



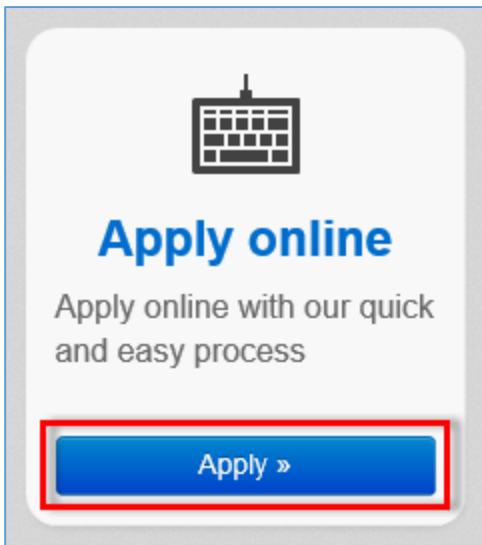
CPD Private Portal – Apply for Permits

Apply for Permits

You have the option of applying for several types of permits via CP&D Online.

To Apply:

1. Click the **Apply** button under Apply Online.



STEP ONE - TYPE

1. Select a **Category** and **Application Type** from the drop down box
2. Click **Next**.

Step 1 - select a category to view application choices

Category:

Step 2 - select an application

Application:

NOTE: The permit information shown in the images do not reflect any actual permits.

Updated: 7/3/2017

3. Describe the work you are doing.
4. Click **Next**.

1 Type 2 Location 3 Contractor 4 Details 5 Review

Start your application by selecting a permit type

Please select the appropriate permit type you would like to apply for. If you are unsure of what type of permit you need, please contact Community Planning & Development at 360-753-8314 for assistance.

Please enter a detailed description of the proposed work to be done (be specific).

Permit Type:* Private Utilities (Cable/Fiber Optic/Gas/Phone/Power)

Describe work: Install fiber, conduit, pedestal

Next →

STEP TWO – LOCATION

1. Enter the site address. A drop down menu will appear with valid city addresses based on your entry. Select the appropriate address from the list.

1 Type 2 Location 3 Contractor 4 Details 5 Review

Site location

Please enter the site address. If the address is not listed, please verify that the property is within city limits.

If you have verified the property is within city limits, and the address is not listed, please contact Community Planning & Development at 360-753-8314 for assistance.

Address: 601 4th

City: 601 4TH AVE E Olympia, WA 98501-1112

State: AL

Zip Code:

I want to enter a parcel # instead.

← Previous Next →

2. City, state, zip code, and parcel number will auto-populate based on your address selection.
3. Click **Next**.

NOTE: The permit information shown in the images do not reflect any actual permits.

4. Confirm the site location, click **Next**.

The screenshot shows a web form with a progress bar at the top containing five steps: 1 Type, 2 Location, 3 Contractor, 4 Details, and 5 Review. Step 2, 'Location', is highlighted with a blue circle. Below the progress bar, the title 'Site location' is displayed. The main content area contains the following text: 'Please enter the site address. If the address is not listed, please verify that the property is within city limits. If you have verified the property is within city limits, and the address is not listed, please contact Community Planning & Development at 360-753-8314 for assistance.' Below this text, the form displays 'Parcel #: 78200500100' and 'Address: 601 4TH AVE E Olympia, WA 98501-1112'. A blue link labeled 'Edit Information' is positioned below the address. At the bottom of the form, there are two buttons: '← Previous' and 'Next →'. The 'Next →' button is highlighted with a red rectangular border.

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STEP THREE – CONTRACTOR

1. Enter the Contractor Name or License number. A drop down menu will appear with valid contractors based on your entry. Select the appropriate contractor from the list.

NOTE: There will be multiple license choices for each contractor, please choose the state contractor license. This is the listing which duplicates the first few letters of the contractor’s name in the second line.

The screenshot shows a web form with five steps: 1 Type, 2 Location, 3 Contractor (active), 4 Details, and 5 Review. Under the 'Contractor' step, there is a section titled 'Primary contractor'. Below this, there is a text prompt: 'If applicable, please enter the contractor name or license number for the person doing the work in the field below.' A note follows: 'Please note: All contractors doing work in the City of Olympia are required to hold a City Business License. Per Washington State law, all contractors must be registered with State Labor and Industries.' Below the note is a text input field labeled 'Name or license #' containing the text 'cen'. To the right of the input field is a close button 'X' and the text '(optional)'. A dropdown menu is open below the input field, displaying a list of contractor entries. Each entry consists of a contractor name, a license number, and an address. The entry 'QWESTC**000' is highlighted with a red box, and a red dashed arrow points from the right towards this entry.

Contractor Name	License Number	Address
ALARM CENTER	600464099	DBA CUSTOM SECURITY/AC LACEY, WA 98509-3407
ALARM CENTER	600464099	DBA CUSTOM SECURITY/AC LACEY, WA 98509-3407
ALARM CENTER	600464099	DBA CUSTOM SECURITY/AC LACEY, WA 98509-3407
ALARM CENTER	600464099	DBA CUSTOM SECURITY/AC LACEY, WA 98509-3407
LOWE'S HOME	603-347-809	4230 MARTIN WAY E OLYMPIA, WA 98516
LOWE'S HOME	603-347-809	4230 MARTIN WAY E OLYMPIA, WA 98516
LOWE'S HOME	603-347-809	4230 MARTIN WAY E OLYMPIA, WA 98516
LOWE'S HOME	603-347-809	4230 MARTIN WAY E OLYMPIA, WA 98516
QWEST d/b/a	601295793	411 Kaiser Rd SW OLYMPIA, WA 98502
QWEST d/b/a	601295793	411 Kaiser Rd SW OLYMPIA, WA 98502
QWEST d/b/a	601295793	411 Kaiser Rd SW OLYMPIA, WA 98502
QWEST d/b/a	601295793	411 Kaiser Rd SW OLYMPIA, WA 98502
QWESTC**000		OLYMPIA, WA 98502
QWEST d/b/a	601295793	411 Kaiser Rd SW OLYMPIA, WA 98502
QWEST d/b/a	601295793	411 Kaiser Rd SW OLYMPIA, WA 98502
QWEST d/b/a	601295793	411 Kaiser Rd SW OLYMPIA, WA 98502
SELF-INSURED		OLYMPIA, WA 98502

2. License number and address will auto-populate based on your selection.
3. Click **Next**.

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STEP FOUR – DETAILS

1. Enter Details. Some fields are required, and may result in an error if not entered.

1 Type2 Location3 Contractor4 Details5 Review

Permit details

Please enter as much detail as possible into the field(s) below.

I hereby certify that I am owner of the property for which this permit is issued, or I am a currently registered contractor in the State of Washington and the City of Olympia. I am aware of the ordinance requirements regulating the work for which the permit is issued and all work will be done in conformance therewith.:

Are you the Property Owner or Project Contractor?:

Project Title:

Proposed Utility Work*:

Utility Type to be Installed*:

Utility Project Number*:

Utility Service Provider*:

Length of Utility (Linear Feet)*:

Number of New/Replacement Poles:

Right of Way Excavation Required?*:

Right of Way Obstruction required?*:

Primary Contact Name:

Primary Contact Phone Number:

Primary Contact Email Address:

NOTE: The permit information shown in the images do not reflect any actual permits.

2. If the permit type requires fixtures, enter the Fixture quantity
3. Click **Next**.

Fixtures

Please enter the number of fixtures for the permit into the field(s) below.

Class	Description	Per Unit	Quantity
ELECTRICAL - SIGN	Additional Sign and Outline Lighting (inspected at same time)	\$20.00	<input type="text" value="0"/>
ELECTRICAL - SIGN	First Sign and Outline Lighting	\$55.00	<input type="text" value="1"/>

4. If the permit type requires a valuation, select the Valuation type from the drop down menu. Enter the Valuation quantity.
5. Click the green **Add** button before proceeding.
6. Click **Next**.

Valuations

Please select the appropriate valuation category from the drop down list below. Click the green "add" button before proceeding.

Valuation	Quantity	
<input type="text" value="-- Select a Valuation Type --"/>	<input type="text"/>	<input type="button" value="+ Add"/>
Contract Value	1050 @ \$1.00/Dollar	<input type="button" value="X"/>

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STEP FIVE – REVIEW

1. Review and Edit Permit Information (if necessary)

1 Type 2 Location 3 Contractor 4 Details **5 Review**

Review your permit application

Building Owner or Authorized Agent

By submitting this application you hereby certify that you have read and examined this application and know the same to be true and correct, and are authorized to apply for this permit.

Please note that submitting an application online is not to be construed as approval to start work. Work can only start after a permit is issued.

General Information [edit](#) ← - - - - Select to Edit

Applicant: XXXXXXXXXX

Permit Type: **Private Utilities (Cable/Fiber Optic/Gas/Phone/Power)**

Project Description: **Install fiber, conduit, pedestal**

Parcel #: **78200500100**

Site Address: **601 4TH AVE E
Olympia, WA 98501-1112**

Primary Contractor [edit](#)

Contractor: **QWEST d/b/a CENTURYLINK**

NOTE: The permit information shown in the images do not reflect any actual permits.

2. Once you have verified all information, click **Submit my Application**.

Permit Details [edit](#)

I hereby certify that I am owner of the property for which this permit is issued, or I am a currently registered contractor in the State of Washington and the City of Olympia. I am aware of the ordinance requirements regulating the work for which the permit is issued and all work will be done in conformance therewith.: YES

Are you the Property Owner or Project Contractor?: Contractor

Project Title: Right of Way Utilities

Proposed Utility Work: Right of Way (New or Extension)

Utility Type to be Installed: Fiber Optic

Utility Project Number: 55555556

Utility Service Provider: City of Olympia

Length of Utility (Linear Feet): 158

Number of New/Replacement Poles: 0

Right of Way Excavation Required?: Yes

Right of Way Obstruction required?: Yes, less than an hour

Primary Contact Name: John Smith

Primary Contact Phone Number: 555-555-5555

Primary Contact Email Address: jsmith@gmail.com

✓ Submit my Application

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