

Tracking Your Permit Using eTRAKiT

Please see the instructions for setting up a **Public User** or **Contractor** account in order to track all information regarding your permit(s).

To log onto **eTRAKiT**, the City's public permit tracking program:

- Go to <https://permits.shorelinewa.gov/eTRAKiT/>
- Enter your user name and password in the fields outlined below and click LOGIN

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

City of SHORELINE Washington

PERMITS, PROJECTS, & PROPERTIES SEARCH

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

Fee schedule and refund policy: [Fee Schedule](#)

Permits
• Pay Fees • Search Permit

Projects
• Pay Fees • Search

Properties
• Search

Inspections
• Schedule • Cancel
• Scheduled

Contact
• Contact Us

[My Dashboard](#) opens after Login

- To find a specific permit (or project), click the **Search Permit** (or **Search Projects**) link
- NOTE: *Permit* and *Project* searches and information follow the same format and functionality

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LOGGED IN AS: ANN MIGDAL

My Dashboard

Permits
• Search Permit
• Pay Fees

Projects
• Search Projects
• Pay Fees

Contractor

Properties
• Search Property

Inspections
• Schedule
• Cancel
• Scheduled

LINK TO PERMITS AND PROJECTS

Hello Ann Migdal.
Below is a Dashboard of your current activities.

You have no current activities.

- Search for your permit using any of the options listed below

Permit Search

Search By: PERMIT_NO Begins With SEARCH

- PERMIT_NO
- PERMITTYPE**
- STATUS
- SITE_ADDR
- APPLIED
- DESCRIPTION
- OWNER_NAME
- CONTRACTOR_NAME

- After clicking *Search*, the results show below your search options - click on the name of the appropriate permit open it for details

Permit Search

Search By: PERMIT_NO Begins With SEARCH [Click here for search examples](#)

Permits PRINT EXPORT TO EXCEL

PERMIT_NO	APPLIED	Permit Type	STATUS	SITE_ADDR	DESCRIPTION	OW
ROW19-0187	01/29/2019	RIGHT-OF-WAY USE	ISSUED	501 NE 145th St	ROW EW ZONE 03 - SOUND TRANSIT...	SE

- *Search Results* will display the specific *Permit* information as below

Permit Search

Search By: PERMIT_NO Begins With SEARCH [Click here for search examples](#)

Search Results

PERMIT_NO
ROW19-0187

Permit #ROW19-0187

Permit Info
Site Info
Contacts (10)
Fees \$0.00
Inspections(

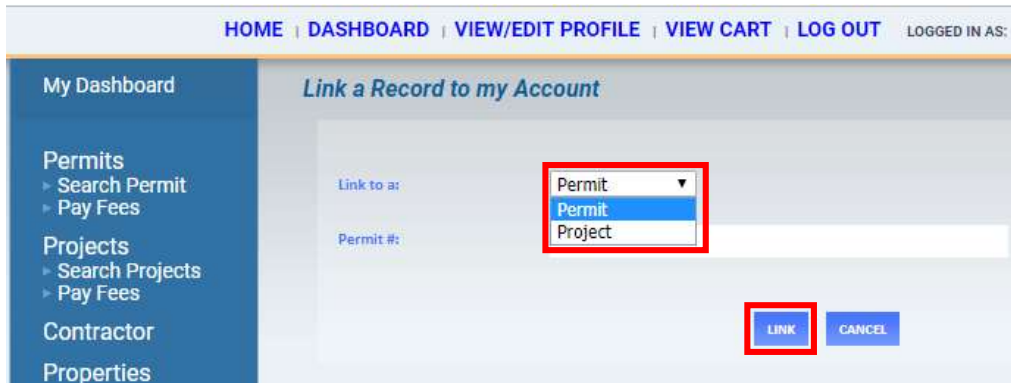
Type: RIGHT-OF-WAY USE

Subtype: SOUND TRANSIT LLE

To create a link to a permit or project so that it displays on *My Dashboard* when you login, use the *My Dashboard* option – [Link to Permits and Projects](#)



- Select *Permit* or *Project* from the dropdown and fill in the *Permit* or *Project* number – click *Link*



- Clicking on *My Dashboard* will now display your active permit(s), inspection(s) and projects. Click the *Permit No.* under *My Active Permits* to open the permit information window. (Clicking the *red X* to the right of the *Permit* or *Project* will unlink the item)

My Dashboard

Hello Ann Migdal.
Below is a Dashboard of your current activities.

[LINK TO PERMITS AND PROJECTS](#)

My Active Permits

1 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
ROW19-0187	501 NE 145...	RIGHT-OF-WAY USE	ISSUED		\$0.00	

My Active Inspections

13 total record(s)

REC NO	REC TYPE	REC STATUS	ADDRESS	INSPECTION	DATE
ROW19-0187	PERMIT	ISSUED	501 NE 145...	FINAL ROW**	Schedule
ROW19-0187	PERMIT	ISSUED	501 NE 145...	ROW PRE-CON MEETING	Schedule
ROW19-0187	PERMIT	ISSUED	501 NE 145...	ROW TESC INITIAL	Schedule
ROW19-0187	PERMIT	ISSUED	501 NE 145...	TRAFFIC CONTROL	Schedule
ROW19-0187	PERMIT	ISSUED	501 NE 145...	STEEL PLATES	Schedule
ROW19-0187	PERMIT	ISSUED	501 NE 145...	ROW BACKFILL AND COMPACTION	Schedule
ROW19-0187	PERMIT	ISSUED	501 NE 145...	TEMP PAVING	Schedule
ROW19-0187	PERMIT	ISSUED	501 NE 145...	HMA PAVING	Schedule
ROW19-0187	PERMIT	ISSUED	501 NE 145...	ROW TESC MONITOR	Schedule
ROW19-0187	PERMIT	ISSUED	501 NE 145...	ROADWAY MARKINGS	Schedule
ROW19-0187	PERMIT	ISSUED	501 NE 145...	POLE REMOVAL	Schedule
ROW19-0187	PERMIT	ISSUED	501 NE 145...	ROW TESC CLOSEOUT	Schedule
ROW19-0187	PERMIT	ISSUED	501 NE 145...	FIELD MEETING	Schedule

My Active Projects

1 total record(s)

PROJECT NO.	ADDRESS	TYPE	STATUS	FEES DUE	
PLN19-0105	106 NE 155...	SPECIAL PROJECTS	APPROVED	\$0.00	

The Permit window provides information on the Permit (including [Linked Activities](#) and any [Attachments](#))

- Tab one displays Permit Info

Permit #ROW19-0187

Permit Info Site Info Contacts (10) Fees \$0.00 Inspections Conditions Reviews

Type: RIGHT-OF-WAY USE
Subtype: SOUND TRANSIT LLE
Short Description: ROW EW ZONE 03 - SOUND TRANSIT LLE
Status: ISSUED
Applied Date: 1/29/2019
Approved Date: 6/6/2019
Issued Date: 6/6/2019
Finaled Date:
Expiration Date: 12/3/2019

Linked Activities:

Parent Permit
ROW19-0024 RIGHT-OF-WAY USE ISSUED

Attachments:

ROW19-0187 Permit Conditions Inspection Permit Conditions Inspection Record.pdf
Record
APVD_ROW19- APVD_ROW19-
0187_EW_ZONE3CIVILPLANS.pdf 0187_EW_ZONE3CIVILPLANS.pdf
APVD_ROW19- APVD_ROW19-
0187_EW_Zone03_ROW_L200 EW Scope of 0187_EW_Zone03_ROW_L200 EW Scope of
Work reference.pdf Work reference.pdf

- Tab two displays information regarding the site

Permit #ROW19-0187

Permit Info Site Info Contacts (10) Fees \$0.00 Inspections Conditions Reviews

Address: 501 NE 145th St
City/State/Zip: Shoreline, WA, 98133-6404
Property Type: ADDRESS
APN: 7568700780
Planning District:
Tract:
Block:
Lot:
Section TWP RNG: SE 17 26 04
Lot Size (SF): 0

- Tab three displays all **Contacts** related to the Permit

Permit #ROW19-0187

Permit Info Site Info **Contacts (10)** Fees \$0.00 Inspections Conditions Reviews

Contact Type	Name	Address	City/State/Zip
APPLICANT	SOUND TRANSIT	401 S JACKSON ST	SEATTLE, WA 98104
CITY PROJECT MANA...	TAYLOR BROWN		
CONTRACTOR	STACY WITBECK/KIEWIT/HOF...	2800 HARBOR BAY PKWY	ALAMEDA, CA 94502
OWNER	SEATTLE CITY OF SPU-WTR	PO BOX 34018	SEATTLE, WA 98124
UTILITY AGENT	SOUND TRANSIT	401 S JACKSON ST	SEATTLE, WA 98104
BILLING CONTACT	SOUND TRANSIT	401 S JACKSON ST	SEATTLE, WA 98104
INSPECTOR	DAVID ROPER		
OWNER2	SEATTLE CITY OF SPU-WTR	PO BOX 34018	SEATTLE, WA 98124
PROJECT NAME	SOUND TRANSIT LYNNWOOD...		
UTILITY AGENT 2	SCL ASSET MANAGEMENT & ...	705 5TH AVE, STE 3200, RM 3...	SEATTLE, WA 34023

- Tab four displays any **Fees** that are paid or due

Permit #ROW19-0187

Permit Info Site Info Contacts (10) **Fees \$0.00** Inspections Conditions Reviews

There are currently no fees on this record.

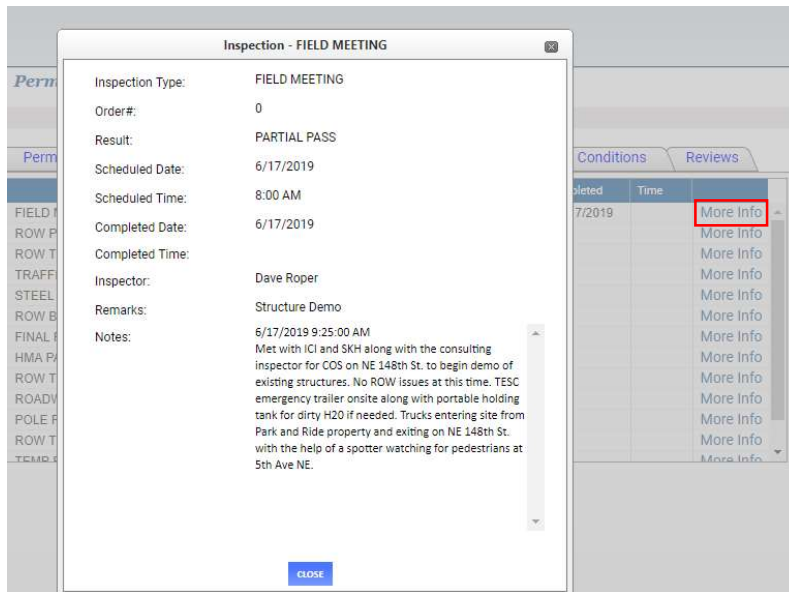
- Tab five displays all **Inspections** required under the specific permit
 - To schedule an inspection, click the word "Schedule" across from the type of inspection needed
 - Some inspections may not be available because they are contingent on another inspection's completion and results
 - Inspections may also be scheduled from My Dashboard under My Active Inspections (see the document *Online Inspection Schedule* for further information)

Permit #ROW19-0187

Permit Info Site Info Contacts (10) Fees \$0.00 **Inspections** Conditions Reviews

Type	SEQ#	Result	Scheduled Date	Time	Completed	Time	More Info
FIELD MEETING	0	PARTIAL PASS	6/17/2019	8:00 AM	6/17/2019		More Info
ROW PRE-CON MEETI...	0		Schedule				More Info
ROW TESC INITIAL	0		Schedule				More Info
TRAFFIC CONTROL	0		Schedule				More Info
STEEL PLATES	0		Schedule				More Info
ROW BACKFILL AND ...	0		Schedule				More Info
FINAL ROW**	9		Schedule				More Info
HMA PAVING	0		Schedule				More Info
ROW TESC MONITOR	0		Schedule				More Info
ROADWAY MARKINGS	0		Schedule				More Info
POLE REMOVAL	0		Schedule				More Info
ROW TESC CLOSEOUT	0		Schedule				More Info
TEMP PAVING	0		Schedule				More Info

- Clicking *More Info* to the right of any completed inspection displays *Inspector's Field Meeting Notes*

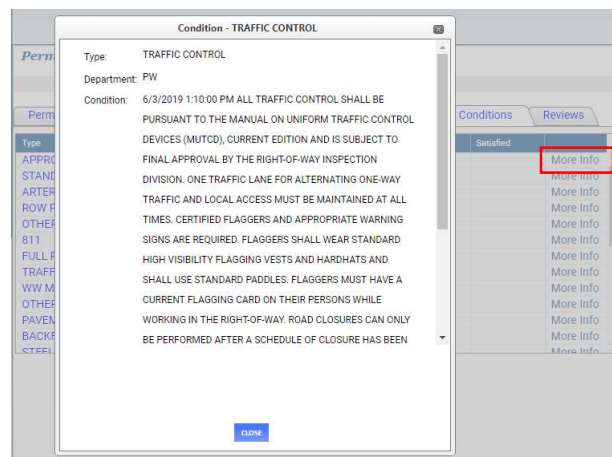


- Tab number six displays *Conditions* associated with the Permit

Permit #ROW19-0187

Type	Department	Status	Required	Satisfied	
APPROVED PLANS	PW	ONGOING			More Info
STANDARD PRECEDENTS	PW	ONGOING			More Info
ARTERIAL WORK HOURS	PW	ONGOING			More Info
ROW PRE CONSTRUCTION M...	PW	ONGOING			More Info
OTHER	PW	ONGOING			More Info
811	PW	INCOMPLETE			More Info
FULL PANEL CONCRETE	PW	INCOMPLETE			More Info
TRAFFIC CONTROL	PW	ONGOING			More Info
WW MUST CONFORM TO CO...	PW	ONGOING			More Info
OTHER ROW	PW	ONGOING			More Info
PAVEMENT QUALITY CONTR...	PW	ONGOING			More Info
BACKFILL AND COMPACTION	PW	ONGOING			More Info
STEEL SHEETS	PW	ONGOING			More Info

- Again, selecting *More Info* for any listed condition displays additional details



- The final tab is *Reviews*

Permit #ROW19-0187

Type	Reviewer	Status	Submitted	Completed	More Info
INTAKE REVIEW	Lee Ann Fraser		1/29/2019		More Info
ROW COMPLETENESS REVIEW	Robert Eddy	APPROVED	1/29/2019	2/15/2019	More Info
CIVIL	Taylor Brown	APPROVED	4/18/2019	6/4/2019	More Info
TRAFFIC CONTROL PLAN	Alisa Nguyen	RESUBMIT...	4/18/2019	4/25/2019	More Info
TRAFFIC CONTROL PLAN RESUBMI...	Alisa Nguyen	CONDITIO...	6/6/2019	6/6/2019	More Info

- Once again, *More Info* provides more information on the review (dates, status and reviewer)

Review - CIVIL

Group: AUTO
 Type: CIVIL
 Status: APPROVED
 Date Submitted: 4/18/2019
 Date Completed: 6/4/2019
 Reviewer: Taylor Brown

[CLOSE](#)

Completed	More Info
2/15/2019	More Info
6/4/2019	More Info
4/25/2019	More Info
6/6/2019	More Info