

# CITY OF SEATAC AND KING COUNTY WEBSITE SEARCH SITES AND INSTRUCTIONS

## The following are instructions for the City of SeaTac Permit Search:

You may find further information by searching our online site. Here you can review the actual permit submitted and what it is for. You can then ask for any further information via a Public Records Disclosure Request, regarding a specific permit. Below are instructions on how to navigate to our site.

Ctrl + click here: <http://www.ci.seatac.wa.us/> . You will be directed to the City's website. Once there please:

- Hover over "I want to...." (near the top of the site).
- Then hover over "Look up a Permit" from the menu that appears.
- Then left click on "Look up a Permit". Once here you can choose either:
  1. Under "Search by Permit" just type the permit number in the "Search by Permit" box.
  2. Left click on "Search" this will bring up the permit entered.
  3. Under "Search by Address" just type the building number in the "Search by Address" box.
  4. Left click on "Search" this will bring up all addresses with that building number.
  5. Under "Search by Parcel" just type the parcel number in the "Search by Parcel" box.
  6. Left click on "Search" this will bring up all permits associated with a particular parcel.
- This will take you to the area to select the proper address and get permit history,
- left click on the "View" button to select the appropriate address,
- A list of permits will show, associated with that property.
- Left click on the "View" button to select the appropriate permit
- This will show you the permit information

You now can view the permit page and decide which permits you would like more information on. Please be aware that the City was incorporated in February of 1990 and any records before that date would either be with King County or the Washington State Archives.

## The following are contact sites and numbers for King County:

King County Records Phone: 206-296-6696 – Most likely you will get voicemail but they seem to check it frequently and should get back to you in a day or two. Email seems to work pretty well also. I found that most information is on this web site. It does take a little bit of reading to get it all, but it helps by letting you know what kind of documents you can locate.

Below are the links to important pages that will help you get the information you need.

The link below is for the main site to records. – From this page you can connect to the links below. You will find the menu on the right side of the page.

<http://www.kingcounty.gov/property/permits/info/records.aspx>

The link below is for **Building Permit Records** – This site tells you the parameters of the records available for building permits

<http://www.kingcounty.gov/property/permits/info/records/building.aspx>

The link below is for **Other Records Resources** – This explains where you might find records from other sources

<http://www.kingcounty.gov/property/permits/info/records/resources.aspx>

The link below is for **Public Disclosure Requests** – This explains how to get documents

<http://www.kingcounty.gov/property/permits/info/records/disclosure.aspx>

The link below is for the Contact information for the **DDES Records Center**

<http://www.kingcounty.gov/property/permits/info/records/contact.aspx>

The link below is for the **King County Archives** – Use the menu on the side to direct you to other areas and information.

<http://www.kingcounty.gov/operations/archives.aspx>

The link below is for the **King County Records Office** – This site will search for various documents that have been recorded with/on a particular parcel or address. <http://www.kingcounty.gov/business/Recorders/RecordsSearch.aspx>

**Recorders Office Search Instructions**

<http://www.kingcounty.gov/business/Recorders.aspx>

Click on Records Search

Click on Records Search

Click to accept the disclaimer

Click the Search button that is located after the Official Public Records

When the Search Criteria Form appears choose the Document Type and then fill in the parcel # under the Tax Parcel section. Click Search and your document should appear