

New User Guide

need help with **PERMITTING?**

City of DuPont



STEP 1. GO TO CITY OF DUPONT WEBSITE

Access the City of DuPont website for

- Online Permit Portal
- Descriptive permitting steps and information
- Video tutorials
- and much more!

Search: City of DuPont Official Website

<https://wa-dupont.civicplus.com>

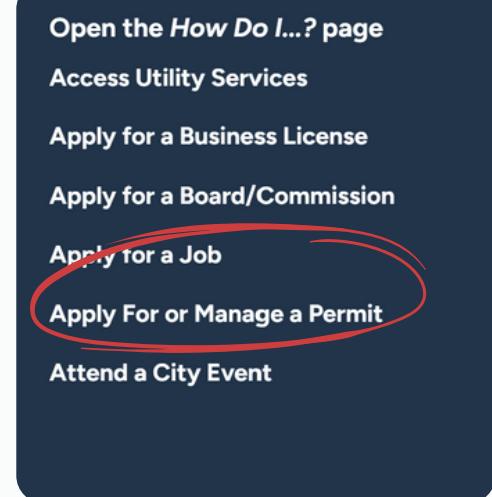
STEP 2. FIND “HOW DO I...”

Find and click on “**How do I...**”



STEP 3. APPLY FOR OR MANAGE A PERMIT

Find and click on “Apply for or Manage a Permit”



Step 4. All Permit Applications

You will land on “**ALL PERMIT APPLICATIONS**”

1. Scroll down and find the tab “Building/Fire/Public Works”
2. Choose the following permit that you are applying for

+ BUILDING/FIRE/PUBLIC WORKS **- PLANNING/LAND USE** **- OTHER**

Please find all Building/Fire/Public Works Permits in our **ONLINE PERMIT PORTAL**:

RESIDENTIAL PERMIT

- New, Re-roof, Tear-off and Re-Roof, Remodel, Addition, Demolition, Repair, etc.

COMMERCIAL PERMIT

- New, Re-roof, Tear-off and Re-Roof, Remodel, Addition, Demolition, Repair, etc.

Right of Way

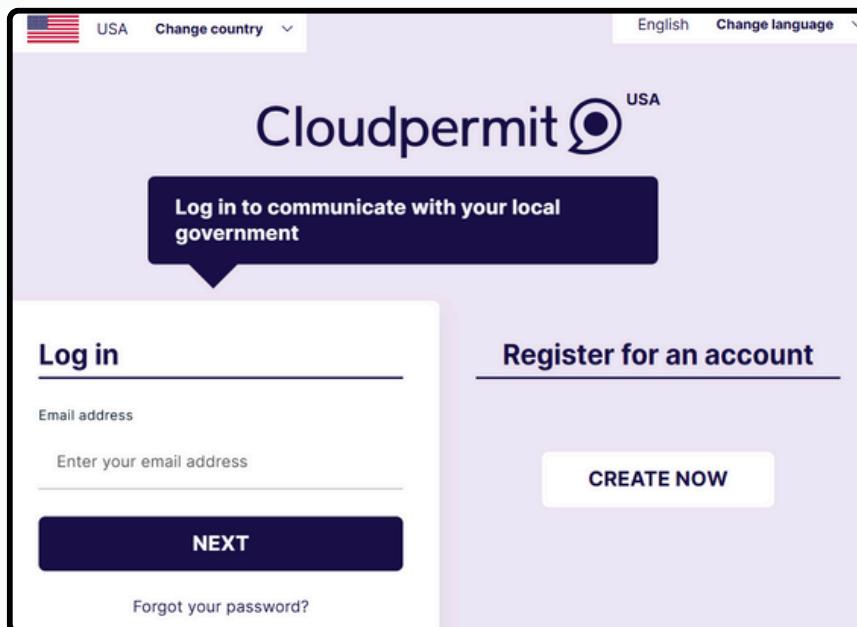
- Limited Disturbance, Ground Disturbance

Note: Our planning permits are currently paper forms. Please stay updated on our website until we fully transition online!

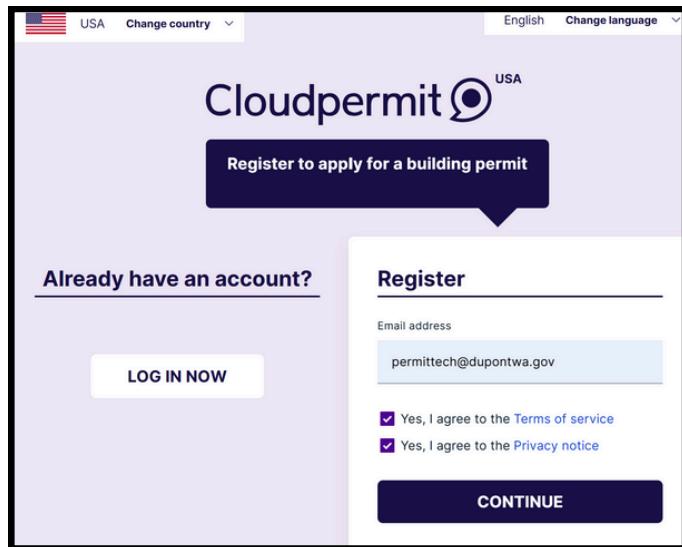
Step 5. New User Registration

You will land on our online permit portal, Cloudpermit. Please follow the steps below for New User Registration.

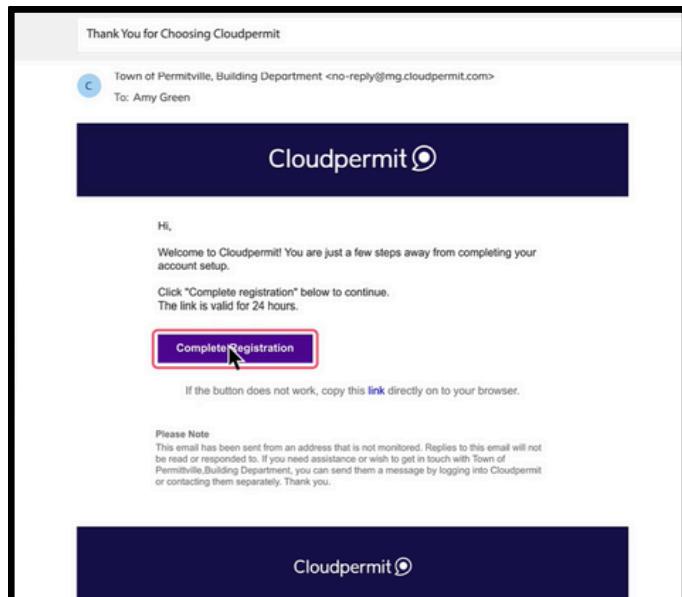
Note: If you previously created an account with Cloudpermit, skip this step and login!



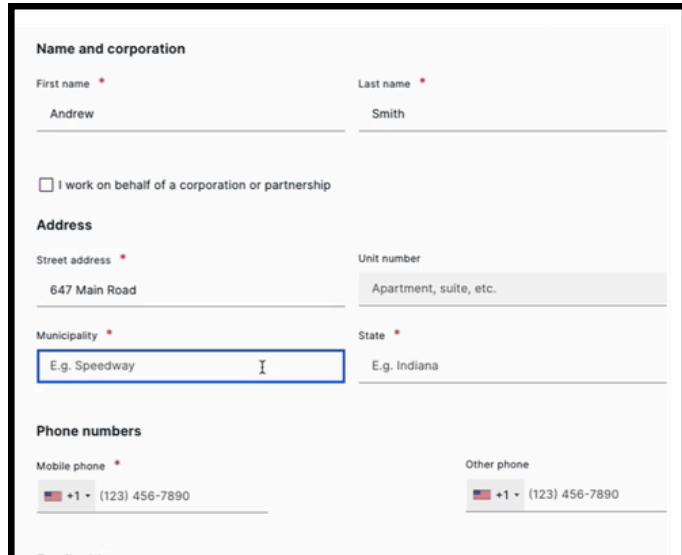
Step 6. Welcome to Cludpermit, New User Registration (First Time Users Only)



The screenshot shows the Cloudpermit registration page. At the top, there are country and language selection dropdowns. The main heading is "Cloudpermit USA". Below it is a button "Register to apply for a building permit". To the left, there's a link "Already have an account? LOG IN NOW". To the right, there's a "Register" section with fields for "Email address" (containing "permittech@dupontwa.gov") and two checkboxes: "Yes, I agree to the Terms of service" and "Yes, I agree to the Privacy notice". A "CONTINUE" button is at the bottom.



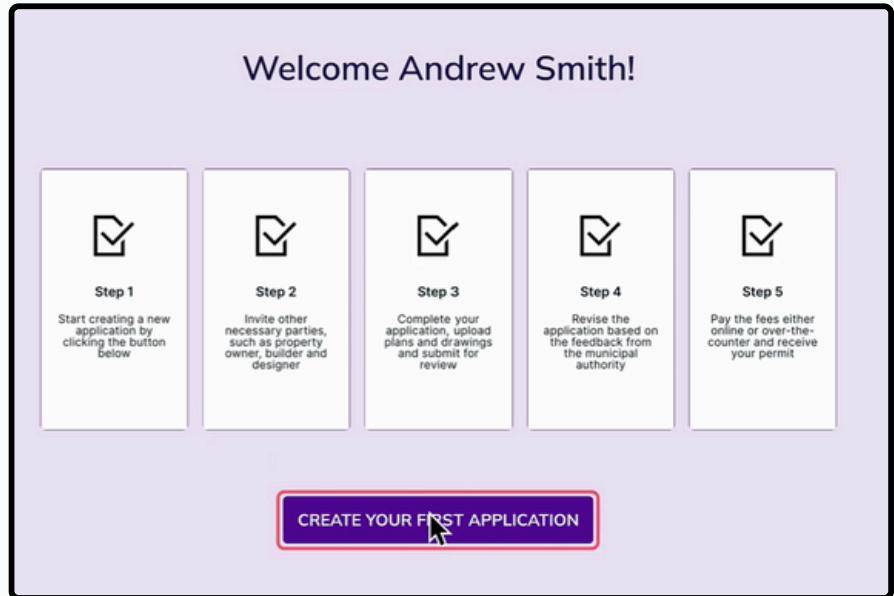
6b) Check your email for verification AND Click Complete Registration



The screenshot shows the "Name and corporation" section of the account setup. It includes fields for "First name" (Andrew) and "Last name" (Smith). There's a checkbox for "I work on behalf of a corporation or partnership". The "Address" section includes "Street address" (647 Main Road), "Unit number" (Apartment, suite, etc.), "Municipality" (E.g. Speedway), and "State" (E.g. Indiana). The "Phone numbers" section includes "Mobile phone" (+1 (123) 456-7890) and "Other phone" (+1 (123) 456-7890).

6c) Enter your account details and Continue when finished

6d) Review information and Create your first application

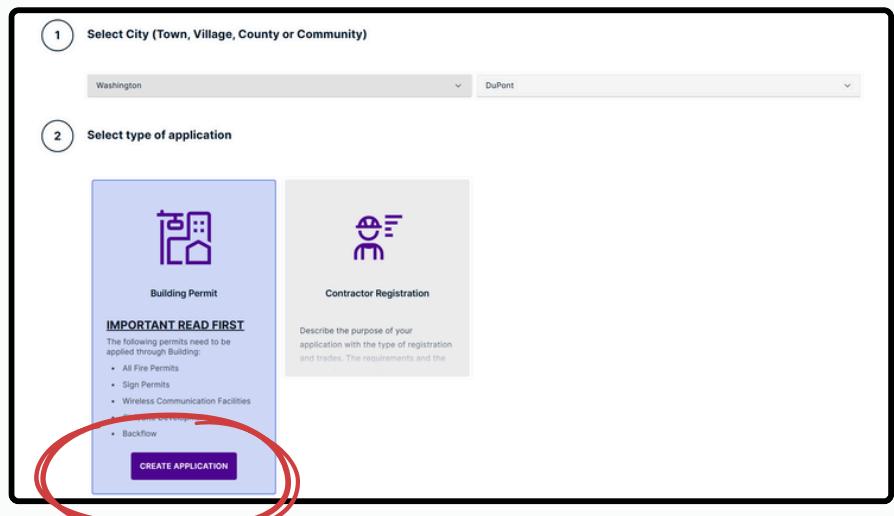


6e) Select State and City

Next, Select type of application

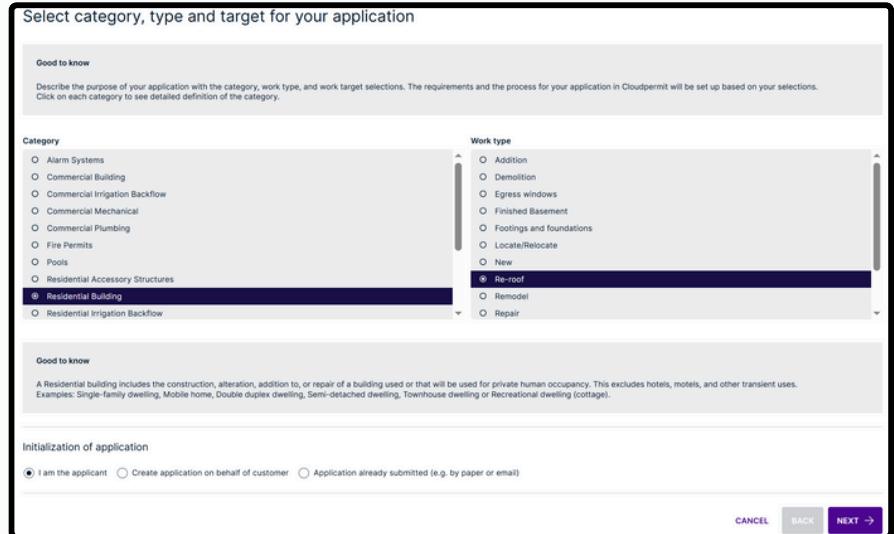
- Building Permit
- Contractor Registration

Click Create Application



6f) Select the Category Select Type Click on NEXT

*Not all categories have types



**6g) Name New Project
Click NEXT**

Create a new application

Category Project Location Summary

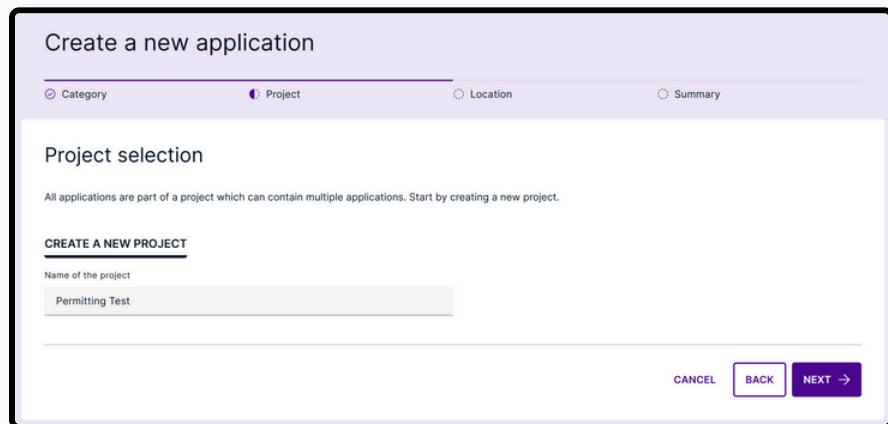
Project selection

All applications are part of a project which can contain multiple applications. Start by creating a new project.

CREATE A NEW PROJECT

Name of the project

CANCEL **BACK** **NEXT →**



6h) Type in address

- Type in the first 4-digits of the address and choose from the selection
- Click NEXT

Create a new application

Category Project Location Summary

Location for the application

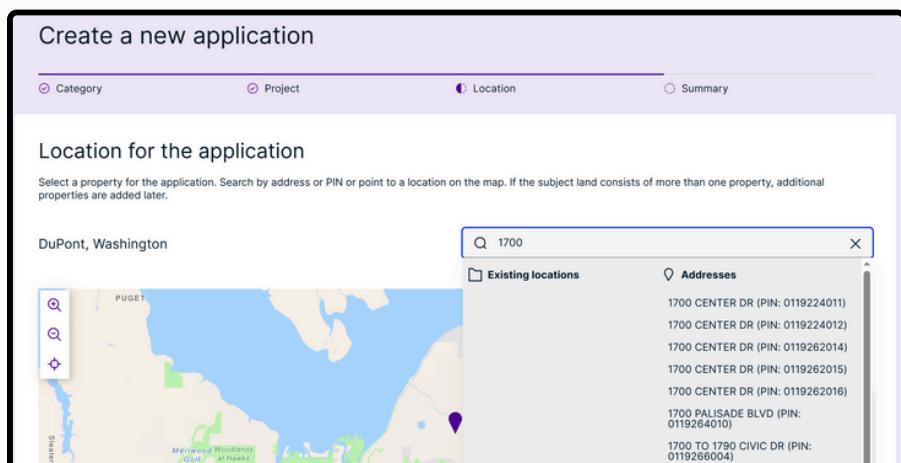
Select a property for the application. Search by address or PIN or point to a location on the map. If the subject land consists of more than one property, additional properties are added later.

DuPont, Washington

Q 1700 **X**

Existing locations **Addresses**

- 1700 CENTER DR (PIN: 0119224011)
- 1700 CENTER DR (PIN: 0119224012)
- 1700 CENTER DR (PIN: 0119262014)
- 1700 CENTER DR (PIN: 0119262015)
- 1700 CENTER DR (PIN: 0119262016)
- 1700 PALISADE BLVD (PIN: 0119264010)
- 1700 TO 1790 CIVIC DR (PIN: 0119266004)



6i) Review the Summary of your application

Click “Finish & Create”

APPLICATION TYPE & CATEGORY

BUILDING PERMIT **RESIDENTIAL BUILDING**

WORK TYPE AND TARGET

RE-ROOF

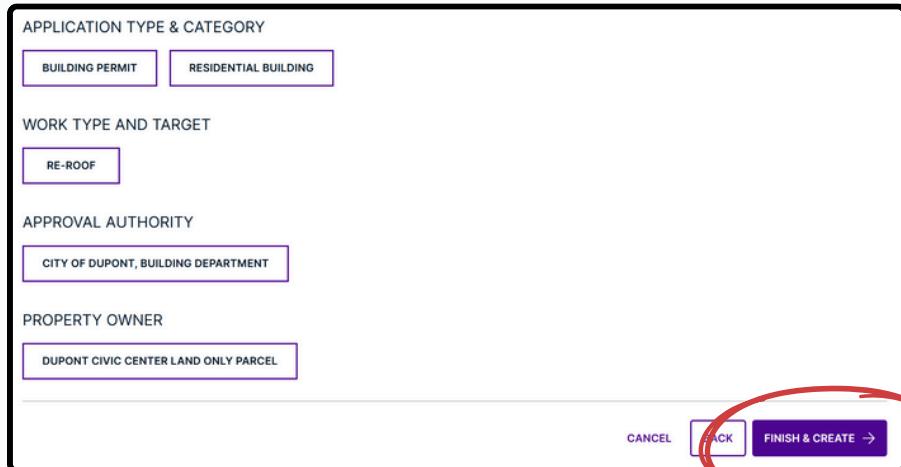
APPROVAL AUTHORITY

CITY OF DUPONT, BUILDING DEPARTMENT

PROPERTY OWNER

DUPONT CIVIC CENTER LAND ONLY PARCEL

CANCEL **BACK** **FINISH & CREATE →**



6j) Make sure all “Required Tasks” are satisfied”

Needs work



Satisfied



BACK TO DASHBOARD | [/ Permitting Test / 1700 TO 1790 CIVIC DR](#) | MORE ACTIONS | SIGN OFF APPLICATION

Building Permit
1700 TO 1790 CIVIC DR, DuPont
Latest location update: 11/18/2025, 10:24 AM

Category Residential Building	Work type Re-roof
SHOW MAP HIDE FULL DATA	
<input type="checkbox"/> Show messages <input type="checkbox"/> Email notifications <input checked="" type="radio"/> YES	
PIN 0119266004	Permit number -
Municipal ID 5795	Legal description Section 26 Township 10 Range 01 Quarter 24 & 6-800 L 1 OF S P 2007-08-15-5002 TQ/G/V EASE & RESTRICTIONS OF REC LAND ONLY OUT OF 6-001 SEG 2010-0107 JU 9/10/09JU

APPLICATION > WORK & CONSTRUCTION
CURRENT STEP: DRAFT 1/5 NEXT STEP: SUBMITTED

REQUIRED TASKS

<input checked="" type="checkbox"/> Parties	<input checked="" type="checkbox"/> Application	<input checked="" type="checkbox"/> Attachments	<input type="radio"/> Fees & Payments
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Application needs to be signed off before submission.

You need to complete required tasks to continue to the next phase.

REQUIRED TASKS

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="radio"/>
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Application needs to be signed off before submission.

Parties Application Attachments Fees & Payments

You need to complete required tasks to continue to the next phase.

6k) When all required tasks have been satisfied, Click Sign Off Application

BACK TO DASHBOARD | [/ Permitting Test / 1700 TO 1790 CIVIC DR](#) | MORE ACTIONS | **SIGN OFF APPLICATION**

Building Permit
1700 TO 1790 CIVIC DR, DuPont
Latest location update: 11/18/2025, 10:24 AM

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You need to complete required tasks to continue to the next phase.

6l) Read and Submit Application

BACK TO WORKSPACE | [/ Permitting Test / 1700 TO 1790 CIVIC DR / Sign-off](#) | [DOWNLOAD FORM](#) **SUBMIT APPLICATION**

Declaration

APPLICANT
I, Emma Babauta (The Applicant), do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a permit is granted, I agree to comply with Local Ordinances and the conditions of the permit. If the Applicant is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off. I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Signed by **Emma Babauta** 11/18/2025, 10:29 AM [Remove](#)

PROPERTY OWNER
I, DUPONT CIVIC CENTER LAND ONLY PARCEL (The Property owner), do hereby declare that the information contained in this application, the attached schedules and forms, the attached plans and specifications, and other attached documentation is true to the best of my knowledge. If a permit is granted, I agree to comply with Local Ordinances and the conditions of the permit. If the Property owner is a corporation or partnership, I have the authority to bind the corporation or partnership by signing off. I understand that it constitutes a legal signature confirming that I acknowledge and agree to the above declaration.

Uploaded by **Emma Babauta** with an authorization letter from **DUPONT CIVIC CENTER LAND ONLY PARCEL** 11/18/2025, 10:30 AM [Remove](#)
[US-INA18965-B-2025-34-sign-off-form.pdf](#)

[DOWNLOAD SIGNED FORM](#)

SUBMIT APPLICATION

Congratulations!
Your application has been submitted and is currently under review

If you need further assistance or have any questions, please contact permittech@dupontwa.gov or dial (253) 912-5217