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The public portal allows the general public, such as contractors, home builders, and the general community to apply for and pay for permit fees online via a standard web browser. This is via secured logged on account.

The following recommended browsers should allow for the most optimal experience: Internet Explorer 8 and higher or Google Chrome.
Public View - information is available to the public user. Creating an account is not required but the information that can be viewed may be limited depending upon the configuration setup.

Permitting
- Search for Permits (simple and advanced)
  o View Permit Information marked as public
  o View Permit on the map
- View the Inspection Schedule
- View Public Documents
- View Public Reports
In addition to seeing general information about permit, online users can create an account giving the user access to the private details of the permit. The user will also have the ability to view and upload files, pay for permits and receive emails and track the permit as it moves through the process.

### Sign Up
- Click **Sign Up** in the upper right corner of the **Main Page**
- Click **Sign Up** on the **Permitting Main Page**

### Wizard - Step 1 (Account)
- **Email Address** - enter a valid email address
- **Password** - must be a minimum of 8 characters
- **Confirm Password** - re-enter the password
- **Access Code** - this step can be skipped or entered if the user knows the code
- **Next**

### Wizard - Step 2 (Contact)
- **First Name** - enter first name
- **Last Name** - must be a minimum of 8 characters
- **Confirm Password** - re-enter the password
- **Access Code** - this step can be skipped or entered if the user knows the code
- **Next**
Wizard - Step 3 (Review)

- Edit the account or contact information
- Click the “I agree to Terms & Conditions” checkbox
- Click Create my Account

A verification email will be sent to the email address used during account setup. A message displays on the screen allowing the user to resend the email or update the email address (typos). Once verified the user will login to the portal to view private information.

Subsequent Log In

- Click Log In in the upper right corner of the Main Page
- Enter Email Address
- Enter Password

Sign Up or Log In

Verify your email address to access all of our services. A verification message was sent to email address

Resend verification Update email address

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

Verify

Log In
Once the account has been created the user will need to login with the email address and password to see the private details of the case as well as request inspections and see inspection results. If the user forgets the password, please follow these steps:

**Reset Password**

- Click **Log In** in the upper right corner of the **Main Page**
- Click **Forgot your password?**

- Enter the **email address**
- Click **Submit**

- A note appears at the top of the screen stating an **email notification has been sent**
- Go to your email to click **Reset Password**

**Your password is reset!**
Instructions sent to **your email address**

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**SMARTGov™**

PALADIN DATA SYSTEMS online password reset

Please click on the link below to reset your password.

**Reset Password**
- Enter **New password**
- Re-enter **New Password**
- Click **Change Password**
Once the account has been set up and the user is logged in, account information can be maintained via the “My Account” link.

The contact information can be edited, payment history can be viewed and access codes can be updated. Contact your jurisdiction to obtain the Access Codes.
Private View - Once the account is created and the user is logged in, additional information and functionality is available. Any portions of the permit or public notice marked as private will display.

Permitting

- Search for Permits (simple and advanced)
  - View Permit Information marked as public and private
  - View notes attached to the permits
  - Receive notification emails when events happen against a permit
- Pay for Permits
- View the Inspections attached to the permit
- Request an Inspection
- View permits attached to the account
- View the Inspection Schedule
Pay Online

You can either click the Pay Online button on the home screen.

Or from the permit click the **Green Pay** button.

- **Add** on one or more permits to the cart.
• Proceed to Checkout

![Review your payment](image)

- Click **Edit Invoice** to make changes (if applicable)
- Click **Proceed to Payment**
Request an Inspection - My Inspections

**NOTE:** Inspections will only be available to request after the permit is in an ISSUED state.

From the Main Page of Permitting

- Click the **Request** button under My Inspections

![Image of Permitting interface]

- Select the **Permit Number** from the drop down list
- Select an **Inspection Type** from the list
- Click the **Calendar** to view availability
- Enter the Requested For Time (optional)
- Enter Comments (optional)
- Click **Request Inspection**
- A confirmation email will be sent to user

Request an Inspection - Inspections Schedule

From the Main Page of Permitting

- Click the **Inspection Schedule** icon (the calendar displays)

![Image of Inspection Schedule interface]

- Select an available **date**
• Click the **Request Inspection** button
• Select the **Permit Number** from the drop down list
• Select an **Inspection Type** from the list
• Click the **Calendar** to view availability
• Enter the Requested For Time (optional)
• Enter Comments (optional)
• Click **Request Inspection**
• A confirmation email will be sent to user
Request an Inspection - My Permits

From the Permit

- Click the Request button

![Permit Details]

- The Permit Number defaults
- Select an Inspection Type from the list
- Click the Calendar to view availability
- Enter the Requested For Time (optional)
- Enter Comments (optional)
- Click Request Inspection
- A confirmation email will be sent to user

**NOTE:** Users may send cancellation requests for Inspections that have been requested but not scheduled.
## View Permits

All details flagged as Public and Private View display

### SFR-GAR-2013-002 Single Family Residence - Garage

<table>
<thead>
<tr>
<th>Address</th>
<th>Status: Issued</th>
<th>Permits</th>
<th>Inspections: Requested</th>
<th>Total Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>3250 115TH PL SEW</td>
<td>Submitted: 6/11/2013</td>
<td>Issued: 6/11/2013</td>
<td>0</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### Contacts

- **OWNER:** WADALUKU GEON N & BUKA PEMBA C
  - Address: 3250 115TH PL SEW
- **APPLICANT:** Secrest, Lynn
  - Address: 3250 115TH PL SEW

### Parcels

<table>
<thead>
<tr>
<th>Parcel</th>
<th>Owner</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>010010000000</td>
<td>WADALUKU GEON N &amp; BUKA PEMBA C</td>
<td>3250 115TH PL SEW</td>
</tr>
</tbody>
</table>

### Submittals

<table>
<thead>
<tr>
<th>Required Submittals</th>
<th>Required</th>
<th>Received</th>
<th>Accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>Yes</td>
<td>6/11/2013</td>
<td>n/a</td>
</tr>
<tr>
<td>Business License</td>
<td>Yes</td>
<td>6/11/2013</td>
<td>n/a</td>
</tr>
<tr>
<td>Contractors License</td>
<td>Yes</td>
<td>6/11/2013</td>
<td>n/a</td>
</tr>
<tr>
<td>Building Plan 2 Copies</td>
<td>Yes</td>
<td>6/11/2013</td>
<td>n/a</td>
</tr>
<tr>
<td>Site Plan - 4 copies</td>
<td>Yes</td>
<td>6/11/2013</td>
<td>n/a</td>
</tr>
</tbody>
</table>

### Approval Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Department</td>
<td>Approved</td>
<td>6/11/2013</td>
</tr>
<tr>
<td>Engineering Department</td>
<td>Approved</td>
<td>6/11/2013</td>
</tr>
<tr>
<td>PW Director or Designee Approval</td>
<td>Approved</td>
<td>6/11/2013</td>
</tr>
<tr>
<td>Planning Department</td>
<td>Approved</td>
<td>6/11/2013</td>
</tr>
<tr>
<td>Planning Director or Designee Approval</td>
<td>Approved</td>
<td>6/11/2013</td>
</tr>
<tr>
<td>Fire Department/Fire Marshal</td>
<td>Approved</td>
<td>6/11/2013</td>
</tr>
</tbody>
</table>

### Conditions

All Contractors & Subcontractors are required to have a City of Mukilteo Business License. Per the IBC the City may require that the property owner obtain a special inspection (such as topography, foundation types, unstable conditions, or soil types) prior to City approval. The cost of these inspections will be the responsibility of the property owner.

All improvements shall be constructed in accordance with the approved site, civil and building plans.

### Notes

Relate information via notes then publish on the portal: 6/11/2013 | Appendix A.pdf

[Click links to quickly jump to sections of the permit]