

How to apply for permits online.

Go to www.cityofcentralia.com

Click on “Departments” on the top tab



Click on “Community Development”



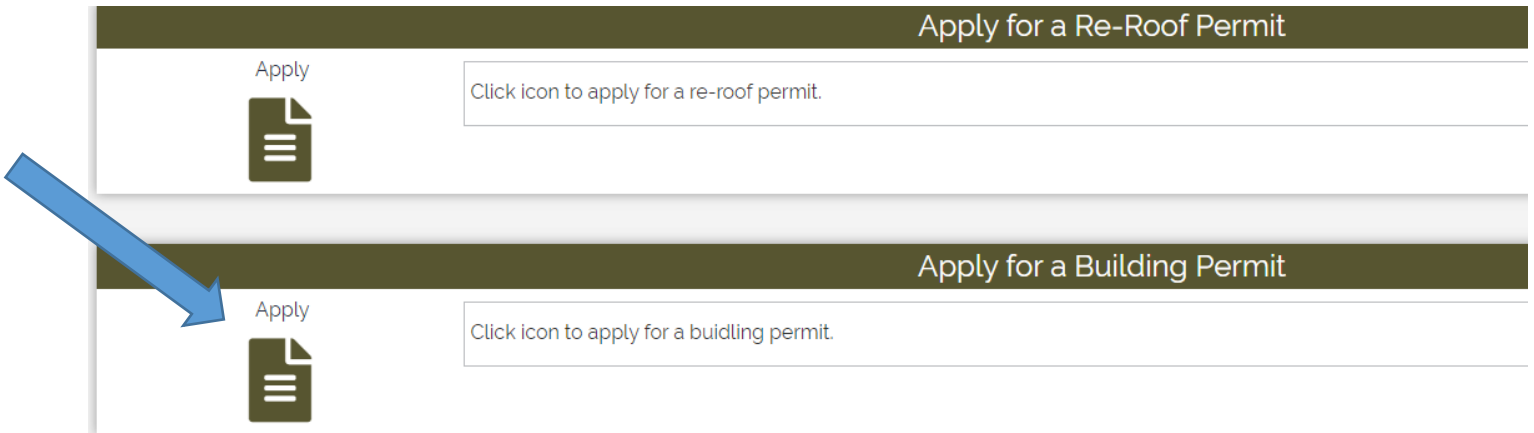
Underneath Building Permits (in the red section) there are THREE options for online permits.

1. Online re-roof permits
2. Online building permits (for all other types of permits)
3. Online Demotion permits

Choose the one needed by clicking on the appropriate option



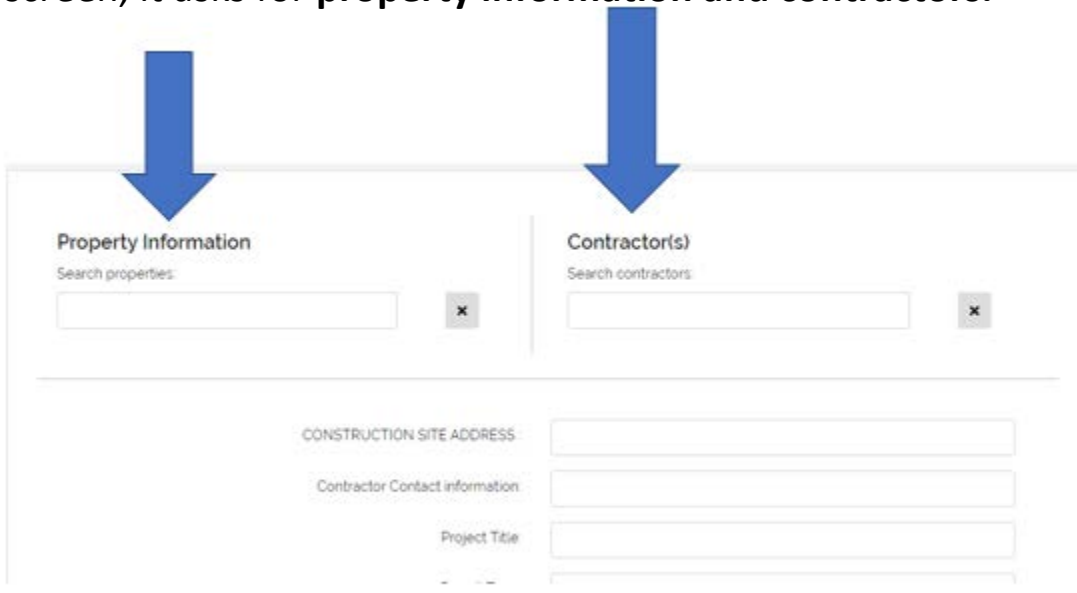
Once the type of permit application is selected, click on the paper icon labeled, "Apply". This will then prompt you to enter data



FILL OUT ALL FIELDS. Please use proper punctuation. The Contractor name is the Company. The applicant, if a Contractor Company, is the company name.

If the field is unknown or inapplicable indicate this.

Once the icon has been selected, the main "application" screen opens. At the top of the screen, it asks for **property information and contractors.**




TYPE the address and contractor information in. IF nothing populates, that data is not in our system yet. If this is the case, type it in the fields below.

IF the address and/or contractor ARE in the system, they will populate in the search. This auto populates when the application is submitted.

If drawings, or other items, are being submitted, they can be attached at the bottom of the online application where it says, "Upload files"

Upload Files:

Files No file chosen



Once all items are filled out and attached, click "submit". Do NOT click "submit" multiple times as this creates a permit each time submit is clicked.

Staff will contact you if more items are necessary.

Once the permit is approved, Staff will advise you via the email address provided, or phone. An invoice will be sent to you and, once paid, the permit will be sent to you via email.

For questions call 360-330-7662