, and information submitted with any permit application under this account is correct and accurate to the best of your knowledge. And that all provisions of Laws and Ordinances governing this type of work will be complied with whether specified within the permit or not. You understand that the granting of a permit does not presume to give authority to violate or cancel the provisions of any other state/local law regulating construction or the performance of construction. You are also affirming that you are the owner of the subject site or the authorized agent designated by the owner of the subject site for the activity proposed in the permit. Further, granting permission to any and all employees and representative of the County of Mason and other governmental agencies to enter upon and inspect said property as reasonably necessary to process this application. You affirm that all conditions set of any permit issued will be met and complied with in accordance with Mason County Code.

Location

| | | | |
|-------------------|--------------|---------------------|------------|
| 615 W ALDER ST | Parcel | Created | 11/19/2021 |
| SHELTON, WA 98584 | 320195104001 | Approved | -- |
| | | Issued | -- |
| | | Closed | -- |
| | | Application Expires | 2/17/2022 |

[Change Location](#)

Give your project a name

Describe the purpose of the permit

SAVE

CANCEL

Permit Contractors

Not Complete

MANDATORY All Contractors applying for a permit **MUST** put in their contractor's license number.

PLEASE USE THE DROPDOWN LIST AND MAKE SURE IT IS THE CORRECT ONE.

Homeowners hiring a contractor **MUST** supply a contractor's license number. You are not allowed to hire a worker to do permitted work, without being a licensed contractor.

HOME OWNERS DOING THEIR OWN WORK MAY SKIP PAST THIS.

TIPS: We are linked to the L&I site to provide up to date information. You will need to have the exact contractor name, the contractor is registered with, or a contractor's license number, to find them on the drop-down list.

| Contractor | License Number | Primary |
|------------|----------------|---------|
|------------|----------------|---------|

Please add all licensed contractors or professionals working on this project here.

[ADD CONTRACTOR](#)

We have not hired a contractor for this project

STEP 4: Enter your address and verify where your project is located. A drop-down menu will appear to select your address.

Alternatively, you can enter a parcel number by selecting "I want to enter a parcel # instead." To do this, enter the parcel number as the 12-digits, no spaces or dashes (ex. 320195104001).

STEP 5: Under "My Project," type a Project Name and a Project Description. This step is optional.

STEP 6: If you have a Contractor working on this project, provide their information by selecting "Add Contractor."

If you do not have a Contractor, select "We have not hired a contractor for this project."

▼ My Project ✔ Done

▼ Permit Contacts ✔ Done

▼ Permit Contractors ❌ Not Complete

▲ Permit Details ❌ Not Complete

Please enter as much detail as possible into the fields below. If a detail does not apply to your project, please enter a 0 or Not Applicable (N/A) into the appropriate field.

NOTE: If you do not proceed to the next page, your answers will not be saved.

Directions to Site Address *

Describe Work *

Fuel Source *

Propane Tank Gallon Size (If applicable)

▼ Permit Fixtures ✔ Done

✔ Your application is complete. Please submit for review.

STEP 7: Provide the directions to the site address of your project.

STEP 8: Review each section for your permit, such as “Permit Details,” “Permit Fixtures,” etc, and fill in each required field.

Make sure all of the sections on your permit have a green check mark and say “Done.”

STEP 9: Once complete, select “Submit Application.”

NOTE: You will not pay your permit fees immediately, we will review and approve your permit before you pay any money.

Requesting an Inspection

STEP 1: Log into your account. Select “My Portal,” and under “My Inspections” select “Request.”

STEP 2: Select the permit under “Application.” Then choose an inspection type, and request a date. If desired, you may request Morning (AM) or Afternoon (PM). Then add any comments you wish to provide.

STEP 3: Click “Request Inspection.”

NOTE: We cannot always provide the day or time requested. We will schedule you for the day closest to your request, and you will receive a confirmation email once your inspection is officially scheduled.

Home | Anita Permit ▾

Applications support:
Community Development 360-427-9670 ext 352
Public Health 360-427-9670 ext 400
Public Works 360-427-9670 ext 450

permits@co.mason.wa.us

Q | Enter a permit or license number, address, or name SEARCH

Enter at least 2 characters

Apply Online
Apply online with our quick and easy process
APPLY »

My Inspections
Request an inspection when you are ready
REQUEST »

My Applications
Review your applications and inspection results
VIEW »

Request an Inspection

** For scheduling Public Works (PW) Right-of-Way Permit Inspections, select PW-ROW Permit in the time slot dropdown or by phone at (360) 427-9670 ext. 450.

** For all Department of Community Development (DCD) inspections, time slots are NOT guaranteed. Time slots are AM (8:00am-1:00pm) or PM (12:00pm-5:00pm). Inspectors develop their daily route based on what will be the most efficient path to complete their assigned inspections. For specific scheduling concerns, please call our main line at (360) 427-9670 ext. 352 or ext.400 to speak directly to a representative.

PLEASE ADD NAME AND PHONE NUMBER FOR ONSITE CONTACT TO THE COMMENTS SECTION.

SECTION:

Application: BLD2021-01257 : MECHANICAL - RESIDENTIAL : 615 W ALDER ST, SHE...
Only ISSUED Permits with No Fees Due or PENDING/VALID Licenses that are NOT EXPIRED will be available for inspection requests

Inspection Type: GAS PIPING INSPECTION

Requested For: 11/24/2021

Requested For Time Slot: MORNING - AM

Comments: Thank you

REQUEST INSPECTION

INSPECTION SCHEDULE

Mon / Wed / Fri = addresses with **E** or **NE**.

Tues / Thurs = addresses with **S**, **SE**, **N**, **W** or any **Union** addresses.

Checking the Status of a Permit

Apply Online
Apply online with our quick and easy process
APPLY >

My Inspections
Request an inspection when you are ready
REQUEST >

My Applications
Review your applications and inspection results
VIEW >

My Applications

Active
▲ 1 record

Permits

| Number/Type | Address | Submitted | Expires | Status |
|--|----------------|------------|-----------|--------|
| BLD2021-01257 Mechanical Permit - Residential | 615 W ALDER ST | 11/19/2021 | 5/18/2022 | Issued |

[Don't see your application?>](#)

▼ Permit Fixtures ✔ Done

▼ Permit Submittals At least 1 file must be uploaded for each submittal requirement ❌ Not Complete

▼ Permit Parcels ✔ Done

▼ Permit Conditions ✔ Done

▼ Permit Inspections There are 10 required inspections for this permit

▲ Permit Approval Steps Follow the approval process

❗ Follow your application through the approval process.

| Step | Status | Date |
|-----------------------------|------------|------------|
| Planning Review | Done | 11/19/2021 |
| Environmental Health Review | Deficiency | 11/19/2021 |
| Building Review | Pending | 11/19/2021 |

STEP 1: Select “My Portal,” then under “My Applications” select “View.”

STEP 2: Select your Permit.

STEP 3: Under the “Permit Approval Steps” you will see the status of each department reviewing your permit application.

If you have a deficiency posted and have not received correspondence from the department who posted it, please give us a call.

NOTE: If you do not see your permit under your applications, you may need an Access Code. Please refer to Page 10.

Checking the Status of an Inspection

STEP 1: Select “My Portal,” then under “My Applications” select “View.”

STEP 2: Select your Permit.

NOTE: If you do not see your permit under your applications, you may need an Access Code. Please refer to Page 10.

STEP 3: Under the “Permit Inspections” tab you will see each inspection that has been completed on your permit.

It will show the status and the date the inspection was conducted. If it failed inspection, you may click on the page icon to view corrections.

Apply Online
Apply online with our quick and easy process
APPLY »

My Inspections
Request an inspection when you are ready
REQUEST »

My Applications
Review your applications and inspection results
VIEW »

My Applications

Active
▲ 1 record

| Permits Number/Type | Address | Submitted | Expires | Status |
|--|----------------|------------|-----------|--------|
| BLD2021-01257 Mechanical Permit - Residential | 615 W ALDER ST | 11/19/2021 | 5/18/2022 | Issued |

[Don't see your application?▼](#)

▼ Permit Contacts

▼ Permit Details

▼ Permit Fixtures

▼ Permit Parcels

▼ Permit Conditions

▲ Permit Inspections There are 2 required inspections for this permit

The list of inspections below are subject to change based on project and permit requirements.

| Inspection | Date | Status | |
|--------------------------------------|------------|--------|------------------------------------|
| Mechanical/Plumbing Final Inspection | 11/19/2021 | Fail 🚫 | REQUEST INSPECTION |
| Gas Piping Inspection | 11/19/2022 | Pass 🟢 | |

Access Codes

My Applications

Active
▲ 2 records

Permits

| Number/Type | Address | Submitted | Expires | Status |
|--|----------------|------------|-----------|---------|
| BLD2021-01257 Mechanical Permit - Residential | 615 W ALDER ST | 11/19/2021 | 5/18/2022 | Issued |
| BLD2021-01258 New Single Family Residence | 615 W ALDER ST | 11/19/2021 | 5/18/2022 | Pending |

Don't see your application? ▾

Search for additional applications

Try a different access code

If you need an Access Code to access your permit, we can provide it to you. Just call or email us!

To apply the access code:

STEP 1: Under “My Applications,” select “Don’t see your application?” and “Try a different access code.”

STEP 2: Enter your access code on the next page and click “Submit.”

NOTE: If the email address on your portal account is not listed on the permit, the access code will not work.

Enter your access code

Please contact Community Services for Access Code (360) 427-9670 x352 or x400 (not required for new applicants).

Access code:

The access code will associate your account with any application you may already have applied for or need access to.

Submit

Don't have one? Call us at

Community Development 360-427-9670 ext 352

Public Health 360-427-9670 ext 400

Public Works 360-427-9670 ext 450

or send an email to permits@co.mason.wa.us

Email Notifications

To ensure you receive emails of any updates you want to know about such as permit review, inspection scheduling and results, follow these steps.

STEP 1: At the top right of the screen, click the arrow next to your name and select “My Account.”

STEP 2: Select “Manage Email Notifications.”

STEP 3: Select the notifications you wish to receive emails for. Or, click “Select All.”



My Account

| | | | |
|---------------------------------|--|--|----------------------|
| Email: | permits@masoncountywa.gov | Manage Email Notifications | edit |
| Password: | Updated 45 minutes ago. | | edit |
| Contact: | Anita Permit 615 W Alder St Shelton, WA 98584 P: 360-427-9670 | | edit |
| Payment History | | Access Code | |

Email Notifications

Receive Email Notifications

Permits [Select All](#) [Clear All](#)

| Subscribe | Description |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Notify when a permit is submitted |
| <input checked="" type="checkbox"/> | Notify when a permit is complete (all required submittals have been received) |
| <input checked="" type="checkbox"/> | Notify when a permit submittal document has been uploaded from the portal |
| <input checked="" type="checkbox"/> | Notify when a permit submittal version is created with a deficiency report |
| <input checked="" type="checkbox"/> | Notify when a permit is approved (all required approvals have been completed) |
| <input checked="" type="checkbox"/> | Notify when a permit is ready to issue (all contractors have valid licenses) |
| <input checked="" type="checkbox"/> | Notify when a permit is issued (all required fees have been paid) |
| <input checked="" type="checkbox"/> | Notify when a permit is finalized (all required inspections have been completed) |
| <input checked="" type="checkbox"/> | Notify when a permit is closed (all requirements have been completed) |
| <input checked="" type="checkbox"/> | Notify me when a permit is about to expire |
| <input checked="" type="checkbox"/> | Notify when my permits state has changed to Expired |
| <input checked="" type="checkbox"/> | Notify when a permit is cancelled (the permit is cancelled and no further actions will be taken) |
| <input checked="" type="checkbox"/> | Notify when a permit is issued from the portal |
| <input checked="" type="checkbox"/> | Notify when a permit inspection is requested from the portal |
| <input checked="" type="checkbox"/> | Notify when a permit application is returned |
| <input checked="" type="checkbox"/> | Notify when a permit inspection is scheduled |
| <input checked="" type="checkbox"/> | Notify when a permit inspection is completed |
| <input checked="" type="checkbox"/> | Notify when a permit inspection is cancelled from the portal |