

Instructions for How to Upload my Permit and Supporting Documents

On this page you will find detailed instructions of how to upload your approved documents from the Portal.

Step 1- Login to the Portal, click [here](#) to login > scroll to the bottom of the page to find “My Permits” > Select the permit that you are ready to pay



MY PERMITS

My Permits allows you to track your permits so you don't have to search for them each time you use Citizens Connect. You must have an account before you can select any Permits to track.

ID	DESCRIPTION	SUB TYPE	STATUS	ADDRESS	APPLIED	FINAL
BLD2022-0221	BUILDING PERMIT	COMM-BUIL-NEW	APPLIED	1486 DIVISION ST, ENUMCLAW	12/15/2022	
BLD2022-0220	BUILDING PERMIT	RESI-MECH-REPA	APPLIED	1486 DIVISION ST, ENUMCLAW	12/02/2022	
BLD2021-0015	BUILDING PERMIT	RESI-BUIL-NEW	FINAL	2642 WYRICK CT, ENUMCLAW	01/22/2021	07/28/2021

Step 2- Scroll to “Associated Files” > Select the Icon below “View” to open your document, if you see “zip” on the document, it will open a “Zip Folder”, once the download is complete, you will open the folder and the additional supporting documents will be inside.

ASSOCIATED FILES

VIEW	DESCRIPTION	FILE TYPE
	Attached: Building Permit	ADOBE Acrobat PDF
	BLD2022-0220 APPROVED DOCUMENTS	.ZIP

TOTAL FEES: \$55.00 BALANCE DUE: \$0.00

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BLD2022-0220_Ap...zip Show all

Extract To

> BLD2022-0220_Ap... Search BLD2022-0220_Ap..._Documents_1262969646.zip

Name	Type
Approved Plans BLD2022-0220.pdf	Adobe Acrobat Doc

Save these documents on your computer and print a hard copy for the job site and have ready for your inspector.