



# Submitting a Tenant Improvement Application

## Planning and Public Works

6000 Main St SW  
Lakewood, WA 98499  
(253) 512-2261

Visit our office:  
Tues. – Thurs. 9am – 12pm

Contact us:  
Permit Center  
[permits@cityoflakewood.us](mailto:permits@cityoflakewood.us)

Rental Housing Safety Program  
[rentals@cityoflakewood.us](mailto:rentals@cityoflakewood.us)

Business Licensing  
[businesslicensing@cityoflakewood.us](mailto:businesslicensing@cityoflakewood.us)

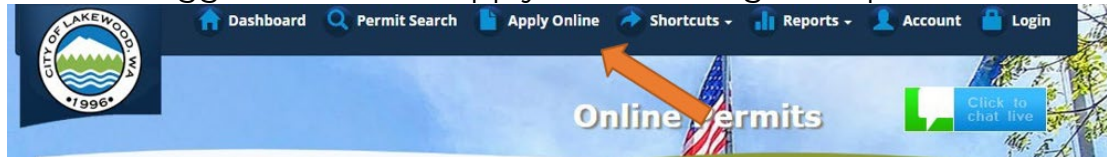
Engineering  
[publicworksengineering@cityoflakewood.us](mailto:publicworksengineering@cityoflakewood.us)

Planning  
[planning@cityoflakewood.us](mailto:planning@cityoflakewood.us)

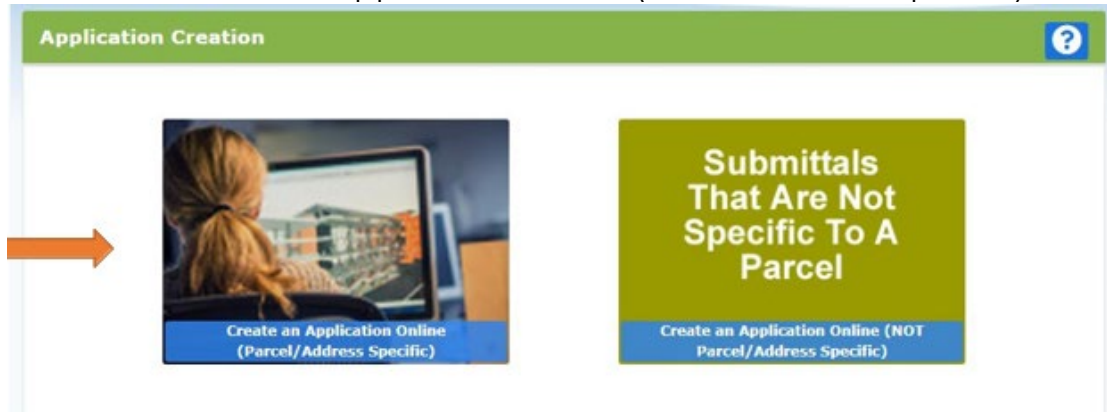
- Start at <https://pals.cityoflakewood.us/palsonline/#/dashboard> and click on Login at the top of the page and enter your email address and password.
  - If you do not currently have an account you will need to sign up for one before moving on. You will be asked to provide basic information.



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



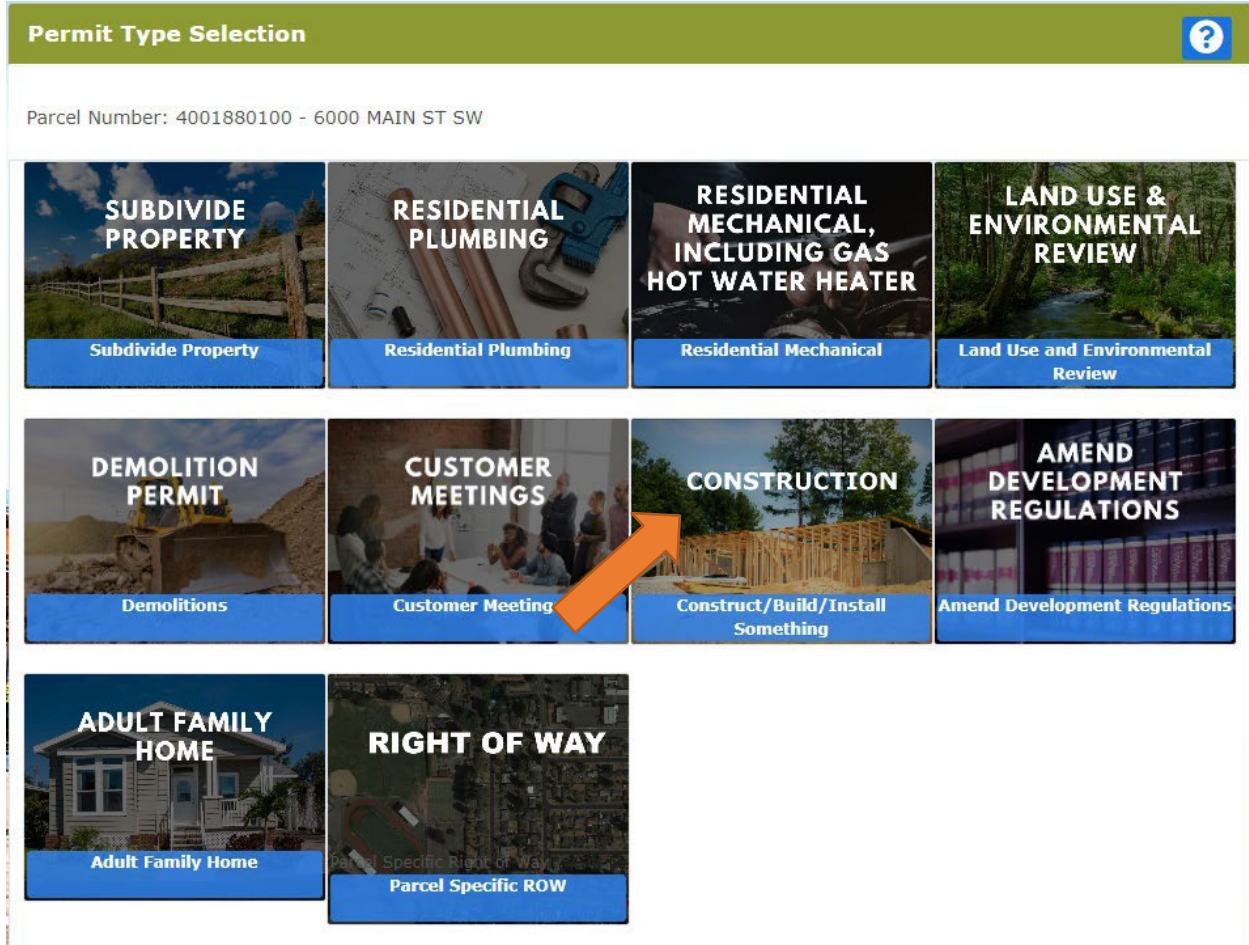
- Select “Create an Application Online (Parcel/Address Specific)”



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



- 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.
- 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.

## 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:

Short Description of Project:

- Building (Commercial)
- Change of Use or Occupancy Inspection
- Commercial/Industrial Structure
- Demolition
- Factory Assembled Structure
- Gate
- Interior Remodel
- 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**
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**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	<span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Browse</span>	
Commercial Daycare Application	<span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Browse</span>	
Construction documents	<span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Browse</span>	
New Construction Commercial Building Permit Checklist	<span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Browse</span>	
Sign Permit Application	<span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Browse</span>	
Tenant-Improvement Commercial Building	<span style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Browse</span>	

**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”.

**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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**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			