

# Search for Permit Records

Building   Fire   Health Dist   Planning   Roads   Water Resources

Search Applications

Welcome to the new Citizen Portal  
Yakima County is pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

What would you like to do today?  
To get started, select one of the services listed below:

**Building**  
Search Applications ←  
General Information ←  
Lookup Property Information ←

**Fire**  
Search Applications ←  
Search Applications ←

**Planning**  
Search Applications ←  
Search Applications ←

**Health Dist**  
Search Applications ←  
Search Applications ←

**Roads**  
Search Applications ←  
Search Applications ←

**Water Resources**  
Search Applications ←

## ACCELA – SEARCH PERMIT RECORDS

Yakima County permit records from 1975 to Present include Building, Plumbing, Mechanical, Land Use, Fire Roads Water Resources and more.

This search can be found by accessing our permitting website at: <https://YakimaCountyPermits.us> then selecting “Search Applications” or “Lookup Property Information” for the record type you want to search for.

## GENERAL SEARCH

There are various options to help you filter your searches including:

1. Record Number
2. Record Type
3. Street Address Information
4. City, State and ZIP Code Information
5. Parcel number

For a permit search to include all permits for a specific location you will want to use the address **AND** the parcel number searches (separately).

Doing multiple searches will confirm that you have all of the permit records related to a specific location. Some records have been saved with both the address and parcel number cross referenced, while others have been saved with only the address or only the parcel number.

Building   Fire   Health Dist   Planning   Roads   Water Resources

Search Applications

Search for Records  
Enter information below to search for records.

General Search

1 Record Number:  2 Record Type:

3 Street No.:  From  To  4 Street Name:  Street Type:

4 City:  State:  Zip:

5 Parcel No.:



*Note: This Tip Sheet does not substitute for codes and regulations.*

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# Search for Permit Records

## ADDRESS SEARCH

When searching via address please only fill out the "Address No." and "Street Name:" sections of the form. Due to the many variations of address formats that have been used over the years this will allow the search engine to retrieve the largest amount of responsive records to your search.

The Address No. field does allow you to search a range of addresses however you only need to fill out one of the boxes if you are looking for a specific address.

The street name requires a "wildcard character" to get the best results.

**The % symbol** is used before and after the street name or partial street name, which will allow for all variables to be included.

An example of how this works:

If you search %alder% you will receive every variation of possible address formats that may be saved in our system.

- Alder
- N Alder
- S Alder
- Alder St
- N Alder St
- S Alder St

Occasionally you will find that an address has the same address number in both North and South, but it is best that you filter these visually to make sure that no records are overlooked due to a more restrictive search.

Street No.:  -  Direction:  Street Name:  Street Type:

City:  State:  Zip:

Parcel No.:

► [Search Additional Criteria](#)



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## PARCEL NUMBER

Searching via parcel number on the other hand much more straightforward. Please only use the "Parcel No.: " search field so that the search is not limited by any other criteria.

Unless of course that is your intent. Using either the address or parcel searches you may also include any of the other filters such as Record Type if you only wanted to search for Plumbing permits for example or Start/End Date if you only wanted permits after a certain date or within a range.

## RECORDS LIST

Your search results will appear as a list of permits with the submittal Date, Record Number, Record Type, Address, Status, Project Name and required Action listed.

You will be able select the Record Number hyperlink shown in blue in order to access the details of that specific permit.

## General Search

Record Number:  Record Type:

Street No.:  Direction:  -  Street Name:  Street Type:

City:  State:  Zip:

Parcel No.:

[► Search Additional Criteria](#)

Building Fire Health Dist Planning Roads Water Resources

Search Applications

Record BLD2013-TEST:  
Building Permit  
Record Status: CAR

Record Info  Payments

Record Details  
Processing Status  
Related Records  
Attachments  
Inspections

**Record Details**

Applicant:  
IMA B DUMMY  
123 MAIN ST  
ANYTOWN, WA, 999999999

More Details  
 Application Information  
 Application Information Table  
 Parcel Information

## RECORD DETAILS

Once you have accessed the record information you will be able to see the Record Number, Record Type and Status towards the top of the screen.

Below this you will see the "Record Info" drop down menu which includes:

1. Record Details (main page of the record)
2. Processing Status (status of review, reviewer comments)
3. Related Records
4. Inspections (date, type, inspector, result, comments)

Towards the bottom of the screen you will see the Record Details which include the Applicant Information and Permit Description with additional details from the application found in the expandable folders under More Details.



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## PROCESSING STATUS

This section will show the current status of the review process, including: review type, status, reviewer, date and comments.

**Processing Status**

The icons below represent an action taken on a specific "task" for this application. For the overall record status of this application please see the Record Status above.

🕒 - The task is still active and in process of being completed.

✓ - The task has been completed. **NOTE: This does not necessarily mean the task has been "Approved."** Please check the Record Status (see above) to find the determination of all tasks.

✳ - The task has been processed and moved to a new task. The task may or may not have advanced to the next linear task.

TBD - Indicates that a Staff Member, Due Date, or Status have not yet been updated.

If there is no symbol next to the task, the task either has not been activated or is not required.

✳ ➤ Application Submittal

    Awaiting Resubmittal/Revisions

✓ ➤ Plans Distribution

✓ ▾ Building Review

        Due on 06/16/2017, assigned to TBD  
        Marked as Approved on 05/24/2017 by Lucas Shadduck

    ✓ ▾ Building

        Due on 06/16/2017, assigned to TBD  
        Marked as Approved on 05/24/2017 by Lucas Shadduck ([lshadduc@cityoftacoma.org](mailto:lshadduc@cityoftacoma.org))

    ✓ ▾ Energy

        Due on 06/16/2017, assigned to TBD  
        Marked as Review Not Required on 05/24/2017 by Lucas Shadduck ([lshadduc@cityoftacoma.org](mailto:lshadduc@cityoftacoma.org))

    ✓ ➤ Mechanical

    ✓ ➤ Plumbing

    ✓ ➤ Structural

    Land Use Review

    Critical Areas Review

    ➤ Site Development Review

    Traffic Review

    ✓ ➤ Historic Review

## RELATED RECORDS

This will include a list of any records that have been associated with each other. Examples of this would be a Building permit related to Plumbing and Mechanical permits.

### Related Records

[View Entire Tree »](#)

Record Number	Record Type	Project Name	Date	View
▼ BLD2018-00375	Building Permit	Goulart - New SFR	05/02/2018	
■ RAP2018-00097	Road Approach Permit	Goulart - New SFR	05/02/2018	<a href="#">View</a>
■ WRS2018-00028	Water	Goulart - New SFR	05/02/2018	<a href="#">View</a>



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# Search for Permit Records

## INSPECTIONS

This section will include the inspections that are either scheduled or completed. This list will show the date, type, inspector, result, comments. Once you click on the "View Details" hyperlink shown in blue you will be able to access the "Status History" and "Result Comments" by clicking on the associated links.

### Inspections

#### Upcoming

You have not added any inspections.

#### Completed (18)

Cancelled - 1; Corrections Required - 6; Passed - 10; Rescheduled

Corrections Required Rough in Mechanical (227864)

Result by: Duncan Kincaid on 08/03/2018 at 10:25 AM

Corrections Required Rough Plumbing (227865)

Result by: Duncan Kincaid on 08/03/2018 at 10:26 AM

Corrections Required Shear Nailing (227558)

Result by: Duncan Kincaid on 08/03/2018 at 10:26 AM

Passed Insulation (228025)

Result by: Patrick Lambert on 08/09/2018 at 09:26 AM

Cancelled Rough Plumbing (227941)

Cancelled by: Rosalinda Rocha on 08/13/2018 at 04:42 AM

Status	Details																																		
Passed 8/9/2018 9:26 AM Desired Date: TBD	<b>Status History</b> Showing 1-4 of 4 <table border="1"><thead><tr><th>Status</th><th>Status Date/Time</th><th>Inspector</th><th>Update Time</th><th>Updated By</th><th>Result Comments</th></tr></thead><tbody><tr><td>Passed</td><td>8/9/2018 9:26 AM</td><td>Patrick Lambert</td><td>8/9/2018 9:28 AM</td><td>Patrick Lambert</td><td>Insulation ok. Still need framing co...</td></tr><tr><td>Scheduled</td><td>8/9/2018 12:00 AM</td><td>Patrick Lambert</td><td>8/9/2018 3:09 AM</td><td>Rosalinda Rocha</td><td></td></tr><tr><td>Scheduled</td><td>8/9/2018 12:00 AM</td><td>Duncan Kincaid</td><td>8/8/2018 8:54 AM</td><td>Rosalinda Rocha</td><td></td></tr><tr><td>Pending</td><td>TBD</td><td>Duncan Kincaid</td><td>8/8/2018 8:53 AM</td><td>Rosalinda Rocha</td><td></td></tr></tbody></table>					Status	Status Date/Time	Inspector	Update Time	Updated By	Result Comments	Passed	8/9/2018 9:26 AM	Patrick Lambert	8/9/2018 9:28 AM	Patrick Lambert	Insulation ok. Still need framing co...	Scheduled	8/9/2018 12:00 AM	Patrick Lambert	8/9/2018 3:09 AM	Rosalinda Rocha		Scheduled	8/9/2018 12:00 AM	Duncan Kincaid	8/8/2018 8:54 AM	Rosalinda Rocha		Pending	TBD	Duncan Kincaid	8/8/2018 8:53 AM	Rosalinda Rocha	
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<b>Result Comments</b> Showing 1-1 of 1 <p>Patrick Lambert (8/9/2018 9:28 AM) Insulation ok. Still need framing corrections from previous corrections. Truss web bracing on truss A03-A05 needs to be installed to web not TC and have x bracing installed every 20'.</p>																																			
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