

Online Permit Instructions

To set up an online access

1. To create your account, go to https://milton_wa.permittrax.com/Citizen.
2. In the upper right hand corner click on *Sign in/Register*.
3. Click on "Register New Account". (Provide all the information, this will allow us to contact you if necessary.)
4. After you create an account, you can use this login for all future permits and inspections.


To upload documents

1. Email your application to permits@cityofmilton.net and request a permit #.
2. Log-in to your account.
3. Scroll down to UPLOAD PORTAL and click on *Upload New Item*.
4. Enter your permit number, i.e.: BLD2015-2222, and click *Next*.
5. Enter the file name as outlined in the Naming Convention Document (see below) in the description section. Click *Continue*.
6. Select file to upload. Click *Upload File*.

To check the status of your permit or plan review

1. Log-in to your account.
2. Scroll down to SEARCH FOR PERMIT and click on *Click to Search*.
3. Enter the permit number or enter the address.
4. Click *Search*.
5. Select your permit from the list.

To schedule an inspection

1. Log-in to your account.
2. Scroll down to INSPECTIONS and click *Schedule Inspections*.
3. Enter your permit number, i.e.: BLD2015-2222, and click *Next*.
4. A list of the required inspections will appear at the bottom of the page.
5. Click  calendar icon of inspection you are requesting.
6. Select preferred inspection day and hit *Continue*. (The inspection window is roughly 10am -2pm.)
7. Verify the information is correct before you hit *Schedule*.

Hints:

- *Save the page in your favorites for quick future access. The link can also be found on the city's website.*
- *Select HOME in upper left to return to front page.*

File Naming Convention

Please submit all electronic documents following the naming convention below:

Original Submittal

OS_Project Name_Document

Examples

- OS_MiltonBuilding_Application
- OS_MiltonBuilding_Site_Plan
- OS_MiltonBuilding_Stormwater

Resubmittals

RESUB(1, 2, 3...)_Project Name_Document

1st resubmittal

- RESUB1_Milton Building_Site_Plan
- RESUB1_MiltonBuilding_Stormwater

2nd resubmittal

- RESUB2_Milton Building_Site_Plan
- RESUB2_MiltonBuilding_Stormwater

Deferred

DEF_Project Name_Document

- DEF_Milton Building_Plumbing
- DEF_MiltonBuilding_Mechanical