



Planning & Community Development

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www.shorelinewa.gov

Public User Online Account Setup

To request setup an online “Public User” account

- Go to <https://services.shorelinewa.gov/etrakit/>
- Click on “Setup an Account”
- Fill out the “Profile” fields
- Create a “User Name & Password”
- Create a “Security Question”
- Click the “Create Account” button
- On the confirmation page click the “Continue” button to be taken to the dashboard

Home | **Setup an Account** | Log In | Public | Username | Password | LOGIN | REMEMBER ME | Forgot Password

CITY OF SHORELINE

Welcome to City of Shoreline's Permits and Services Site

On this site you can search for permits, projects, and properties.

This permit search tool covers the City's permit and projects database going back to January 2001.

To obtain permit information between 1995 and 2001, contact Planning & Community Development at pcd@shorelinewa.gov or (206) 801-2500.

For the purposes of searching on this tool:

Permits typically include building permits, sign permits, right-of-way permits, mechanical permits, plumbing permits, tree removal permits, site development permits, special event/block party permits, etc.

Projects typically include pre-application meetings, land subdivision, lot line adjustments and mergers, zoning verifications, code interpretations, rezones, special use permits, temporary use permits, etc.

Properties typically include parcels, site addresses, and property tax id numbers.

Any list of individuals obtained through this search tool must not be used for commercial purposes, per RCW 42.56.070(9).

Permit and project information prior to August 1995 can be found at: www.shorelinewa.gov/permitsearch

Permits | **Projects** | **Contractor**

Properties | **Inspections** | **Contact**

Hours of Operation:

Monday 8:00 am-5:00 pm
Tuesday 8:00 am-5:00 pm
Wednesday 1:00 pm-5:00 pm
Thursday 8:00 am-5:00 pm
Friday 8:00 am-5:00 pm

Permit Processing Ends at 4:00 pm Daily

Fill out the "Profile" fields

Home | Setup an Account | Log In Public Username Password LOGIN REMEMBER ME Forgot Password

Create New Public User Account

* Required fields

Please provide your information below to register. Required information is noted with an asterisk.
Your privacy is important to the City of Shoreline. All information will be used for City purposes only.

Profile

Company Name:

* First Name:

* Last Name:

Address:

City:

State:

Zip: -

* Email:

Phone: () - -

Ext

Create a "User Name & Password", create a "Security Question", and click the "Create Account" button

Username and Password

* Log-In Name:
(letters/numbers only)

Password Rules:
Password Must be contain minimum 6 and maximum 25 characters.
At least one number.
At least one lower & upper case letter.
At least one special character.
Note: Password is case sensitive.

* Password:

* Confirm Password:

Security Question

Security Question: What was your childhood nickname?

* Secret Answer:

* Re-enter Secret Answer:

CREATE ACCOUNT

Note: this handout is for informational use only and is not to be substituted for the Shoreline Municipal Code

8/2018

On the confirmation page click the “Continue” button to be taken to the dashboard



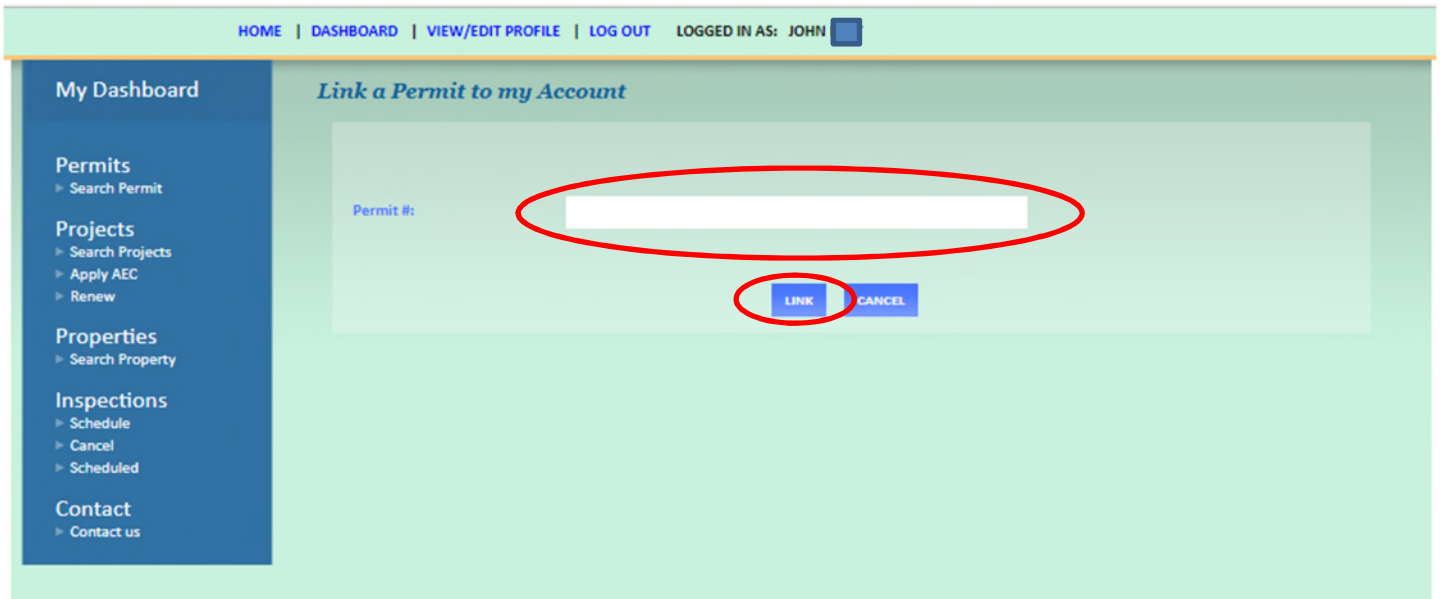
PERMIT LINKING

To link a permit to an online “Public User” account:

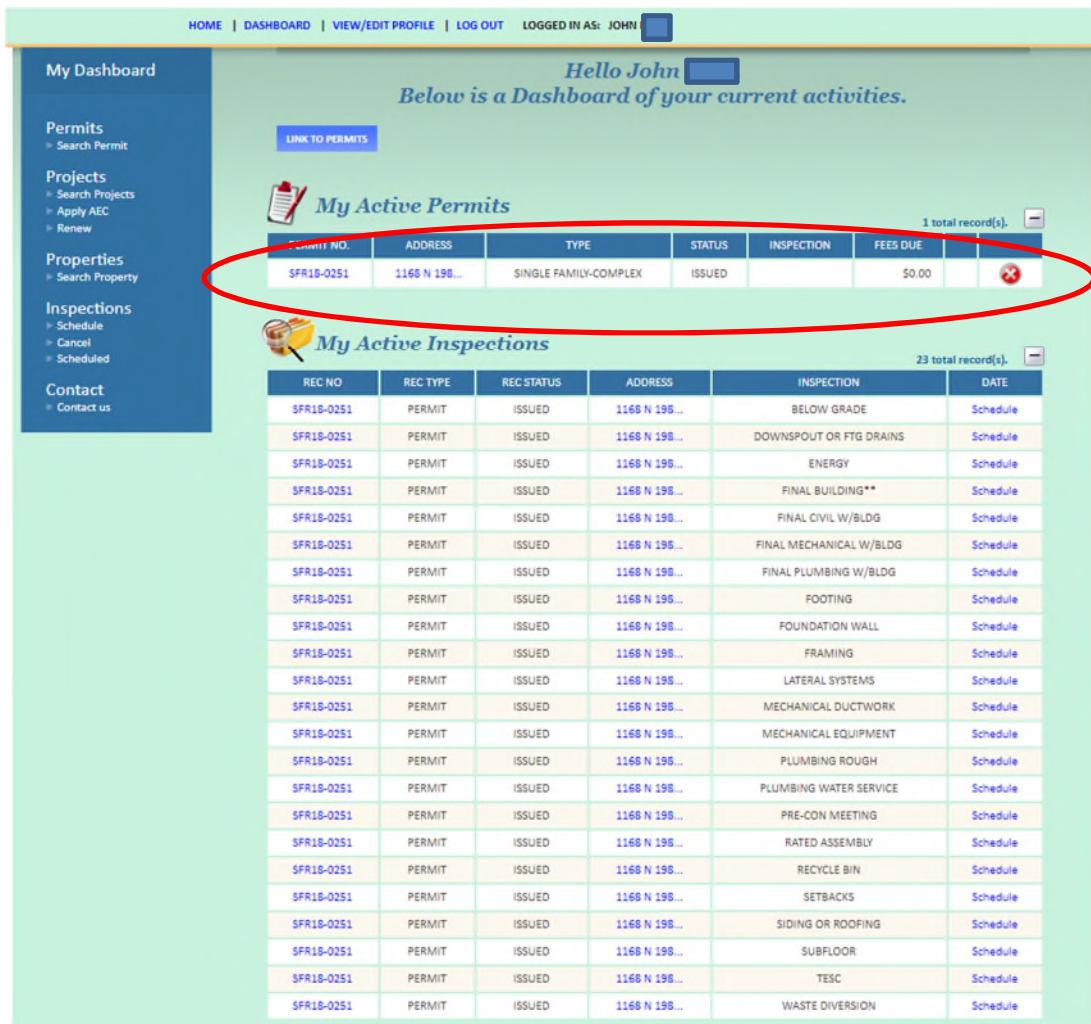
- Log in to your public user account and you will be taken to “My Dashboard”
- Have a permit number handy
- Click on “Link to Permits”
- Enter permit number into the field labeled “Permit #:”
- Click the “Link” button
- You will be redirected to the dashboard where the permit will be listed along with any other permits you have linked



Enter permit number into the field labeled "Permit #:" and click the "Link" button



This is what your dashboard will look like once you start linking permits.



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