

How To: Upload Files







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


PLANNING PERMITS
Use this link for any planning permits submitted **after** 7/1/2025.


PAST PERMITS
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.
 - 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.

Search

Search by: Permit # Search... Search

Permit #



Permit #

Permit Date

Parcel Address

Primary Contractor

LFP Permit Number




PERMIT	PERMIT TYPE	LFP PERMIT NUMBER	STATUS	REQUEST AN INSPECTION	VIEW

4. Click on the permit

Permit #: 250:

PERMIT #	DATE	PERMIT TYPE	LFP PERMIT NUMBER	STATUS	REQUEST AN INSPECTION	VIEW
250:	09/18/2025	Building	—	In Review with Planning	Inspection Request Currently Not Allowed	View



5. Scroll down to uploaded files section and click on upload file

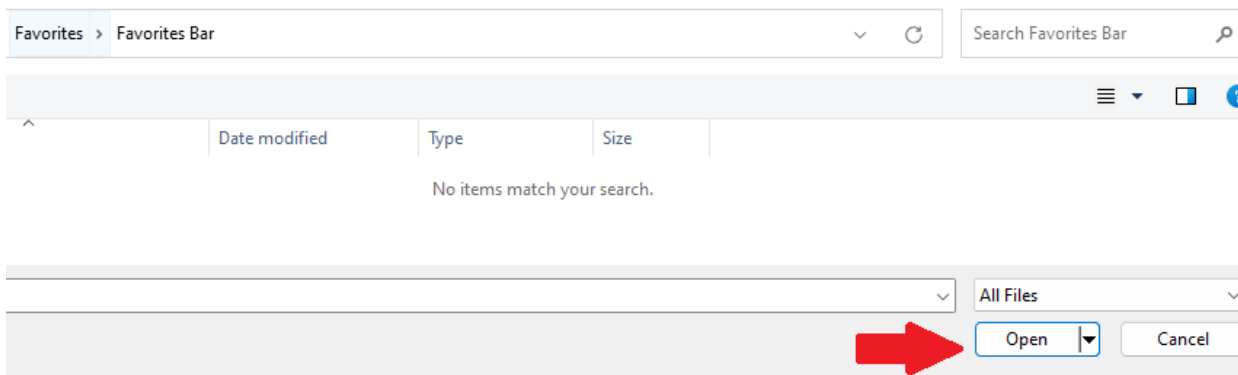
Uploaded Files

Files

Choose Files



6. Click on the file you would like to upload from your computer



7. Enter Access Code that is located on the permit and/or can be emailed to the contractor. If you are having issues with the access code please email bldpermits@cityoflfp.gov or contact the Community Development Department at 206-368-5440.

Access Code

DISMISS

Enter Access Code:

Need your access code? Click [here](#) to have it emailed.



Enter

8. Once uploaded, a green notification will show on screen. You will **not** receive a confirmation email. However, if you would like to confirm the upload, please email bldpermits@cityoflfp.gov.



LAKE FOREST PARK
WASHINGTON

Your file has been uploaded successfully.