



## Submitting for Permits Electronically for Contractors and Professionals

### Pre Intake Record Application Instructions

We are now accepting electronic submission of permit applications, plans, and forms. In order to submit permit documents electronically we require you to first fill out a **Pre Intake Record** application online to obtain a pre-intake number (PIN). You will use the PIN when you upload your application(s) and supporting documentation. Follow the instructions below to obtain a PIN.

1. Go to the City of Shoreline eTRAKiT portal at <https://services.shorelinewa.gov/etrakit/> and select **Apply/New Permit** under **Permits**.

The screenshot shows the City of Shoreline eTRAKiT portal. At the top, there is a navigation bar with links for Home, Setup an Account, Log In, Public, a search field, Password, LOGIN, REMEMBER ME, and Forgot Password. Below the navigation bar is the City of Shoreline logo and the text 'PERMITS, PROJECTS, & PROPERTIES SEARCH'. The main content area is titled 'Welcome to City of Shoreline's Permits and Services Site'. It contains several paragraphs of text providing information about the permit search tool, including the date range (1995-2001) and contact information for Planning & Community Development. Below the text are five main service buttons: Permits, Projects, Properties, Inspections, and Contact. The 'Permits' button is highlighted with a red arrow and contains sub-links for 'Apply / New Permit', 'Pay Fees', and 'Search Permit'. The 'Projects' button contains 'Pay Fees' and 'Search'. The 'Properties' button contains 'Search'. The 'Inspections' button contains 'Schedule' and 'Cancel Scheduled'. The 'Contact' button contains 'Contact Us'.

## SHORELINE CITY COUNCIL

Will Hall  
Mayor

Keith Scully  
Deputy Mayor

Susan Chang

Doris McConnell

Keith A. McGlashan

Chris Roberts

Betsy Robertson

2. Log-in with your Contractor/Professional account.

- a. Under **Contractor Login** select your company name from the drop-down list, enter your **Password** and select **LOGIN**.

The screenshot shows the Contractor Login page. At the top, there is a navigation bar with links: Home, Setup an Account, Log In, Public, Test AEC TRAK, Password, LOGIN, REMEMBER ME, and Forgot Password. On the left, there is a sidebar menu with categories: Permits, Projects, Contractor, Properties, Inspections, Shopping Cart, and Contact. The main content area is titled "Contractor Login" and contains the following text: "Registered users that are contractors, professionals, and utilities login here. To become a registered user please contact Planning and Community Development at 206-801-2500 or pcd@shorelinewa.gov." Below this text is a form with a dropdown menu for company name (currently showing "Test AEC Contractor"), a password field (masked with asterisks), and a "LOGIN" button. A link "Forgot your password?" is located below the login button. Three red arrows point to the dropdown menu, the password field, and the "LOGIN" button.

3. Review and agree to the **Online Application Agreement**.

The screenshot shows the Online Application Agreement page. At the top, there is a navigation bar with links: HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, LOG OUT, and LOGGED IN AS: TEST AEC CONTRACTOR. On the left, there is a sidebar menu with categories: My Dashboard, Permits, Projects, Contractor, Properties, Inspections, Shopping Cart, and Contact. The main content area is titled "Online Application Agreement" and contains the following text: "I am the property owner or authorized agent of the property owner. I certify that, to the best of my knowledge, the information submitted in support of this permit application is true and correct. I certify that I will comply with all applicable City of Shoreline regulations pertaining to the work authorized by the issuance of a permit. I understand that issuance of this permit does not remove the owner's responsibility for compliance with state or federal laws regulating construction or environmental laws." Below this text is a link: "I grant permission for City staff and agents to enter areas covered by this permit for the sole purpose of inspecting these areas in order to process this application and to enforce code provisions related to the issued permit(s)." Below this link is another paragraph: "I understand the Permit Center will contact me for any additional Intake fee payment (not all permits will include fees at time of the online submittal) and any additional required submittal documents. I am aware these application materials will only be deemed formally submitted once the City has received payment and all the required submittal documents." Below this paragraph is another paragraph: "I understand that failure to attach all required documents may result in a delay of the intake processing." Below this paragraph is a link: "Checklists for required submittal documents can be found here: Permit Checklists & Application Packets." Below this link are two radio buttons: "I Agree" (selected) and "I Disagree". A "CONTINUE" button is located below the radio buttons. Two red arrows point to the "I Agree" radio button and the "CONTINUE" button.

4. **STEP 1 PERMIT INFORMATION:** Provide the initial details of the work to obtain a pre-intake number (PIN).

- PERMIT TYPE:** Select **PRE INTAKE RECORD** from the drop-down menu
- Short Description:** Enter a description of the work you need a permit for.
- Job Value:** Enter the value of the job.
- Location:** Search for and select the address for the work site.  
TIP: Enter the beginning of the address but not the whole address in the search box and abbreviate North, South, East, and West to the first letter without a period, like “N” for North or “NW” for North West. If the correct address does not appear in the Select window then try shortening the search entry.

- Your Relation to this Permit:** If you are the Property Owner or Contractor check the corresponding box. Otherwise, leave these unchecked. You will be able to provide additional contacts in **STEP 2**.
- Attachments:** Do not attach any documents at this point. You will receive instructions of how and where to upload your application and supporting documents from Permit Services after they have reviewed this Pre intake number application.
- Select **NEXT STEP** to go to **STEP 2**.

## 5. STEP 2 CONTACT INFORMATION

The Applicant and Owner contact information is required. Additional contacts, such as the contractor, architect, engineer, developer, designer, or other can be added here.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: TEST AEC CONTRA

My Dashboard

- Permits
  - Apply / New Permit
  - Search Permit
  - Pay Fees
- Projects
  - Search Projects
  - Pay Fees
- Contractor
- Properties
  - Search Property
- Inspections
  - Schedule
  - Cancel
  - Scheduled
- Shopping Cart
  - Pay All Fees
  - Paid Items
- Contact
  - Contact us

Permit Application

STEP 1 STEP 2 CONTACT INFORMATION STEP 3 STEP 4

Application for a PRE INTAKE RECORD Permit

Applicant Information

\*Name Test AEC Contractor \*Phone (206) 801-2349

\*Address 17500 Midvale Ave N \*Email Address jfrey.shorelinewa@outlook.com

\*City Shoreline

\*State WA \*Zip 98133 -

Owner Information

\*Name SHORELINE CITY OF \*Phone (206) 801-2500

\*Address 17500 MIDVALE AVE N Email Address test@shorelinewa.gov

\*City SHORELINE

\*State WA \*Zip 98133 -

Contractor Information

Name Test Contractor Phone (206) 801-2349

Address 123 Main St Email Address test@shorelinewa.gov

City Shoreline License or ID

State WA Zip 98133 - CLEAR

Architect Information

Name Phone ( ) - -

Address Email Address

City

State Zip - - CLEAR

Designer Information

Name Phone ( ) - -

Address Email Address

City

- Applicant Information:** This will be prefilled with the information from the contractor/professional account you logged in as.
  - If you need to make changes to your contact info, you can do so here, but these changes will only be applied to this permit. Please contact Permit Services to permanently update your contractor/professional account information in TRAKIT, our permitting system.
- Owner Information:** This will be prefilled with the information from the County Assessors' records for this address.
  - The owner's **Phone** is required but it is not included in the Assessors' records, so it is not prefilled in. You will need to provide this phone number.
  - The owner's **Email Address** is not included in the Assessors' records and is not required, but please add it if available.
  - If you need to make changes to the owner contact info, you can do so here, but these changes will only be applied to this permit. Please contact Permit Services if the owner contact information is incorrect in any way.
- Contractor Information:** This contact information is not required but should be included if available. If you are the Contractor, then this information should be the same as the **Applicant Information**.

- d. **Architect, Designer, Developer, Engineer, and Other Information:** These contact types are not required but should be included if available.
- e. Select the **Next Step** button at the bottom when you have finished updating and adding contacts.



## 6. STEP 3 REVIEW AND SUBMIT

Review the information submitted and select **SUBMIT** when ready.

**Note:** No fees are due at this time. Permit Services will contact you when the application fees are due.

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT LOGGED IN AS: TEST AEC CONTRA

My Dashboard

- Permits
  - Apply / New Permit
  - Search Permit
  - Pay Fees
- Projects
  - Search Projects
  - Pay Fees
- Contractor
  - Search Property
- Inspections
  - Schedule
  - Cancel
  - Scheduled
- Shopping Cart
  - Pay All Fees
  - Paid Items
- Contact
  - Contact us

**Permit Application**

STEP 1
STEP 2
STEP 3 REVIEW AND SUBMIT
STEP 4

*Application for a PRE INTAKE RECORD Permit*

**Permit Information** EDIT

Type	PRE INTAKE RECORD
Subtype	
Description	Kitchen remodel - n...
Job Value	\$15,000.00

**Location** EDIT

Address	17500 Midvale Ave N
City	Shoreline, WA 98133-4905

**Contacts** EDIT

**Applicant Information**

Test AEC Contractor (206) 801-2349  
17500 Midvale Ave N jfrey.shorelinewa@outlook.com  
Shoreline, WA 98133

**Owner Information**

SHORELINE CITY OF (206) 801-2900  
17500 MIDVALE AVE N test@shorelinewa.gov  
SHORELINE, WA 98133

**Contractor Information**

Test Contractor (206) 801-2349  
123 Main St test@shorelinewa.gov  
Shoreline, WA 98133

**Architect Information**

**Designer Information**

**Developer Information**

**Engineer Information**

**Other Information**

**Fee Information**

Type	Amount
Total Fees	\$0.00

**Attachments**

To upload additional attachments click [Here](#)

Review the information prior to submitting.

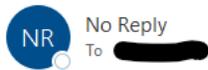
CANCEL
PREVIOUS STEP
SUBMIT

## 7. STEP 4 CHECKOUT/CONFIRMATION

When you have successfully submitted the **Pre Intake Record** application you will see this **Confirmation** screen and you will receive an email. Permit Services will review the application to determine the required application and documentation checklist, which they will send you with instructions on how to upload the permit application and documentation.

The screenshot shows a web dashboard for a permit application. At the top, there are navigation links: HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT, and a user status: LOGGED IN AS: TEST AEC CONTRACTOR. The main content area is titled "Permit Application" and features a progress bar with four steps: STEP 1, STEP 2, STEP 3, and STEP 4 CHECKOUT/CONFIRMATION. Below the progress bar, the word "Confirmation" is displayed. The main text reads: "Thank you for your application. There are no fees due at this time for this permit type. You will be contacted by Permit Services when fees are due." A blue button labeled "VIEW PERMIT" is positioned below the text. On the left side, there is a "My Dashboard" sidebar with various menu items: Permits (Apply / New Permit, Search Permit, Pay Fees, Fees Estimator), Projects (Search Projects), Contractor, Properties (Search Property), Inspections (Schedule, Cancel, Scheduled), Shopping Cart (Pay All Fees, Paid Items), and Contact (Contact us). At the bottom of the dashboard, there is a footer with copyright information: © 2017 City of Shoreline | 17500 Midvale Ave N | Shoreline, WA 98133-4905 | USA | (206) 801 - 2700, and links to www.shorelinewa.gov, Contact Us, Webmaster, Policies, and Sitemap.

Permit PIN20-0030 is received via E-trakit on-line application



Dear [Redacted],

Your Permit: PIN20-0030 is received on 8/21/2020 via E-trakit on-line application.

Thank You,  
City of Shoreline