CITY OF
SHORELINE

Planning & Community Development's
Easy-to-Use Permit Listings Search Tool

Permit applications provided on this web site are public records and available to the general public. This tool provides easy-to-use searches and is accessible 24 hours a day with new data downloaded on a daily basis. Most updates of active permits are logged in within two business days of the time of the action; i.e., inspection result.

Important Reminder: Any lists of individuals obtained through this search tool must not be used for commercial purposes, per RCW 42.56.070(9).

You can use one or any combination of categories to search for permit information at any step in the search process. This query will return a list of building and land use applications/permits received in the City of Shoreline between May 1997 and up to the current date. View the heading Permit # to see how to obtain records prior to 1997. Here are the search categories:

- Permit #
- Parcel #
- Name
- Address (House number and/or Street Name)
- Issued (Date)
- Status
- Permit Type
- Valuation (of Construction)

Search Instructions

➢ Enter your permit number, address, project name or any other field of data in one or more of the search areas

➢ Click on the *Search* button to execute a query

➢ Use the *Reset* button to clear previous search data from the screen

➢ You may use the [TAB] key to move to the next data field

➢ To go back to a previous page, use the back arrow of your browser or click on the *Go Back* button

Search Results

➢ You will see a listing of all applicable permit applications after you click on the *Search* button. This view shows Permit #, Parcel #, Name, site address (under Name), Permit Type and Issued date. If the issued date is blank the permit is either open or expired.

- ➤ Click on the Permit # to open the Permit Detail screen. This takes you to more information about the permit (neighborhood, legal owner, work description, contacts, reviews, inspections, status, etc.). Permits prior to 2001 have limited information displayed.
- ➤ Once you're on the Permit Detail screen you can see the lists of Contacts, Reviews, or Inspections
- ➤ Click on the parcel # to open the King County Assessor's web site. This takes you directly to assessor information about the site and the Map this Property tab shows the parcel view. Follow the directions on the King County Department of Assessments website to view a variety of information.

Print Your Search Results

Print out your search results by selecting the *Print* icon or the *Export* button where you can choose a pdf report, Word report or Excel report with the permit listing information compiled based on which search fields you filled in.

Permit#

If you have your permit card you can search by entering that permit number. (If not, you can use the address or other fields to locate any permits associated with the search data that you enter.) Our permit numbers have six digits that start with 1, 2, or 3 series. Earlier numbering conventions will start with a year from 1997 up to 2001 and will look like this: 1997-001450 (year/dash/six digit number). To view a record from August 1995 (Shoreline's incorporation date) to May 1997, please call Planning & Community Development at (206) 801-2500. Records earlier than August 1995 will require a request made by email to King County Department of Development & Environmental Services at ddesrecords@kingcounty.gov.

Parcel

The parcel number is a unique, ten digit number located on your permit card or listed on your tax record. It's connected directly with the address and all related permit information. The information on the Permit Detail screen shows parcel number and legal owner.

Name

This is the name presented on the application form or the standard business or institution name. If you enter a partial spelling of a name, it will yield a longer listing of results indicating any potential matches. For example, if 'Shoreline' is entered in a search, you will see Shoreline School District, City of Shoreline, Shoreline Water District, etc.

Address

The address includes the house number and street name combined, although you can enter a partial house number or street name which will show an increased number of listings. You will get all the sites that start with the number or partial name entered. It's not necessary to include a suite or apartment number.

Why might your search not produce any results?
- The address is not located in the City of Shoreline
- You may have extra spaces before a word or between words
- There is a misspelling

Issued Date

Issued date is when the application is approved and considered a valid permit.

Status

You can search permits by open, closed, or stop work status using the drop down list. If a finaled date is filled in on the Parcel Detail screen consider it closed (reviews and inspections completed).

Stop work means that the work has stopped and reviews and inspections remain unfinished. The application has been cancelled, withdrawn, denied, or expired. It does not mean that a code enforcement violation has taken place. Call Planning & Community Development during regular business hours (8:00 a.m. – 5:00 p.m. Monday-Friday) to inquire about code violations at (206) 801-2500.

Permit Type

The permit type identifies a specific permit application like an addition/remodel, new construction, and many others. See the drop down menu on the search page for a variety of choices.

Valuation (of Construction)

Enter a range of numeric values in the two boxes next to Valuation. The number in the second box must be higher than the number in the first box. Your search results will show construction projects by declared valuation of a permit application. The permit types that have a construction valuation are: addition/remodel, new construction, miscellaneous structure, and manufactured home.

Multiple Pages of Records

Your search may yield multiple pages of records. Use the arrows to advance forward or backward through the pages, or select any page number and then click on the *Go* button.