

How To: Septic Installer Guide to Skagit Permitting

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Finding Permit Status & Approved Designs

There are two ways! One through Assessor Property Search Page and one directly through Civic Access.

Assessor Property Search page may be easier if you are starting with an address or parcel number while Civic Access may be easier if you know the septic permit number.

Neither method requires you to log in to view the documentation.

The choice is yours.

Assessor Property Search Page

1. From the assessor property search page (<https://www.skagitcounty.net/search/property/>), search the address or parcel number.
2. Click the PERMITS TAB.

The screenshot shows the Skagit County Assessor Property Search page. The 'PERMITS' tab is highlighted in green. The page displays search results for parcel P19271. The 'Enter Parcel #' field contains 'P19271'. The 'Select a search option below:' section shows 'Address' selected. The 'Details for Parcel: P19271' section includes a map view, sales comps, and a table of recorded documents. The 'Current Legal Description' is visible, along with '2025 Values for 2026 Taxes' and '2026 Property Tax Summary'.

3. Find the permit number & check the status (see summary of what each [permit status](#) means below).

Permit Number: SEPTIC-2025-0337	View Permit Detail in Civic Access:
Parcel ID: P21371	Permit Number: SEPTIC-2025-0337
Site Address: 16981 BENNETT ROAD	Permit Type: Public Health Permits
City: MOUNT VERNON	Permit Status: Issued
Applicant: Kimm William	Composition: Public Health On Site Septic
PO Box: 112	Description: Proposed 2 bedroom OSCAR/XO2 repair.
Owner: Mortenson Andrew	Application Date: 7/28/2025
13986 Avon Allen Rd	Approval Date: 8/15/2025
	Issue Date: 8/15/2025
	Completion Date: 8/15/2025
	Square Feet: 0

CONTINUED...

4. If Status = ISSUED, then click the black and yellow icon for the SEPTIC permit.

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5. You'll be taken to Civic Access as seen here:

 Civic Access

Home Apply Today's Inspections Map Search  Calendar 

Permit Number: SEPTIC-2025-0337

Permit Details | Tab Elements | Main Menu

Type: Septic System Repair	Status: Issued	Project Name:
IVR Number: 110793	Applied Date: 07/28/2025	Issue Date: 08/15/2025
District: TBD	Assigned To: xRussell, Sam	Expire Date: 08/15/2026
Finalized Date:		
Description: Proposed 2 bedroom OSCAR/XO2 repair.		

Summary Locations Fees Reviews Inspections Attachments Contacts Sub-Records More Info

Progress

67% Completed

- Completed
- In Progress
- Not Started

Available Actions

6. Select the Attachments tab

 Civic Access

Home Apply Today's Inspections Map Search  Calendar 

Permit Number: SEPTIC-2025-0337

Permit Details | Tab Elements | Main Menu

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Summary Locations Fees Reviews Inspections **Attachments** Contacts Sub-Records More Info

Progress

67% Completed

- Completed
- In Progress
- Not Started

Available Actions

CONTINUED...

7. Click the blue links for “Septic System Design” and the file title “ISSUED”

Permit Number: SEPTIC-2025-0337

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Septic System Repair	Status: Issued	Project Name:
IVR Number: 110793	Applied Date: 07/28/2025	Issue Date: 08/15/2025
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Finalized Date:		
Description: Proposed 2 bedroom OSCAR/XO2 repair.		

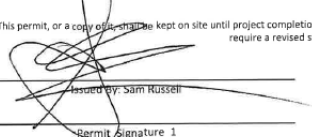
[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments Sort: Needs Action

 Attachment ISSUED SEPTIC-2025-0337 16981 Bennett Road Uploaded: 08/15/2025	 Septic System Design Site Plan - PH-2025-07-28-B1_v1.pdf Uploaded: 08/15/2025 History	 Soil Site Evaluation Soil Site Evaluation-A1_v1.pdf Uploaded: 08/15/2025 History
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- The “Septic System Design” file is the system that **must** be installed. The installer **shall** make no changes to the approved design without the prior authorization of the designer and local health officer (County) [WAC 246-272A-0250(3)(c)].
- The file titled “ISSUED” is the **signed** permit approval. You **must** be in possession of this document during installation.

	Skagit County 1800 Continental Pl Mount Vernon, WA 98273	Permit NO.: SEPTIC-2025-0337 Permit Type: Public Health On Site Septic Work Classification: Repair Permit Status: Issued Issue Date: 08/15/2025 Expiration: 08/15/2026								
	Permit									
Location Address 16981 BENNETT ROAD, MOUNT VERNON, WA 98273		Parcel Number P21371								
Contacts <table border="1"> <tr> <td> Andrew Mortenson 13986 Avon Allen Rd, Mount Vernon, WA 98273 (360)424-5099 mortagn@gmail.com </td> <td> Owner </td> <td> William Kimm PO Box 112, Lopez Island, WA 98261 (360)622-6073 lopezsepticdesign@gmail.com </td> <td> Applicant </td> </tr> <tr> <td> William Kimm PO Box 112, Lopez Island, WA 98261 (360)622-6073 lopezsepticdesign@gmail.com </td> <td> Septic System Designer </td> <td colspan="2"></td> </tr> </table>			Andrew Mortenson 13986 Avon Allen Rd, Mount Vernon, WA 98273 (360)424-5099 mortagn@gmail.com	Owner	William Kimm PO Box 112, Lopez Island, WA 98261 (360)622-6073 lopezsepticdesign@gmail.com	Applicant	William Kimm PO Box 112, Lopez Island, WA 98261 (360)622-6073 lopezsepticdesign@gmail.com	Septic System Designer		
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William Kimm PO Box 112, Lopez Island, WA 98261 (360)622-6073 lopezsepticdesign@gmail.com	Septic System Designer									
Description: Proposed 2 bedroom OSCAR/XO2 repair.		Valuation: \$0.00 Total Sq Feet: 0.00	Inspection Requests: Inspections must be requested no later than 3:30 the previous day. Please request your inspections in Civic Access							
Fees <table border="1"> <tr> <th>Amount</th> </tr> <tr> <td>HSEP - Repair: \$550.00</td> </tr> <tr> <td>Total: \$550.00</td> </tr> </table>		Amount	HSEP - Repair: \$550.00	Total: \$550.00	Payments <table border="1"> <tr> <th>Amt Paid</th> </tr> <tr> <td>Total Fees: \$550.00</td> </tr> <tr> <td>Credit Card: \$550.00</td> </tr> <tr> <td>Amount Due: \$0.00</td> </tr> </table>		Amt Paid	Total Fees: \$550.00	Credit Card: \$550.00	Amount Due: \$0.00
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Credit Card: \$550.00										
Amount Due: \$0.00										
Inspections: <table border="1"> <tr> <th>Inspection Type</th> </tr> <tr> <td>OSS Final</td> </tr> </table>		Inspection Type	OSS Final							
Inspection Type										
OSS Final										
This permit, or a copy of it, shall be kept on site until project completion. Any alterations to the approved documents for this permit require a revised submittal.										
 Issued by: Sam Russell Permit_Signature_1		August 15, 2025 Date								
Permit_Signature_2		Date								
August 15, 2025		Date								

CONTINUED...

8. Conditions are often recorded on the signed permit. Check for a CONDITIONS tab. If there is one, select and review the condition of the permit.

Permit Number: SEPTIC-2025-0421

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Septic System (New or Redesign)	Status:	Issued	Project Name:	
IVR Number:	111374	Applied Date:	09/17/2025	Issue Date:	12/01/2025
District:	TBD	Assigned To:	xRussell, Sam	Expire Date:	11/30/2028
Finalized Date:					
Description:	VB: New 5 bedroom OSS to support 2 BR ADU and future 3 BR SFR (ADU to be built first).				

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#) | **Conditions**

[Conditions](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Conditions

General Condition

Description

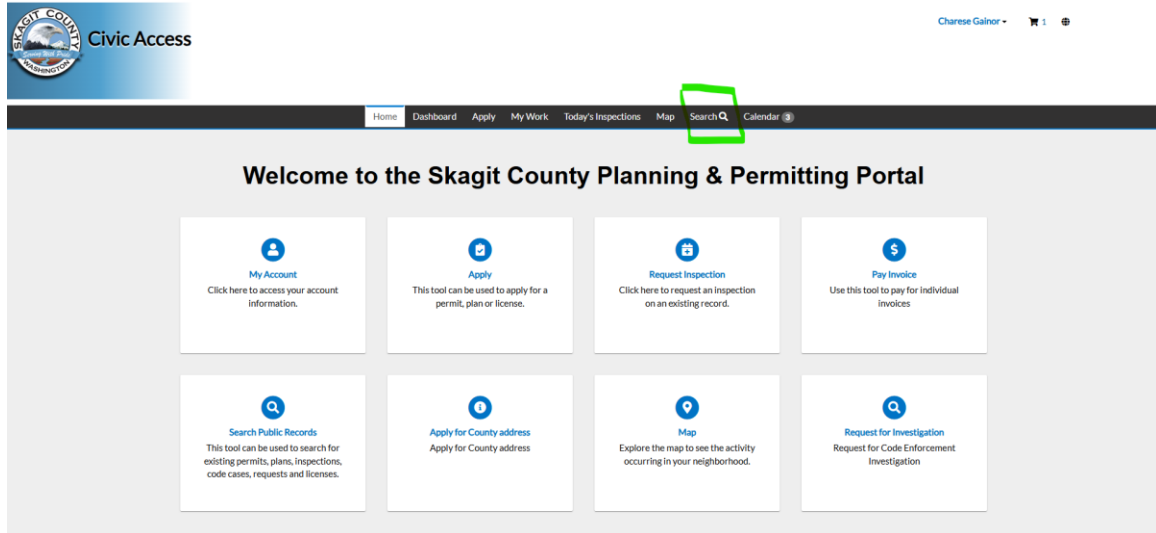
Very tight site. For final approval, the reduction must be staked out to show adequate spacing on installation of primary drainfield. The reserve area must be staked out to ensure adequate area has been retained for the system.

Comments

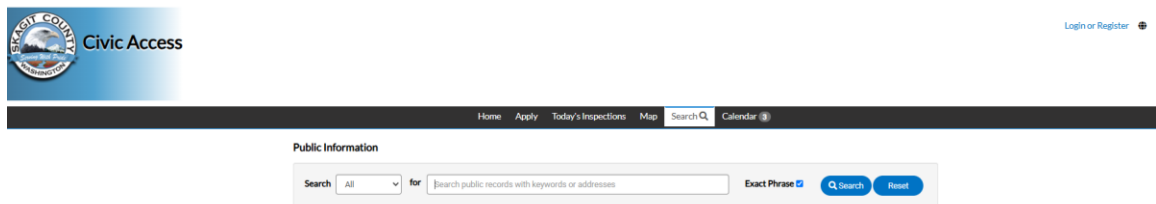
Very tight site. For final approval, the reduction must be staked out to show adequate spacing on installation of primary drainfield. The reserve area must be staked out to ensure adequate area has been retained for the system.

Civic Access

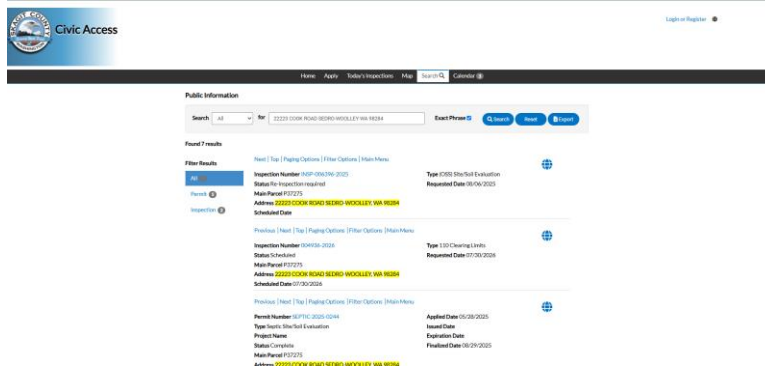
1. Civic Access Home Page: <https://skagitcountywa-energovweb.tylerhost.net/apps/selfservice#/home>
2. Select SEARCH along the top bar (desktop)



3. Search the address, parcel number, or permit number. (TIP: this is where having a permit number makes things easier. Searching by address pulls all the related records and there is no sort option)



- a. Search by address:



CONTINUED...

b. Search by permit number

The screenshot shows the Civic Access website interface. At the top, there's a navigation bar with links like Home, Apply, Status & Inspection, File, Search, and Calendar. Below this, a search bar is visible with the text 'Search' and a dropdown menu. The search results are displayed in a table format. The first result is for permit number SEPTIC-2025-0421, which is highlighted in blue. The details for this permit include: Applied Date 09/17/2025, Issued Date 12/01/2025, Expiration Date 11/30/2028, and Finalized Date. The project name is 'Type Septic System (New or Redesign)', the status is 'Issued', and the main parcel is P37275. The address is 22223 COOK ROAD SEDRO-WOOLLEY WA 98284. The description is 'VB: New 5 bedroom OSS to support 2 BR ADU and future 3 BR SFR (ADU to be built first)'.

4. Select the blue permit number link

[Previous](#) | [Top](#) | [Paging Options](#) | [Filter Options](#) | [Main Menu](#)



Permit Number [SEPTIC-2025-0421](#)

Applied Date 09/17/2025

Type Septic System (New or Redesign)

Issued Date 12/01/2025

Project Name

Expiration Date 11/30/2028

Status Issued

Finalized Date

Main Parcel P37275

Address 22223 COOK ROAD SEDRO-WOOLLEY WA 98284

Description VB: New 5 bedroom OSS to support 2 BR ADU and future 3 BR SFR (ADU to be built first).

5. Follow Steps 6 through 8 of above directions.

Permit Status – What They Mean

Permit Status	What they mean	Who to contact
Submitted – Online	Application hasn't been touched – hasn't been assigned or invoiced yet. Those are the first two steps.	New System: PDS Repair/Tank/Soils: Public Health
Intake	Permit has been assigned but may not be invoiced yet.	New System: PDS Repair/Tank/Soils: Public Health
Fees Due	Application has been invoiced, and the owner needs to pay the fees. No work will be done when fees are due.	Owner
Fees Paid	Owner has paid the fees and files can be prepared for technical review by septic, critical areas, and lot cert folks.	New System: PDS Repair/Tank/Soils: Public Health
In Review	The files have made it septic, critical areas, and lot cert for technical review. The 30-day timeline starts here. Before this point, NO REVIEW WILL occur. The clock resets with each revision resubmitted.	No contact is the best contact; as this allows us to review the documents in a timely fashion.
Pending Resubmittal	Additional information or a change (revision) is needed before approval can occur. An automated email will be sent stating revisions are needed with an attachment outlining the corrections.	Designer/Owner
Issued	The permit has been issued. An automated email is sent stating that the permit is issued. A signed permit is uploaded to Civic Access.	Civic Access for Approved Design Public Health
Inspect	Those that have been installed and are waiting on an as-built.	Public Health
Final	Everything is done and system is in RME for routine inspection O&M.	Owner
Complete	This is only for soil/site evaluations	

Permit Prioritization

Every permit is assigned a review due date (30-days) after the fees have been paid. The permitting system automatically organizes reviews based on that due date. However, Skagit County Public Health understands that some permits need prioritizing due to septic failures.

Therefore, our internal prioritization of permit reviews goes as follows:

1. Repair Site/Soil Evaluation
2. Repair Designs
3. Tank Only – related to repairs
4. Soils for New Designs (with or without design submitted simultaneously)
5. New System Designs

We also find that reviews for version 2+ can sometimes be done quicker, for example, when a maintenance agreement is the last item to be addressed. These may be prioritized also.

Final Inspections

All installations are required to be inspected by Skagit County Public Health, prior to backfilling [SCC 12.50.150 (2)]. Additionally, final construction inspections **must** be requested a minimum of two full working days in advance. [SCC 12.05.140 (2)].

To request a final inspection, please email septic@co.skagit.wa.us. Requested formatting includes.

Subject Line: Final Request (Septic Permit Number)

Body: Address/parcel number

Date and Time you're requesting.

Please note that Friday afternoons have very limited availability due to staffing constraints.