



The Development Services Center is going paperless!

As of July 1st, all plans will be reviewed online.

What are the benefits of online plan review?

- Saves printing costs and trees (only the approved plan set is printed for use on the work site)
- Increases speed and ease of submission (you can apply online 24 hours a day, 7 days a week, not just when City Hall is open)
- Reduces vehicle trips (no need to drive to City Hall)
- Allows for concurrent reviews by multiple departments (no more waiting for paper plans to be routed)
- Provides quicker turnaround times (reducing the number of submissions and shortening review cycle times)

How do I submit my paper plans online?

- Obtain your plans and supporting documentation from your design professional in PDF format.
- If your plans were not developed digitally, you will need to have them scanned into PDF format. (Development Services Center staff can assist with limited scanning)
- Visit the City of Kirkland Development Services Center website for information on how to Apply for a Permit and to confirm that you have all the documents that are needed.
- Go to the MyBuildingPermit.com website to apply online.

What are the benefits of using MyBuildingPermit.com?

- Ease of submitting and checking review status
- Secure credit card payment method
- Ease of scheduling inspections during construction
- Handy Tip Sheets and Inspection Checklists
- Improved consistency among multiple local jurisdictions

If you have questions about applying for your permit online, please speak with a permit technician either in person or by calling 425-587-3600 Monday through Friday 8:00am to 5:00pm.