

How To: Schedule Inspections



1. Access the Permit Portal website at
<https://lakeforestparkwa.portal.iworq.net/portalhome/lakeforestparkwa>
2. Click on the module you are requesting (Building & Public Works, Planning, or Past Permits)

Search Existing Permits

Use the following links to search for existing permits

- For questions call: 206-368-5440

BUILDING & PUBLIC WORKS PERMITS  

PLANNING PERMITS  

PAST PERMITS  

Use this link for any building permits submitted after 7/1/2025. Use this link for any planning permits submitted after 7/1/2025. Use this link for any permits submitted before 7/1/2025.

3. Select from the dropdown menu for how you would like to search for your permit.

Search

Search by: **Permit #**  Search... **Search**

PERMIT 

PERMIT #	DATE	PERMIT TYPE	LFP PERMIT NUMBER	STATUS	REQUEST AN INSPECTION	VIEW
Permit #						
Permit Date						
Parcel Address						
Primary Contractor						
LFP Permit Number						

- a. Enter the Permit # and click search.
- b. You can also search by Permit Date, Parcel Address, Primary Contractor, or *LFP Permit Number* (the LFP Permit Number option is **only** for permits applied for before 07/01/2025)
- c. If your permit was applied for before 07/01/2025, please use the past permits module and search with the LFP permit number.

4. Click on Request An Inspection

Permit #:

PERMIT #	DATE	PERMIT TYPE	LFP PERMIT NUMBER	STATUS	REQUEST AN INSPECTION	VIEW
250	09/18/2025	Building	-		 Request An Inspection	 View

5. Enter Access Code that is located on the permit and/or can be emailed to the contractor; and enter required information and schedule with am/pm

Permit #:

PERMIT #	DATE	PERMIT TYPE	LFP PERMIT NUMBER	STATUS	REQUEST AN INSPECTION	VIEW
250.		Building	-		Request An Inspection	View

INSPECTIONS ARE NOT AVAILABLE ON FRIDAYS OR HOLIDAYS. PLEASE SCHEDULE INSPECTION THE DAY BEFORE. PLEASE FILL IN ALL FIELDS

* Indicates required field

* Access Code: *

Requested By: *

Need your access code? [Email me my code](#)

Phone #: * required in order to be contacted by inspector for an eta

Email: *

Requested Date: * must be scheduled at least 24 hours in advance but no more than 2 weeks

Requested Time: *

Type: *

Comments:

Please include any entry information that the inspector may need