



# Submitting a Commercial Re-Roof 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)

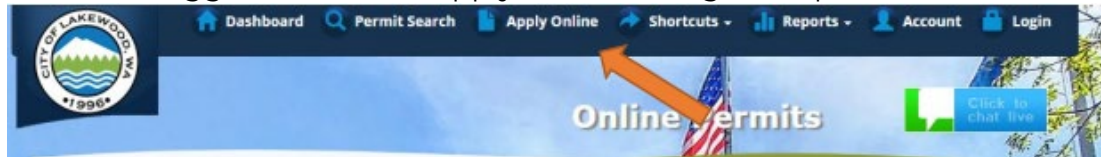
Engineering  
[publicworksengineering@cityoflakewood.us](mailto:publicworksengineering@cityoflakewood.us)

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

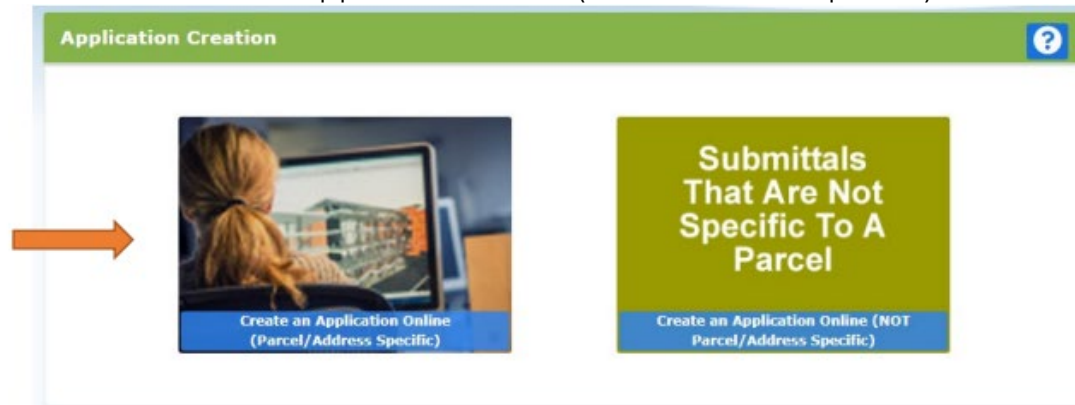
- Start at <https://pals.cityoflakewood.us/palsonline/#/dashboard> and click on Login at the top of the page and enter your email address and password.
  - If you do not currently have an account you will need to sign up for one before moving on. You will be asked to provide basic information.



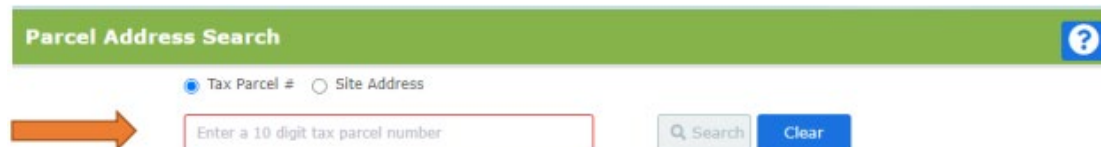
- Once logged in click on “Apply Online” along the top of the site.



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

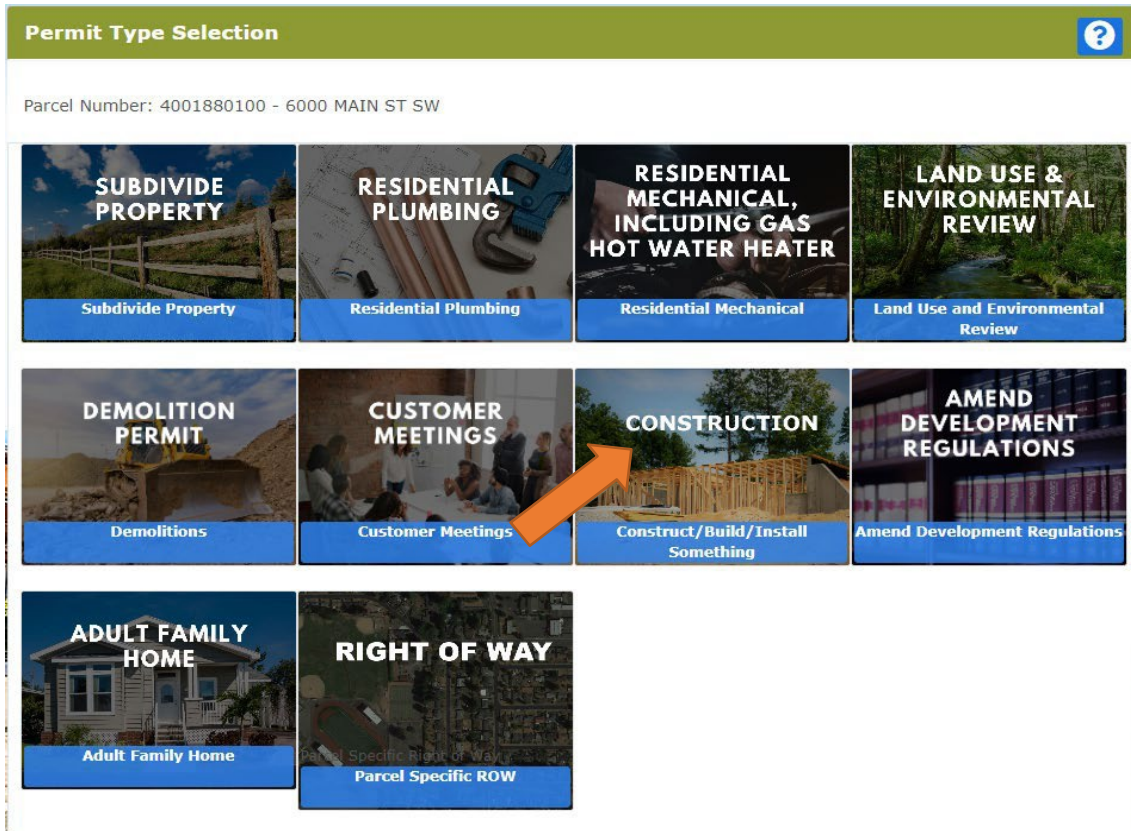


- Select either Tax Parcel # or Site Address option. Then parcel number or address in the text box.



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


- 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 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"

- 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

**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'.

	Parcel Number:	4001880100		
	Site Address:	6000 MAIN ST SW		
	Project Type: Work Description:	Construct/Build/Install Something test		
	Applicant:	6000 Main St Lakewood, WA 98499		
	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
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