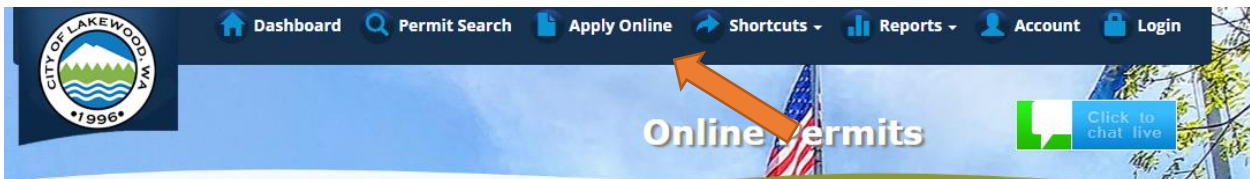


# Submitting Tenant Improvement Application

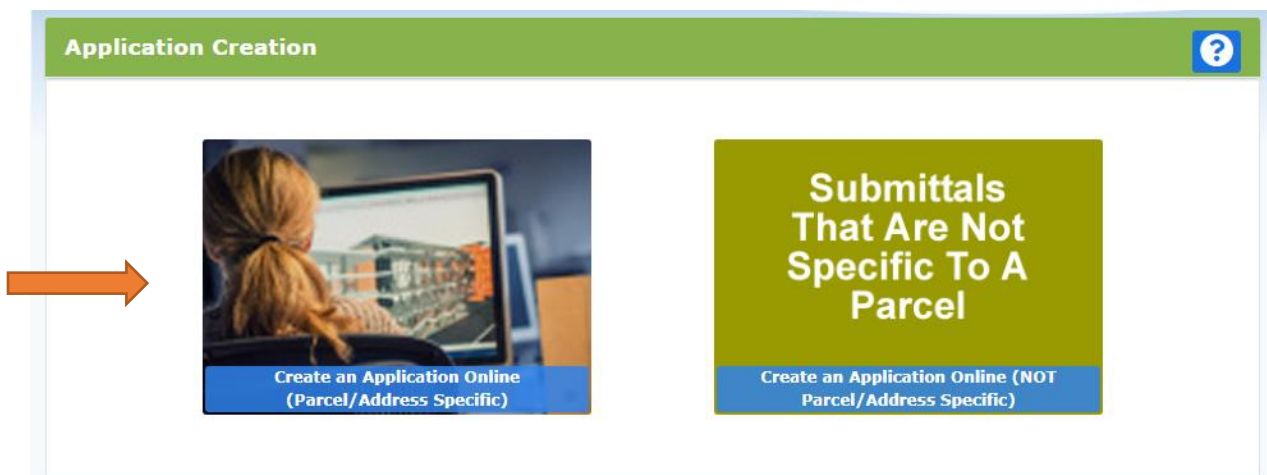
- Start at <https://pals.cityoflakewood.us/palsonline/#/dashboard> and click on Login at the top of the page and enter your email address and password.
  - If you do not currently have an account you will need to sign up for one before moving on. You will be asked to provide basic information.



- 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 “Construction”
  - The proceeding screens will just ask you to confirm your information and the Site Information.

## Permit Type Selection



Parcel Number: 4001880100 - 6000 MAIN ST SW

 <p><b>ELECTRIC WATER HEATER REPLACEMENT</b></p> <p>Electric Water Heater Replacement</p>	 <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>FURNACE REPLACEMENT</b></p> <p>Furnace Replacement</p>	 <p><b>DEMOLITION PERMIT</b></p> <p>Demolitions</p>	 <p><b>CUSTOMER MEETINGS</b></p> <p>Customer Meetings</p>
 <p><b>NEW 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>

- Type of Project – Commercial
  - Select One (Permit Type) – Select New Tenant Occupancy

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

The screenshot shows a web form titled "Project Information" with a "Next →" button in the top right corner. The form contains three main sections:


- Type of Project:** A dropdown menu with "Commercial" selected. An orange arrow points to this field.
- Select One:** A dropdown menu with a list of project types. An orange arrow points to this field.
- Short Description of Project:** A text input field. An orange arrow points to this field.

The dropdown menu for "Select One" is open, showing the following options:

- Building (Commercial)
- Commercial/Industrial Structure
- Demolition
- Factory Assembled Structure
- Gate
- Interior Remodel
- New Tenant Occupancy
- Permanent Sign
- Re-Roof

- The next screen is where you'll be able to upload the permit applications.
  - 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 you're able to select the document and complete it from there. 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

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**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="#">Browse</a>		
Commercial Daycare Application	<a href="#">Browse</a>		
Construction documents	<a href="#">Browse</a>		
New Construction Commercial Building Permit Checklist	<a href="#">Browse</a>		
Sign Permit Application	<a href="#">Browse</a>		
Tenant-Improvement Commercial Building	<a href="#">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](#)

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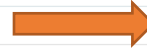
 Ready for upload. ● Only PDF files are valid to upload.

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



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			