CITY OF SEQUIM

This powerpoint will walk you through the following areas:

- How to create an account on the portal (CSS).
- How to access your dashboard; this includes looking at comments for resubmittals, requesting inspections, getting your permit documents, etc.
- How to request inspections and see reinspection notes.

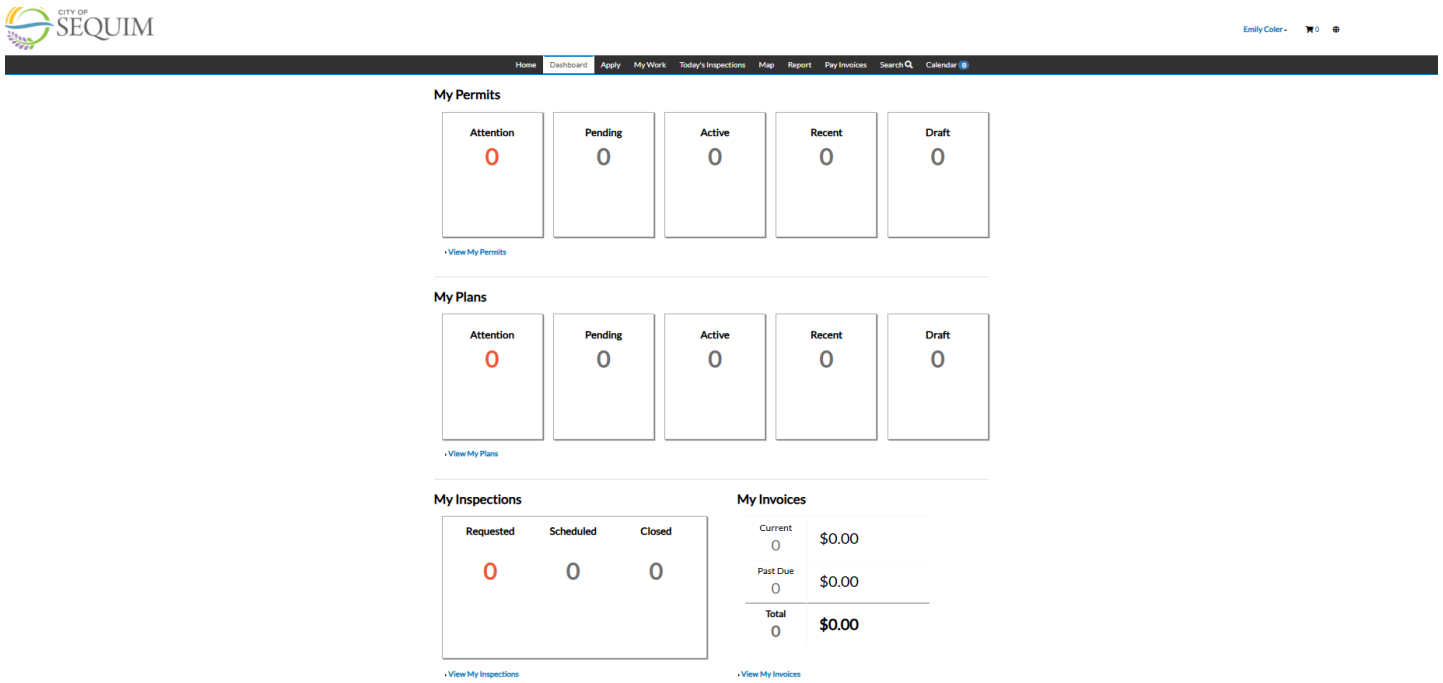
Creating an account

Creating an account is easy. Step one: make sure you are on the correct jurisdiction's portal. Since we use the same permitting software as Clallam County, this can easily get confusing. Sequim's URL is:
https://**cityofsequimwa**-energovweb.tylerhost.net/apps/selfservice#/home

Step two: verify your email. Verification is done through email from "Community Access Identity" with a link or a code.

Once you are all set, you will see a screen that looks like this:

You (or your contractor(s)) will need an account to apply for permits and/or request inspections.



CITY OF SEQUIM

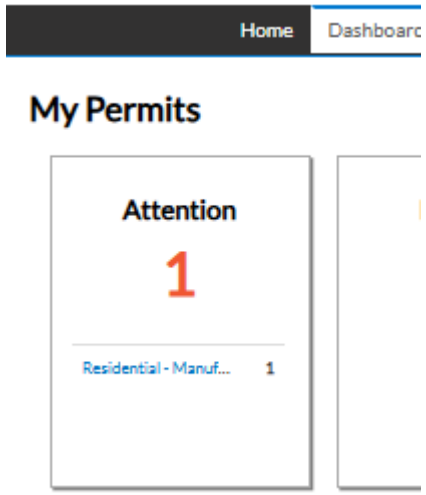
Your Tyler Dashboard

Your dashboard is where your permits and/or plans live.

Here you can pay for permits, request inspections, or see if your permit needs resubmittals.

How to know if you need to resubmit your documents (and how to do it)

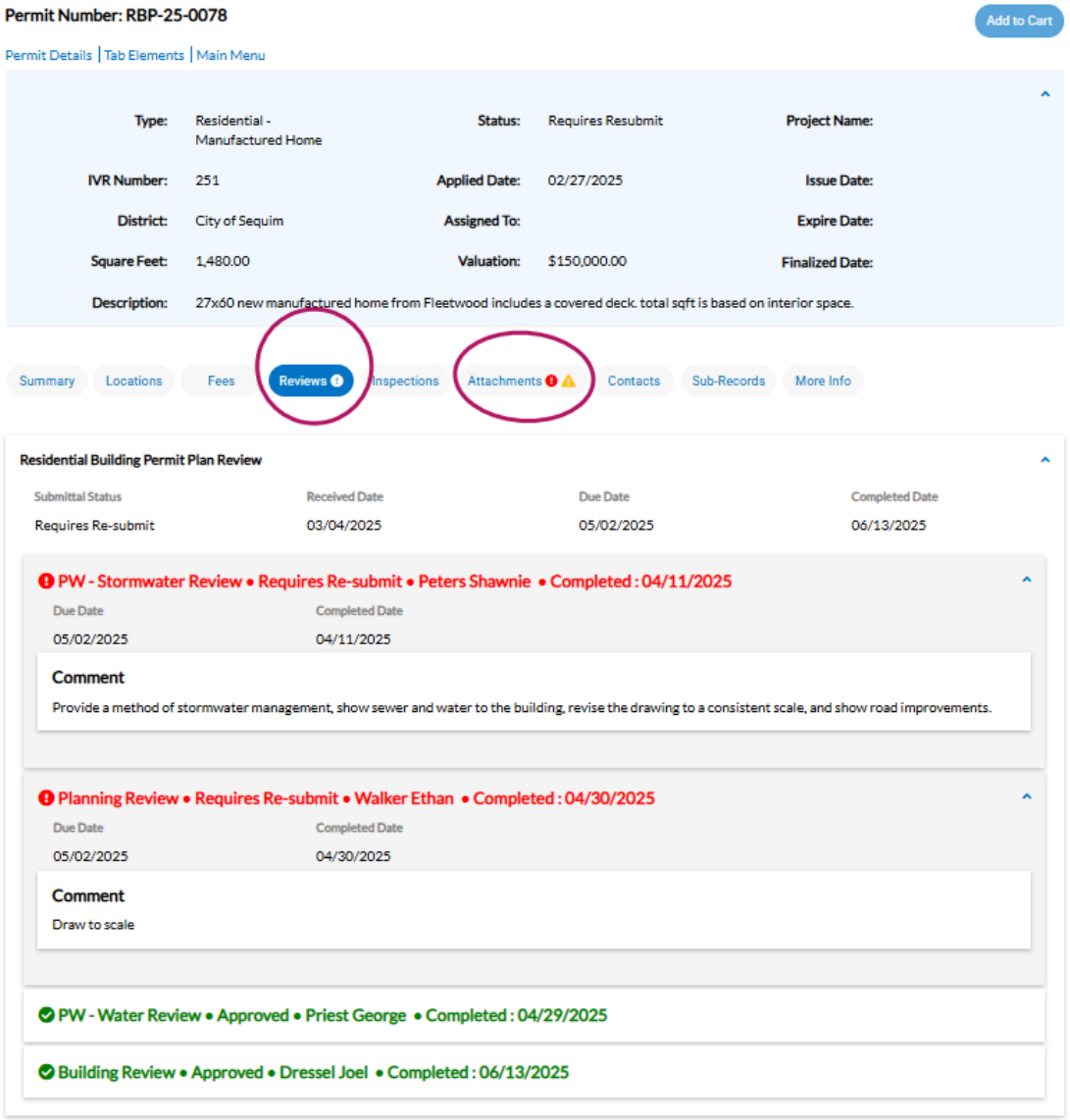
Upon logging in, you will see that something needs your attention. This is one of three places that alerts you.



You will want to check your dashboard frequently while you are waiting on a permit. This is the best way to know if your permit needs attention (i.e. if fees are due, or if resubmittals are needed).

CITY OF SEQUIM

*Shown here is the “reviews” tab.



You can see what needs to be resubmitted in two places; the “reviews” tab or the “attachments” tab.

The “attachments” tab is where you will go to resubmit the document.

CITY OF SEQUIM

On the “attachments” tab, you can view markups on your document(s) so you know what exactly needs to be resubmitted. You can even reply to the comments made. You will see what that looks like on the next slide.

*You are required to acknowledge the markups before resubmitting.

CITY OF SEQUIM

Resubmit File(s)

1 Files — 2 Reviews — 3 Resubmit

Files

Site Plan Supported: .pdf

File	Version	Resubmit Instructions
Site Plan-TBD-Matriotti-AVE-IMG_4193_v2.pdf	2	Shawnie Peters: Provide a method of stormwater management, show sewer and water to the building, revise the drawing to a consistent scale, and show road improvements

Markups

Text	Added By	Page	
Add scale in order to verify setbacks and resubmit	Ethan Walker	1	Respond
Show Matriotti street improvements (edge of paving) Show Alley	Shawnie Peters	1	Respond
Show water meter, and lateral piping to proposed building	Shawnie Peters	1	Respond
Provide scaled drawing, without distortion from photographing it at an angle	Shawnie Peters	1	Respond
Add Street Name	Ethan Walker	1	Respond
Show sewer lateral connection and piping to proposed building	Shawnie Peters	1	Respond
Provide a method of stormwater management. Stormwater checklist has all items checked, however, no stormwater BMP's or construction BMP's have been shown.	Shawnie Peters	1	Respond

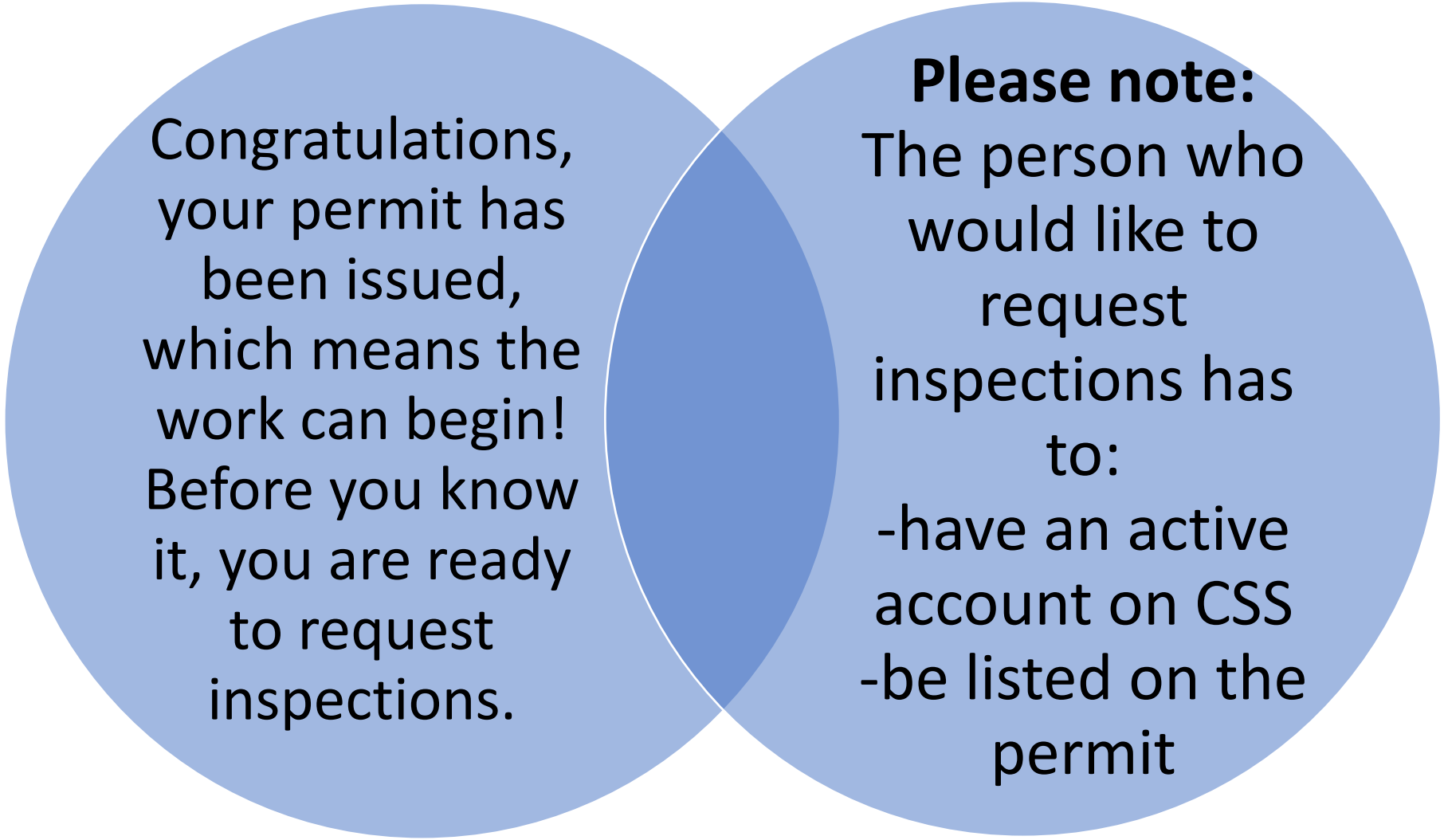
Next

Once your document(s) have been resubmitted, Staff is notified and re-routes the documents for review.

CITY OF SEQUIM



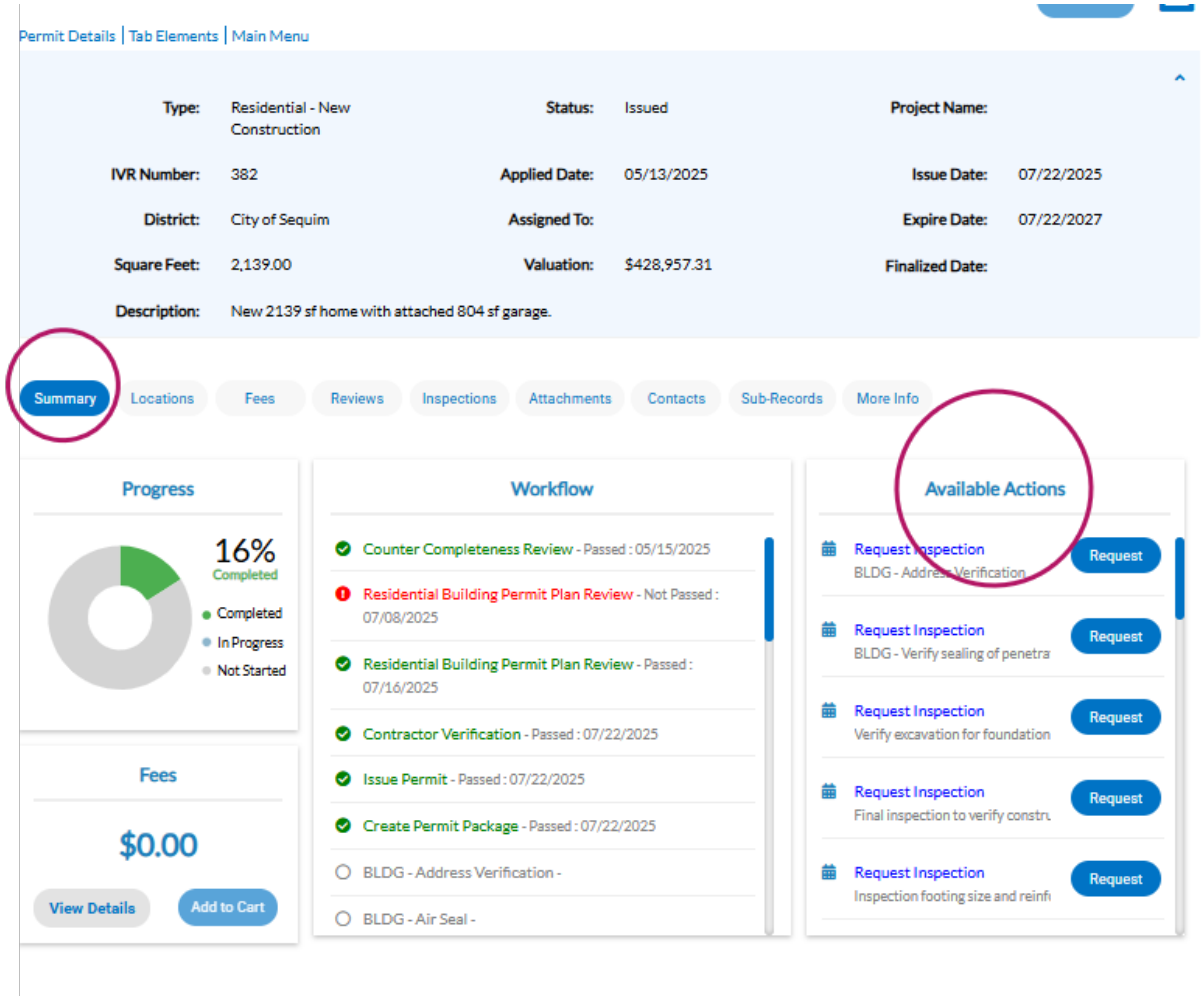
How to Request Inspections and see re-inspection notes



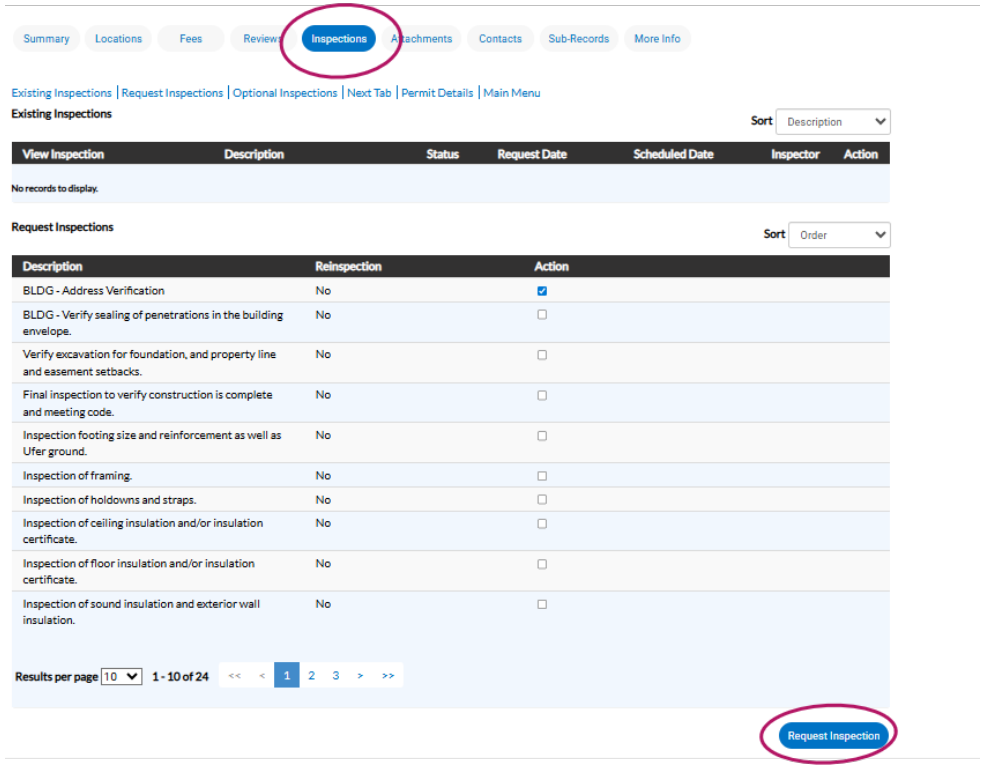
CITY OF SEQUIM

There are a couple of ways to request inspections.

1. From the permit dashboard summary tab:



2. From the “inspections” tab:

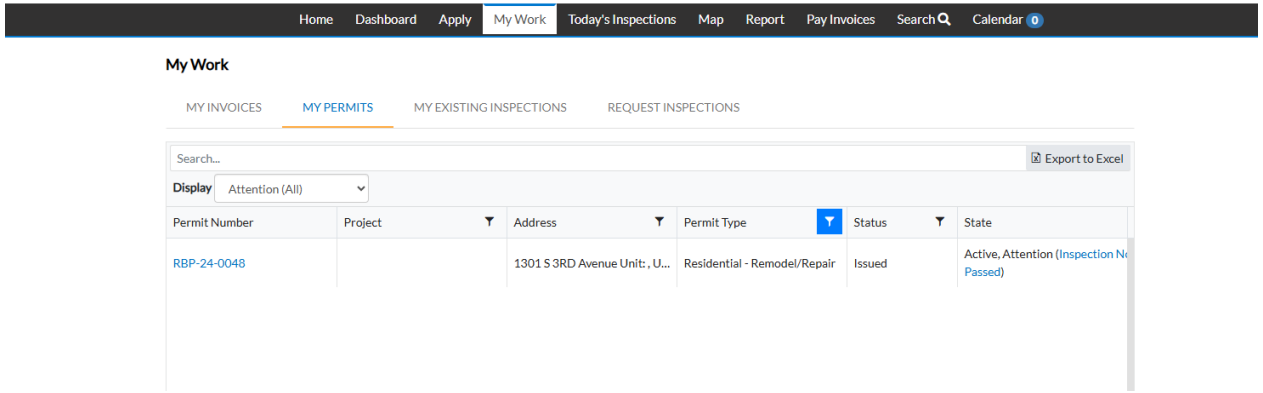


Reminder: Inspection requests must be made by noon the day prior to the requested date of inspection. If you want an inspection on Wednesday, you must get the request in before noon on Tuesday.

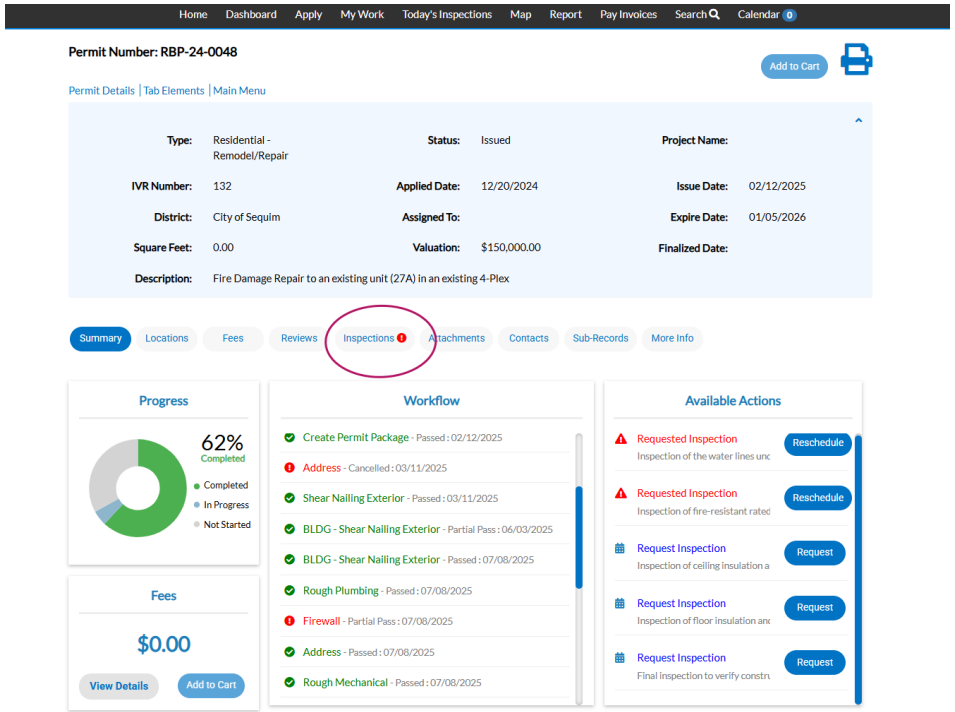
CITY OF SEQUIM

How to Find Notes for Partial Passes or Failed Inspections

1. From Your Dashboard, click on your permit:

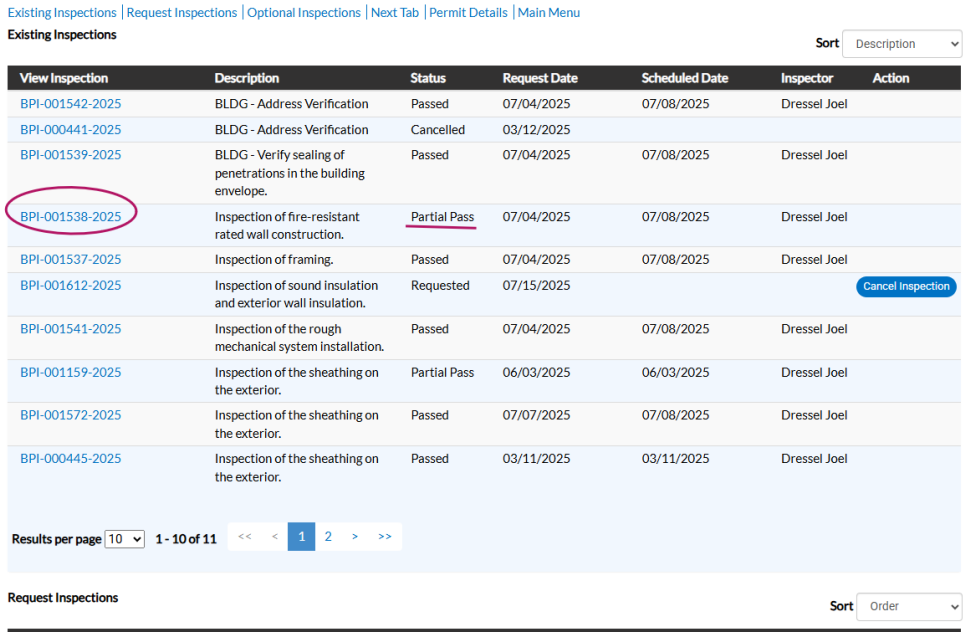


2. From there, you will see an exclamation mark in red on the inspections tab if you need to reschedule. Click on that tab:



CITY OF SEQUIM

Your list of inspections will appear there. if you click on the hyperlink (BPI-xxxxxx):



Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

Sort: Description

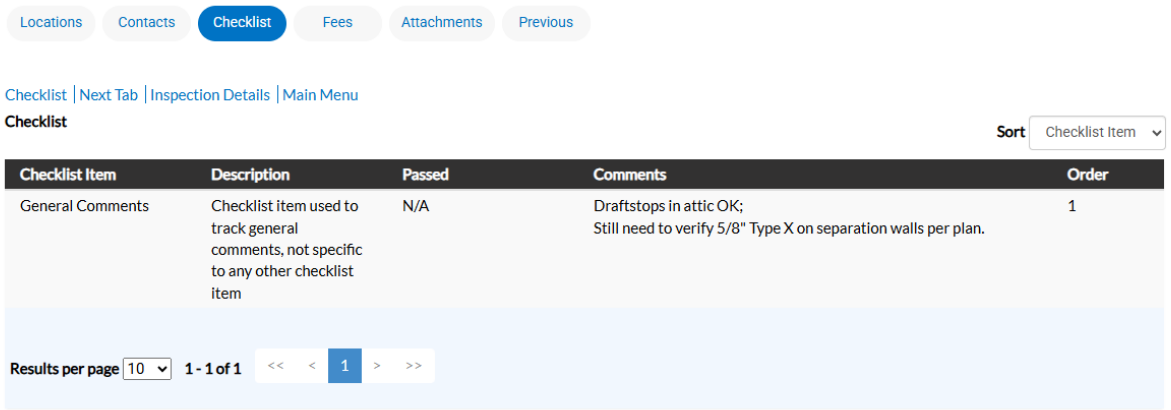
View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
BPI-001542-2025	BLDG - Address Verification	Passed	07/04/2025	07/08/2025	Dressel Joel	
BPI-000441-2025	BLDG - Address Verification	Cancelled	03/12/2025			
BPI-001539-2025	BLDG - Verify sealing of penetrations in the building envelope.	Passed	07/04/2025	07/08/2025	Dressel Joel	
BPI-001538-2025	Inspection of fire-resistant rated wall construction.	Partial Pass	07/04/2025	07/08/2025	Dressel Joel	
BPI-001537-2025	Inspection of framing.	Passed	07/04/2025	07/08/2025	Dressel Joel	
BPI-001612-2025	Inspection of sound insulation and exterior wall insulation.	Requested	07/15/2025			Cancel Inspection
BPI-001541-2025	Inspection of the rough mechanical system installation.	Passed	07/04/2025	07/08/2025	Dressel Joel	
BPI-001159-2025	Inspection of the sheathing on the exterior.	Partial Pass	06/03/2025	06/03/2025	Dressel Joel	
BPI-001572-2025	Inspection of the sheathing on the exterior.	Passed	07/07/2025	07/08/2025	Dressel Joel	
BPI-000445-2025	Inspection of the sheathing on the exterior.	Passed	03/11/2025	03/11/2025	Dressel Joel	

Results per page 10 | 1 - 10 of 11 | << < 1 2 > >>

Request Inspections

Sort: Order

That takes you to the individual inspection where you can click on “checklist” and see notes from the inspector:



Locations | Contacts | Checklist | Fees | Attachments | Previous

Checklist | Next Tab | Inspection Details | Main Menu

Checklist

Sort: Checklist Item

Checklist Item	Description	Passed	Comments	Order
General Comments	Checklist item used to track general comments, not specific to any other checklist item	N/A	Draftstops in attic OK; Still need to verify 5/8" Type X on separation walls per plan.	1

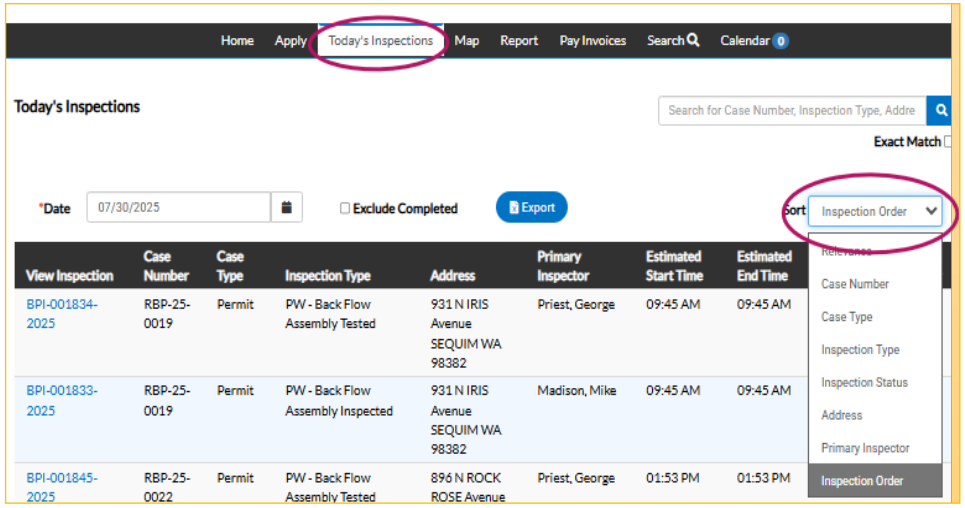
Results per page 10 | 1 - 1 of 1 | << < 1 > >>

CITY OF SEQUIM

Did you know?

- You do not need a portal account to pay for permits. On the CSS homepage, under the “pay invoices” tab, you just need the invoice number (which is INV-00000###). Your invoice is emailed to you once fees are determined.

You can view the days inspections without logging in. You can export the file, or sort by inspection order to see when yours may happen. While we don’t give specific times, building inspections typically happen between 10am-2pm, Tuesdays thru Fridays.



We have resources, including checklists, on our website. Visit [Permitting & Land Use Resources and Checklists | Sequim, WA - Official Website] to view.

If your project does not require a certain document listed, you can upload a blank PDF stating such. Please do not submit duplicate documents that are the same, as this may delay processing times.

If you need someone added to your permit, please contact Staff.

buildingdept@sequimwa.gov
(preferred)
or
360-683-4908

CITY OF SEQUIM