



Navigating the PDS Permit Portal

SKAGITCOUNTYWA.GOV

Skagit County
Planning and
Development Services



Visit us at:

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This information only applies to property within unincorporated Skagit County and does not apply to property within incorporated city limits.

PDS Permit Portal is a Customer Self Service Portal that allows access 24 hours a day. Through the portal you can search Public Records, Pay an Invoice, apply for a County Address, request a Code Compliance Investigation or Apply for a permit.



[Login or Register](#)

Home Apply Today's Inspections Map Search Q Calendar

Welcome to the Skagit County Planning & Permitting Portal

Login or Register Login to an existing or create a new account. You can also find help if you forgot your login information.	Apply This tool can be used to apply for a permit, plan or license.	Request Inspection Click here to request an inspection on an existing record.	Pay Invoice Use this tool to pay for individual invoices
Search Public Records This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.	Apply for County address Apply for County address	Map Explore the map to see the activity occurring in your neighborhood.	Request for Investigation Request for Code Enforcement Investigation

HOW TO USE OUR PDS PERMIT PORTAL | [VIDEO](#)

How do I create an account?

An Account is required to apply for permit, manage a permit, or pay for a permit.

Follow the link below to **create a Citizen Access account**.

[CREATE YOUR ACCOUNT HERE](#)

Keep track of your email address and password, you will need them to access your account to make payments and track the status of your application!

Sign in to community access services.

Email address

☐ Keep me signed in

Next

OR

[Unlock account?](#) [Help](#)

[Create an account](#)

How do I apply, manage or pay an invoice?

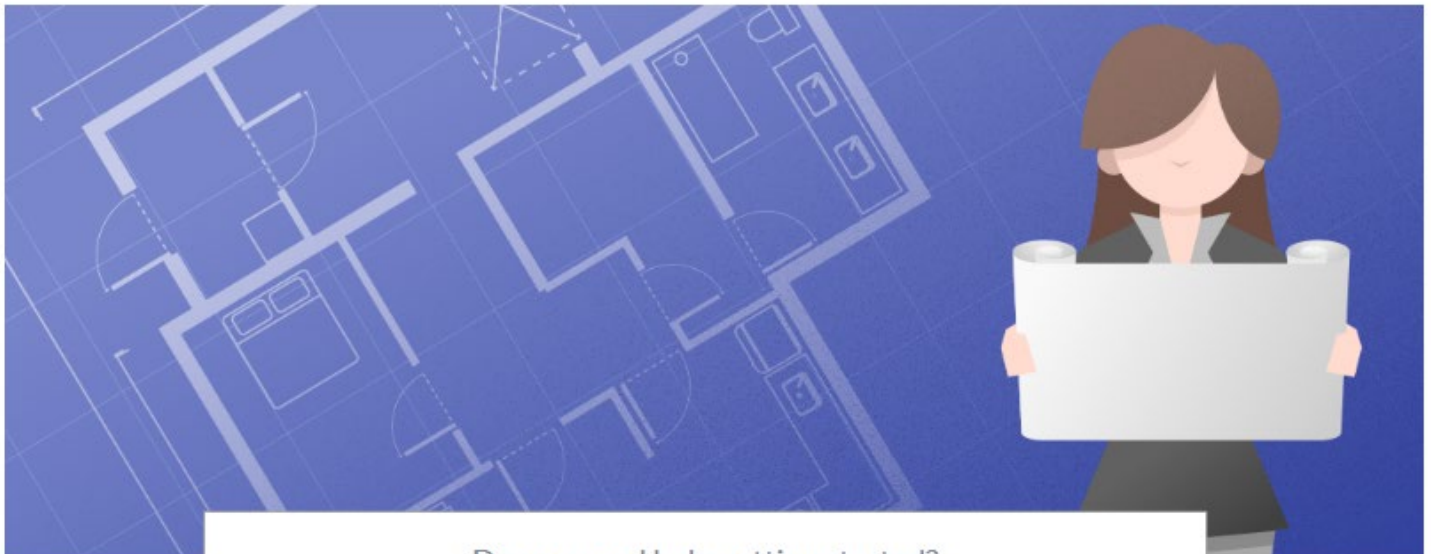
Once you have created your account, log into:

[SKAGIT COUNTY CIVIC ACCESS PERMIT PORTAL](#)

- Select **APPLY**
- The Decision Engine will prompt you:
< **Do you need help getting started?** >

If you are unsure of what type of application is needed, select **YES**.

If you know what type of application is needed, you are welcome to select **NO**.

[Home](#)[Apply](#)[Today's Inspections](#)[Map](#)[Documents](#)[Search](#) [Calendar](#) 

Do you need help getting started?

[Yes](#)[No](#)

NAVIGATING THE PDS PERMIT PORTAL

- Search for applications by name or keywords.
- You can search by application types, PERMITS, PLANS, TRENDING or ALL. Select Show Categories to see all Permit or Plan types by category.
- If you are unsure, select < **HELP ME CHOOSE** >
- Once you see the application that is required for your project, select the blue < **Apply** > button.

The screenshot shows the 'Application Assistant' interface of the PDS Permit Portal. At the top is a navigation bar with links: Home, Apply, Today's Inspections, Map, Documents, Search, and Calendar. Below the navigation bar, the 'Application Assistant' section features a search bar with the placeholder text 'Search for application names and keywords'. A callout box points to this search bar with the text 'You can enter keywords to look for the application'. To the right of the search bar is a 'Help me choose' link, with a callout box stating 'If you are unsure, select Help me choose'. Below the search bar are four filter buttons: 'All', 'Trending', 'PERMITS', and 'PLANS'. A callout box points to these buttons with the text 'You can select Permits Plans Trending or All Applications'. Below the filters is a link '> Show Categories'. The main content area displays a list of application categories, each with an icon, a title, a category name, a description, and an 'Apply' button. The categories listed are: 'Utility Permit - Class A', 'Mechanical (Residential) - General', 'Access Permit (Public Works) Residential Driveway', 'Septic System (New or Redesign)', and 'Building (Residential) Addition'.

Application Assistant

You can enter keywords to look for the application

Help me choose

If you are unsure, select Help me choose

Search for application names and keywords

All Trending PERMITS PLANS

> Show Categories

Utility Permit - Class A

Category Name: Utility Permits Description: Utility Permit - Class A

Apply

Mechanical (Residential) - General

Category Name: Building - Residential Permits Description: Mechanical (Residential) - General

Apply

Access Permit (Public Works) Residential Driveway

Category Name: Public Works - Access Permits Description: Access Permit (Public Works) Residential Driveway

Apply

Septic System (New or Redesign)

Category Name: Septic Description: Septic System (New or Redesign)

Apply

Building (Residential) Addition

Category Name: Building - Residential Permits Description: Building (Residential) Addition

Apply

- Follow the application through to submittal. If you want to save your application to be completed at a later date, all progress except for attached documents will be saved.
- The application status will remain **SUBMITTED ONLINE** until a Permit Technician has been assigned to your project. When this takes place the status will be updated to **INTAKE**.
- The Permit Technician may contact you if additional information is required, including any additional applications (Sub-Records). When more information is required, the status will change to **PENDING RESUBMITTAL**.

Permit Number: BLDC-2024-0036

Add to Cart

Permit Details | Tab Elements | Main Menu

Type:	Alteration - Commercial	Status:	Intake	Project Name:	
IVR Number:	107575	Applied Date:	10/03/2024	Issue Date:	
District:	TBD	Assigned To:	Handow, Susanna	Ex	
Square Feet:	0.00	Valuation:	\$120,000.00	Final	
Description:	Interior remodel of existing building				

Select your sub records here

Summary Locations Fees Inspections Attachments Contacts Sub-Records More Info

Existing Sub-Records | Remaining Sub-Records | Next Tab | Permit Details | Main Menu

Existing Sub-Records

Sort Record Number

Record Number	Type	Status
No records to display.		

Remaining Sub-Records

Type	Action
Floodplain permit - Sub record	Apply
Mechanical Sub Permit - Commercial	Resume Draft
Plumbing Permit - Commercial	Apply

Use this apply button to select any available sub records for application.

- When all requirements have been received and are complete, the Permit Technician will create an invoice for payment. When an invoice is available to pay in Civic Access, your case status will be FEES DUE.
- All payments must be made through the portal using a credit card, debit card, or checking account information (e-check).

Who should I contact if I have questions?

You may contact us if you have any questions via:

Online: [Ask a Permit Technician](#)

Remember, asking questions first can save lots of headaches, heartaches, and money!