

## Accessing the City's Permitting Database Online

The City's permit records are available for review at City Hall but you may also access them at the City's website online. The following steps will allow you to search the City's permit database and determine if the information you seek may be found online, thus avoiding an unnecessary trip to City Hall.

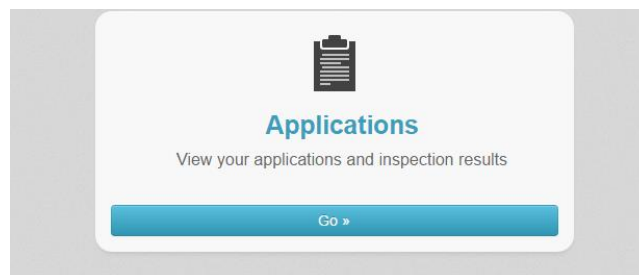
1. Go to the City's web page at [www.bainbridgewa.gov](http://www.bainbridgewa.gov).
2. Click on the orange box on the top right that says "Public Records."



3. This takes you to a page with links to our public records portal and online documents.
4. Click on the link that says "Search Building and Planning Permits."

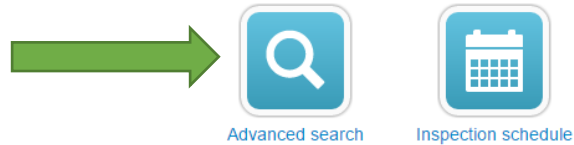


5. Next, click on the blue bar that says "Go" in the applications box.



6. Scroll to the bottom of the page and click on the box that says “Advanced search.”

## Other services



7. From here, you can type what you are looking for. You can search by permit number, parcel number, address, primary contact name, contractor and even type of permit. Just type in the information you have – you do **not** have to fill out the entire form.

**Hint:** When searching by permit number, use the % sign in front to capture all the permit types with that number.

**Advanced Search**

Number:

Type: Select an Option

Status:

Submitted On:

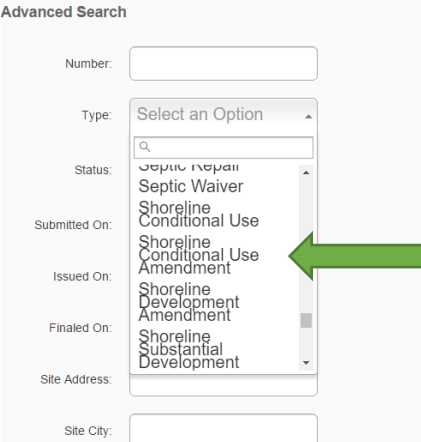
Issued On:

Finalized On:

Site Address:

Site City:

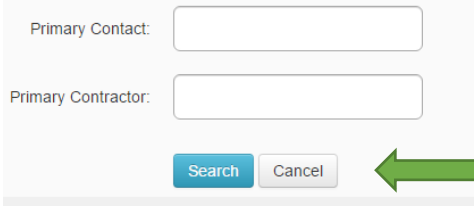
**Make choices in Advanced Search based upon what you are looking for.**



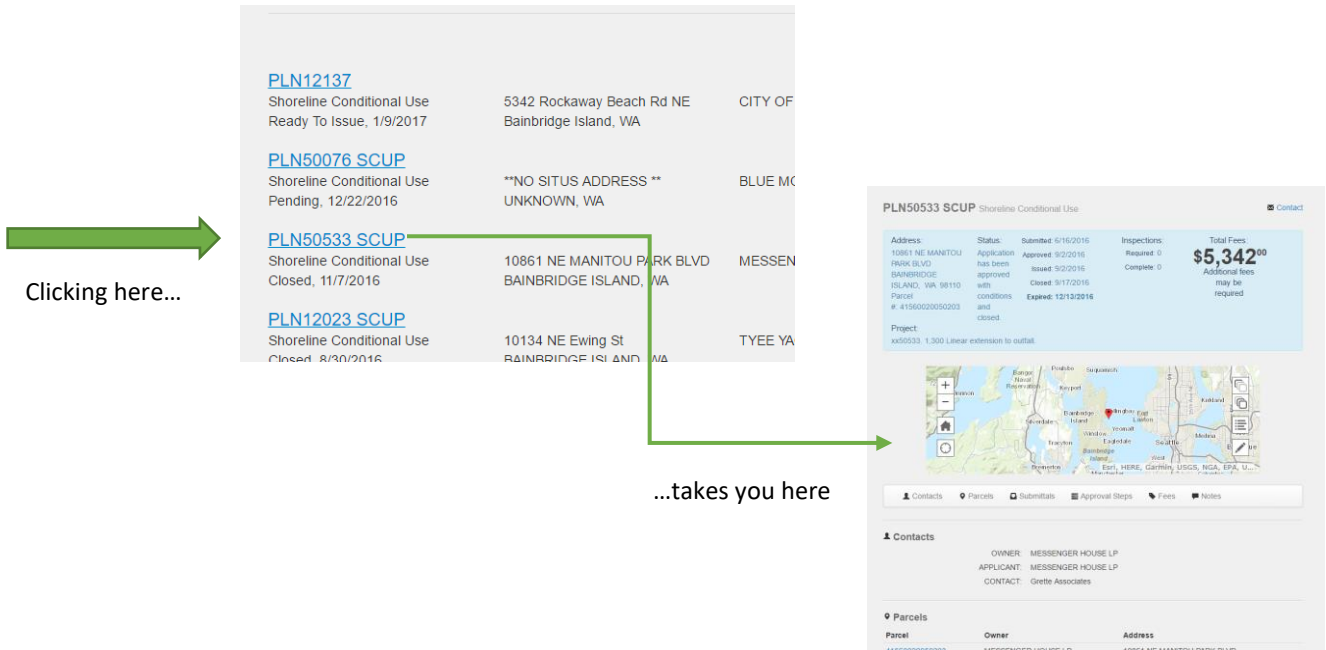
**Click the blue “Search” button and you will get a list of permits that match your search criteria.**

Primary Contact:

Primary Contractor:



8. When the list of corresponding permits is created, our recent permit files have a link that takes you to a description of the project, a map showing where the project is located, status of the permit, project conditions and documents that have been submitted to the City.



Clicking here...

Permit ID	Project Name	Address	City
<a href="#">PLN12137</a>	Shoreline Conditional Use Ready To Issue, 1/9/2017	5342 Rockaway Beach Rd NE Bainbridge Island, WA	CITY OF
<a href="#">PLN50076 SCUP</a>	Shoreline Conditional Use Pending, 12/22/2016	**NO SITUS ADDRESS ** UNKNOWN, WA	BLUE MC
<a href="#">PLN50533 SCUP</a>	Shoreline Conditional Use Closed, 11/7/2016	10861 NE MANITOU PARK BLVD BAINBRIDGE ISLAND, WA	MESSEN
<a href="#">PLN12023 SCUP</a>	Shoreline Conditional Use Closed, 8/30/2016	10134 NE Ewing St BAINBRIDGE ISLAND, WA	TYEE YA

...takes you here

**PLN50533 SCUP** Shoreline Conditional Use Contact

Address: 10861 NE MANITOU PARK BLVD BAINBRIDGE ISLAND, WA 98110 Parcel #: 4156002005003

Status: Application has been approved with conditions and closed

Submitted: 6/16/2016 Approved: 9/20/2016 Issued: 9/20/2016 Closed: 9/17/2016 Expired: 12/13/2016

Inspections: Required: 0 Complete: 0

Total Fees: **\$5,342<sup>00</sup>**  
Additional fees may be required

Project: xx50533\_1\_300 Linear extension to outfall

Contacts: OWNER: MESSENGER HOUSE LP APPLICANT: MESSENGER HOUSE LP CONTACT: Grette Associates

Parcels: Parcel: 4156002005003 Owner: MPPSPNDRP HCLRNP LP Address: 10861 NE MANITOU PARK BLVD

9. Scrolling down the screen, you will see small black dialogue boxes next to the titles of "Submittals." Clicking on the dialogue box will open a list of documents associated with that particular type of submittal.

**Submittals**

If any submittal item(s) listed below is noted as "required", you will not be able to proceed with the required submittal item before proceeding.

- Submittal
- Site Photos
- Elevation Plans
- Cross Section Plans
- Decision Criteria
- No net loss report - Ecological Functions and Processes
- Project Narrative
- Pre-Application Letter
- Owner/Agent Agreement
- Map
- Project application
- Site Plan
- Environmental (SEPA) Checklist



10. Scrolling even further down the screen will take you to the “Notes” section, where you will find various documents such as public comment, etc. Clicking on the document title (written in blue) will open that document for your review.

Notes		
Notice of Mitigated Determination of Nonsignificance (MDNS)	9/2/2016	<a href="#">50533 SCUP SSDP MHCC MDNS.pdf</a>
Staff Report with attachments	9/2/2016	<a href="#">PLN50533 SCUP MHCC Staff report Attachment D.pdf</a> <a href="#">PLN50533 SCUP MHCC Outfall Staff Report and Attachments A-C, E.pdf</a>
COBI Notice of Decision to ECY (WA Dept. of Ecology)	10/4/2016	<a href="#">PLN50533 SCUP MHCC OUTFALL NOD ECY packet.pdf</a>
Hydraulic Project approval (HPA)	10/21/2016	<a href="#">50533 MHCC Outfall SCUP SSDE HPA.pdf</a>
DFW email re: permit issuance	10/21/2016	<a href="#">PLN50533 SCUP SSDE MHCC DFW email 102416.pdf</a>
State of Washington Department of Ecology decision letter dated 11/03/16.	11/4/2016	<a href="#">50533 SSDP SCUP Messenger House Ecology 110316.pdf</a>
DFW hydraulic project approval	10/21/2016	<a href="#">50533 MHCC Outfall SCUP SSDE HPA.pdf</a> <a href="#">PLN50533 SCUP SSDE MHCC DFW email 102416.pdf</a>

If you have any questions, please call the Planning and Community Development Department at (206) 780-3750. We are always happy to help you through the search process.