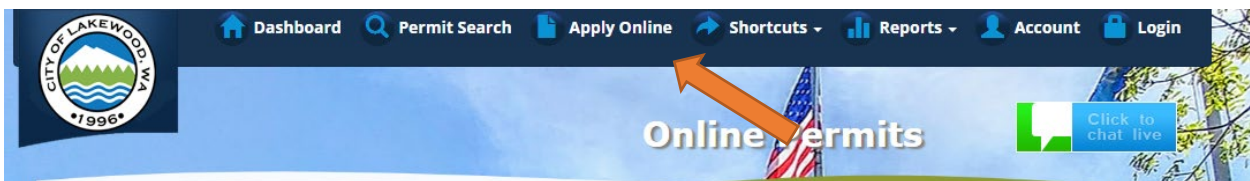


# Submitting Commercial Mechanical Application

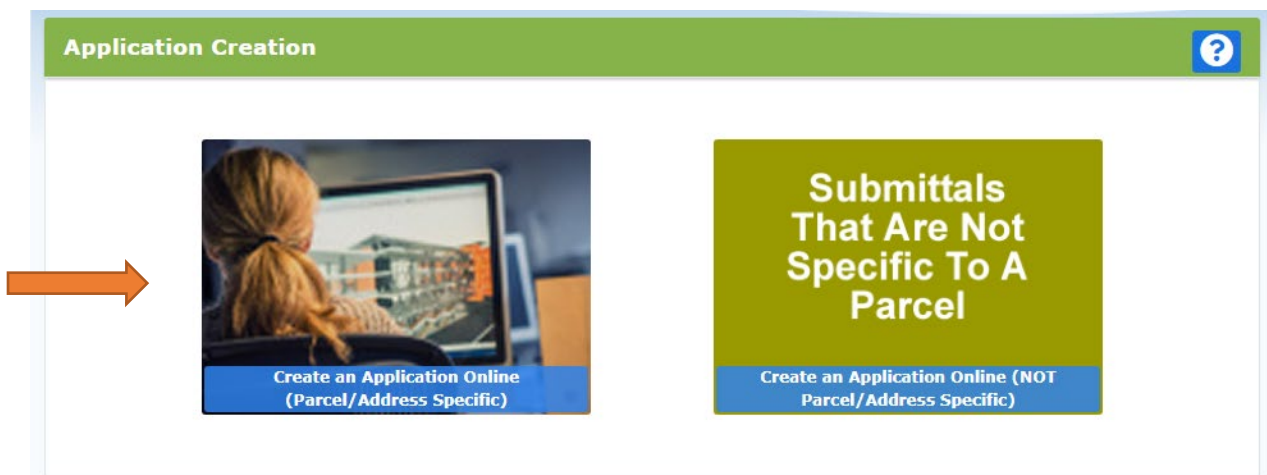
- Start at <https://pals.cityoflakewood.us/palsonline/#/dashboard> and click on Login at the top of the page and enter your email address and password.
  - If you do not currently have an account you will need to sign up for one before moving on. You will be asked to provide basic information.



- Once logged in click on “Apply Online” along the top of the site.



- Select “Create an Application Online (Parcel/Address Specific)”



- Select either Tax Parcel # or Site Address option. Then parcel number or address in the text box.

**Parcel Address Search** ?

Tax Parcel #  Site Address

Enter a 10 digit tax parcel number
Search
Clear

- The following page is to confirm the address or parcel you've entered – you can click “Create” to move forward.
- Select “New Construction”

**Permit Type Selection** ?

Parcel Number: 4001880100 - 6000 MAIN ST SW

<p><b>SUBDIVIDE PROPERTY</b></p> <p>Subdivide Property</p>	<p><b>RESIDENTIAL PLUMBING</b></p> <p>Residential Plumbing</p>	<p><b>RESIDENTIAL MECHANICAL, INCLUDING GAS HOT WATER HEATER</b></p> <p>Residential Mechanical</p>	<p><b>LAND USE &amp; ENVIRONMENTAL REVIEW</b></p> <p>Land Use and Environmental Review</p>
<p><b>DEMOLITION PERMIT</b></p> <p>Demolitions</p>	<p><b>CUSTOMER MEETINGS</b></p> <p>Customer Meetings</p>	<p><b>CONSTRUCTION</b></p> <p>Construct/Build/Install Something</p>	<p><b>AMEND DEVELOPMENT REGULATIONS</b></p> <p>Amend Development Regulations</p>
<p><b>ADULT FAMILY HOME</b></p> <p>Adult Family Home</p>	<p><b>RIGHT OF WAY</b></p> <p>Parcel Specific Right of Way Parcel Specific ROW</p>		

- The proceeding screens will just ask you to confirm your information and the Site Information.
- Type of Project – Commercial
  - Select One (Permit Type) – Choose “Building (Commercial)”

- Short Description of Project – Include a brief description of the scope of work to be performed.

Pre-Screening Application to Construct/Build Something

Contact Info > Site Address > Project > Attachments > Summary

Parcel Number: 4001880100 - 6000 MAIN ST SW

Project Information Next →

Type of Project: Commercial

Select One:

- Building (Commercial)
- Change of Use or Occupancy Inspection
- Commercial/Industrial Structure
- Demolition
- Factory Assembled Structure
- Gate
- Interior Remodel
- Permanent Sign
- Re-Roof

Short Description

- The next screen is where you'll be able to upload the permit application(s).
  - If you've already completed the required applications and saved it/them to your computer all you'll need to do is click "Browse" and select the correct file.
  - If you have not completed the actual application click [here](#) to be taken to the form. You will be required to print out the document, complete it, and scan it to your computer before moving forward.

- Once all the necessary documents have been uploaded you will be able to select “Next”

**Pre-Screening Application to Construct/Build Something**
?

**Contact Info > Site Address > Project > Attachments > Summary**

Parcel Number: 4001880100 - 6000 MAIN ST SW

## Attachments

Next →

Depending on the type of project you are submitting there may be a list of suggested documents below. Attaching each of them will make the processing of your application more successful. If there is no list or you have additional material please attach them in the Additional Documents section.

Commercial Building Permit Application	<i>MECHANICAL_PERMIT_2.06.20.pdf</i>	
Commercial building permit checklist	<a href="#" style="background-color: #2980b9; color: white; padding: 2px 5px; border-radius: 3px;">Browse</a>	
Commercial Daycare Application	<a href="#" style="background-color: #2980b9; color: white; padding: 2px 5px; border-radius: 3px;">Browse</a>	
Construction documents	<a href="#" style="background-color: #2980b9; color: white; padding: 2px 5px; border-radius: 3px;">Browse</a>	
New Construction Commercial Building Permit Checklist	<a href="#" style="background-color: #2980b9; color: white; padding: 2px 5px; border-radius: 3px;">Browse</a>	
Sign Permit Application	<a href="#" style="background-color: #2980b9; color: white; padding: 2px 5px; border-radius: 3px;">Browse</a>	
Tenant-Improvement Commercial Building	<a href="#" style="background-color: #2980b9; color: white; padding: 2px 5px; border-radius: 3px;">Browse</a>	

**Additional Documents:** Some projects may require items that are not listed above or you may have additional documents that you want us to see when processing your submittal, please add them here.

[Browse](#)

Ready for upload.    ● Only PDF files are valid to upload.

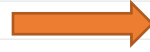
- Once you click “Next” the system will ask that you confirm the information and uploads included. Once confirmed you can click “Submit”.



Contact Info > Site Address > Project > Attachments > Summary

Parcel Number: 4001880100 - 6000 MAIN ST SW

### Summary



Submit →

Please validate that the below information is correct.  
Keep in mind that items missing from the application/submittal may result in a delay before we can begin project review.  
Edit if necessary, then click 'Submit'.

<a href="#">Edit</a>	Parcel Number:	4001880100		
<a href="#">Edit</a>	Site Address:	6000 MAIN ST SW		
<a href="#">Edit</a>	Project Type: Work Description:	Construct/Build/Install Something test		
<a href="#">Edit</a>	Applicant:	6000 Main St Lakewood, WA 98499		
<a href="#">Edit</a>	Attachments:	<table border="1"><tr><td>Commercial Building Permit Application</td><td>MECHANICAL_PERMIT_2.06.20.pdf</td></tr></table>	Commercial Building Permit Application	MECHANICAL_PERMIT_2.06.20.pdf
Commercial Building Permit Application	MECHANICAL_PERMIT_2.06.20.pdf			