



Planning and Public Works

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Visit our office:

Tues. – Thurs. 9am – 12pm

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May 5, 2025

Title Report

Code References:

- [Lakewood Municipal Code \(LMC\)](#)

What is a Title Report?

A title report is a document that outlines the legal status of a piece of real estate and lists all recorded information about it. It's typically prepared by a title company or attorney during the process of buying, selling, or refinancing property. It can be a required submittal item for environmental and land use permits.

The purpose of a title report is to make sure the title is clear—meaning there are no legal issues that could affect the buyer's ownership. If problems are found (like an old lien that wasn't paid off), they usually need to be resolved before the sale can close. The title report will also identify all easements and encumbrances on the property.

When is a Title Report required to be submitted for a permit?

A title report may be required for permitting to ensure legal clarity and compliance before issuing approvals. It protects both the city and the applicant from future legal or logistical issues.

Title reports are required for SEPA, Land Division, and some Land Use permit types such as Variances, Conditional Use, Facilities Plan, etc. Visit our [website](#) to view our required submittal matrixes for permit specific requirements.

The title report provides:

1. Proof of Ownership or Authorization

- You own the property, or
- You have legal authority (e.g., as a tenant, contractor, or agent) to apply for the permit.

2. Legal Property Description

- The permit is correctly tied to the property.
- There's no confusion about boundaries or which parcel the work applies to.

3. Encumbrances or Restrictions

- Easements (e.g., utility lines, access roads) that could limit construction.
- Deed restrictions or covenants that prohibit certain uses or improvements.
- Liens that might impact who can legally perform work or pull a permit.
- Encumbrances for specific performance such as maintenance or improvements.

4. Parcel Validity

- Was legally created (through a subdivision).
- Can be built on (some parcels are “paper lots” with no development rights).

Title Report Requirements for Permitting

To help us provide a timely review of your permit submittals, ensure your title report is formatted correctly and clarify information:

1. Not older than 30 days.
2. Prepared by a WA State Licensed Title Report company.
3. No hyperlinks - All referenced and/or hyperlinked documents in the title report are PDF'd and combined with the title report.
4. Clarify or explain any exceptions on your title report and/or survey with your title company or surveyor.

Failure to meet these requirements when submitting a title report, will result in an incomplete application or request for information, which will delay the approval of your permit.

How do I submit my Title Report with my permit?

Visit our [website](#) to review our submittal guides:

- [Land Use](#) – for initial permit submittal
- [Resubmitting Online](#) – for responding to a request for information