

**CONTRACTORS REQUESTING INSPECTIONS FOR HOMEOWNERS:**  
 You must coordinate the inspection with the homeowner to ensure the homeowner will be in attendance and aware of the inspection.

**CONTRACTORS HAVING THE HOMEOWNER REQUEST THE INSPECTION:** Please provide this informational handout to the homeowner for inspection scheduling instructions & policies.

**STEP 1:** Visit the City's Online Permitting Portal at:  
[pw.everettwa.gov](http://pw.everettwa.gov)

**STEP 2:**

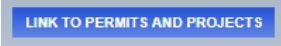
**Contractors:** log in to your contractor account. Contractor Accounts must be set up by Everett Permit Services staff. **Do not make a public user account.**  
 Username: Your Washington State Contractor's License #.  
 Password: Will be assigned by City staff for first-time login.

Log In Contractor [dropdown] Username Password LOGIN

**Non-Contractors:** setup an account if you don't already have one or log in to your public user account:

Home Setup an Account Log In Public [dropdown] Username Password LOGIN

**STEP 3:** Add your permit numbers to your dashboard if not shown.



**STEP 4:** Under 'My Active Permits' in your dashboard, click on the permit for which you would like to request/schedule an inspection.

PERMIT NO.	ADDRESS	TYPE	STATUS	EXPIRED	INSPECTION	FEES DUE
M1807-011	3200 CEDAR	MECHANICAL ONLINE	PERMIT ISSUED	1/13/2019	Request	\$0.00

**STEP 5:** Select an inspection from the drop-down list associated with your permit. If you don't see the inspection type you need, choose "other" and explain in the notes field what you need.

- \*NO INSPECTION CURRENTLY SELECTED\***
- PW 01-JOB START NOTIFICATION
  - PW 12-TRAFFIC CONTROL EVALUATION
  - PW 13-POTHOLE EVALUATION
  - PW 14-ASPHALT SUBGRADE EVALUATION
  - PW 15-ASPHALT PAVING FINAL
  - PW 16-CONCRETE FORMWORK EVALUATION
  - PW 17-CONCRETE PAVING FINAL
  - PW 18-CURB OR SIDEWALK SUBGRADE
  - PW 19-CURB OR SIDEWALK FINAL
  - PW 20-ABOVE GROUND INSPECTION
  - PW 21-UNDERGROUND UTILITY INSPECTION
  - PW 22-OTHER
  - PW 25-SITE FINAL/PERMIT CLOSE OUT
  - PERMIT EXTENSION

**STEP 6:** Select the date that you want the inspection to occur from the available dates listed in the dropdown menu.

Requested Date:	1/6/2021
	1/7/2021
	1/8/2021
	1/11/2021
	1/12/2021
	1/13/2021
	1/14/2021

**STEP 7:** Read the 'Instructions for Inspection Request' that appear under the 'Add Inspection' button (see snapshot below) to verify that all steps have been taken correctly.

**ADD INSPECTION** **CANCEL**

*Instructions for Inspection Requests (Above):*

1. Verify that your contact information is correct. An auto-email will be sent to the email address provided.
2. In the 'Notes' field: **DO NOT** provide access instructions, personal information, or special requests, as this is public information. This field is for clarifying the inspection type only, when "Other" or "Video Inspection" is selected.
3. In the 'Inspection Type' dropdown menu, select the type of inspection you need performed.
4. In the 'Requested Date' dropdown menu, select one of the available inspection dates. Your requested inspection date is the date your inspection will be tentatively scheduled for, subject to inspector availability on that day. Inspection schedules are officially set daily by 8:30 a.m.
5. Press 'ADD INSPECTION' when all of the required \* information has been provided.
6. Read the 'City of Everett Inspection Policies', below.
7. Click 'SUBMIT' when all inspection requests for the above referenced permit have been added.

A confirmation email will be sent to the email address provided above stating that the inspection request has been received. Check the daily scheduled inspections after 8:30 a.m. on the day you requested your inspection for to see if your inspection is on the schedule to be performed that day.

**STEP 8:** Click **ADD INSPECTION** once you have selected the type and date and verified your contact information. You can add more than one inspection at a time, but the work must be ready for each of the requested inspections by the date requested.

**STEP 9:** Click **SUBMIT** to request your added list of inspections.

**STEP 10: Confirmation:** You will receive an email that the inspection request was submitted and your inspection request will show up in your dashboard. **Monitor your inspection scheduling and results from your dashboard under:**



**WHAT TO EXPECT**

**INSPECTION POLICY:** Inspection requests will be tentatively scheduled for the date you requested online, however inspections are performed based on inspector availability. If the volume of requests exceeds what can be completed on that date due to unanticipated inspector absences, the tentatively scheduled inspection will be resulted as RESCHEDULE ONLINE and you will receive an email with next steps to reschedule. Inspection schedules are officially set by 8:30a.m. daily. Check the online permitting portal for updates to the requested inspection. (Dashboard & Daily Inspection List)

**MORNING OF THE INSPECTION:** The standard inspection window is from 8:30am to 3:30pm. **If you need to speak with the inspector for a narrowed 2-hour inspection window, to provide them with access instructions, or to discuss special requests, please call the morning of the inspection between 7:30a.m. & 8:30 a.m. only to speak with the inspector directly.** After that, the inspectors are in the field performing inspections and unavailable by phone. Call **425-257-8810**, press option 4 for the Inspectors, then listen to the extensions for inspector type. Please note that the inspector will not be providing a courtesy call when on their way. It is your responsibility to ensure you are ready for the inspection, present during the inspection window, or to call the inspector for special arrangements/requests.

**NOTE:** Once all inspections have been approved, you must request a **FINAL INSPECTION** to close out the permit.

**CANCELLATIONS:** Requested inspections can be cancelled until 6 a.m. the day of the tentatively scheduled inspection, as shown in your dashboard in the section called



**QUESTIONS?** Contact Everett Permit Services at [everetteps@everettwa.gov](mailto:everetteps@everettwa.gov) or 425-257-8810