HOW TO: Apply for Permits Online
Pierce County Planning & Public Works

1. Go to www.piercecountywa.org/permit and click Apply Online:

2. If you haven’t already, log in to your existing account or set up a new account.

3. Click the Create an Application Online button:
4. Enter the 10-digit **Tax Parcel #** or the **Site Address**, then click **Search**. If the information that populates is correct, click the green **Create** button to continue:

5. Click on the **type of permit** required for your project:
6. Read the guidelines carefully, then click the green **Begin!** button to continue:

![Screen shot of the PALS website with instructions and a green 'Begin!' button.]

7. Verify your **Contact Information**, then click **Next:**

![Screen shot of the PALS website showing the contact information section.]

---

Pierce County Planning and Public Works, 2401 South 35th Street, Tacoma, WA  98409

[www.piercecountywa.org/pals](http://www.piercecountywa.org/pals) | Revised 5/3/19
8. Verify the **Site Address**, then click **Next**:

![Image of the Online Permits interface with Site Address highlighted]

9. Select your project type from the **Type of Project** and **Select One** dropdown menus, enter a **Short Description of Project** in the text box, then click **Next**:

![Image of the Online Permits interface with Project Information highlighted]
10. You must include at least one PDF document with your application. Click **Browse** next to the applicable document type(s) to upload documents, then click **Next:**

11. Review your application summary. If any information needs to be changed, click the **Edit** button next to the applicable section. Once it looks correct, click **Submit:**
12. You will receive an email with your tracking number. Staff will review the submittal and contact you with payment instructions or a request for additional information.

Questions? Click the blue question mark button, or contact the Development Center by clicking the Have a question?/Click to chat live button or calling 253-798-3739.