



SAN JUAN COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT

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ONLINE PERMITTING

DEPARTMENT OF COMMUNITY DEVELOPMENT

San Juan County has implemented the Web Extensions module for public access to permit information. Through this application, permit searches can be conducted via the County website to retrieve current permit application information on permits issued after October 23rd, 2009. It is not necessary to register to view permit data. If you wish to access your permit to make a payment, it will require a simple registration process.

<https://services.sanjuanco.com/Default.asp?Build=SY.wbWebUserHeader.Register1&RegApp=PM&RegContext=customer>

The Department of Community Development & Planning has implemented its credit card payment module, which allows permit holders to pay renewals and certain fees on outstanding balances of up to \$250.00 online. To access this interface, use the link above and create an account. Once you've done this, you will be able to access your permit, view its information, and make payments. If your permit was issued prior to October 23rd, 2009, you will need to call DCD and request to have an invoice set up for your renewal fee. Once this is in place, you will be able to register, access your payment information, and submit your renewal fee online.



To **make a payment**, you will select "My Permits" which generates a table of permits in your name. Click on the permit number you wish to pay and it will take you to the permit information. (If this is an invoice generated for you on an older permit, the permit number will begin with "BLDOTC".) There is a drop-down menu next to the word "Permit". Click on the drop-down arrow and select "Fees". Here you will be able to walk through the payment by credit card process. If you wish to pay fees for copies and materials, they are entered into the system as "over-the-counter Permits", so you will be linking to a "Permit" to pay this type of fee as well.



To **apply for a permit** online, you must register at the link above and also **establish a customer account**. To do this, after you have registered, click on My Profile, then Application Registrations, then "Register as a Permits Customer". Select the option for "Create New Account" and complete a short form entering your contact information and click "Create". Then the "Apply for a permit" option will appear.

These processes are fairly intuitive, but if you have questions please call Lisa Brown at 360-370-7574 for assistance.