

## 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

Rental Housing Safety
Program
rentals@citvoflakewood.us

Business Licensing businesslicensing@cityoflakewood.us

Engineering publicworksengineering@citvoflakewood.us

Planning planning@cityoflakewood.us

## Scheduling an Inspection Online

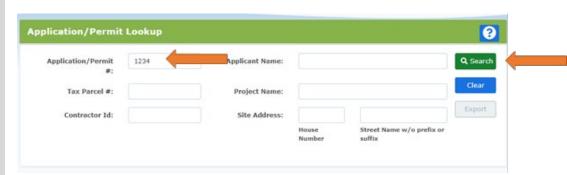
- Start at <a href="https://pals.cityoflakewood.us/palsonline/#/dashboard">https://pals.cityoflakewood.us/palsonline/#/dashboard</a> and click on Login at the top of the page and enter your email address and password.
  - If you do not currently have an account you will need to sign up for one before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



Once logged in click on "Permit Look Up" along the top of the site.



• Enter the permit number and hit Search



• The next screen will show the permit information – on there is an orange button "I Want To..."



## A19 - SCHEDULING AN INSPECTION ONLINE

From the "I Want To..." drop down you will see the option to "Schedule an Inspection"



• A second screen will open and ask you for the details of your request. Please make sure to include any notes you would like the inspector to see prior to your appointment. Once the information is filled out you will hit the "Submit" button. \*\*Please Note- you can request either AM or PM, but are unable to select a specific time.

