

PDS Online Records

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Homepage

The screenshot shows the homepage of the Snohomish County PDS Online Records system. At the top, there is a navigation bar with the Snohomish County logo and the text "Snohomish County Website > Planning & Development Services". The main heading is "PDS Online Records". To the right, there is a search bar with a dropdown menu for "Type" containing "Tax Parcel", "Permit", and "Address". The search bar contains the text "Search Tax Parcel Number...". A red arrow points to a "New Search Form" link next to the search bar.

Search Tips:

- Wildcards**
Use an asterisk (*) for wildcard searches.
Example:
A Parcel Number search for 005095* would search for all tax parcels that start with 005095.
- Filter Results**
After searching, you can use the Filter Results field (top-right of search results) to search for any information in the results table.
- Enable Pop-Ups**
Make sure your browser settings allow pop-ups for this web site.

Welcome to the Planning & Development Services Online Records

The purpose of the PDS Online Records is to provide a quick and easy way for the public to research active and archived real property records without having to visit the PDS Records room or submit a records request.

1 Start With Search

Select a search *Type* at the top of the page and perform a search. Expected search term formats:

Tax Parcel: 00509500004211
Permit: 19 118765 LDA
Address: 9 150TH PL SE

2 Refine Your Results

Click on the filters in the left column to further refine search results.

Clicking a selected filter or its associated button above the search results will clear it. (You can also use your browser's Back button.)

The results table can be sorted by clicking on the column headings.

3 View / Download / Share

Click the buttons to view documents in your browser or download them.

Use the Share button to get a direct link to a document.

Some files are very large and may take a long time to load on a mobile connection.

View the [How-to Guide](#) for answers to frequently asked questions and troubleshooting tips.

Click on the link to contact the PDS Records Room for further assistance using online form

Review Terms that were agreed to

Please click [here](#) if you need further assistance from the Records Room. [Terms of Use](#)

PDS Records Room:

Click on the "here" link to reach out to PDS Records Room if you need further assistance with records.

Search Tips

Search Tips:

Wildcards

Use an asterisk (*) for wildcard searches.

Example:

A Parcel Number search for 005095* would search for all tax parcels that *start with* 005095.

Filter Results

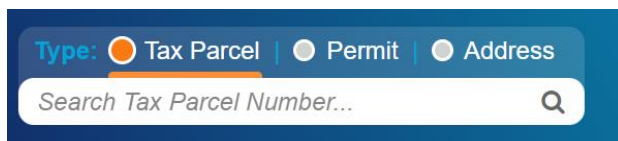
After searching, you can use the Filter Results field (top-right of search results) to search for any information in the results table.

Enable Pop-Ups

Make sure you Browser Settings allows Pop-up for this web site.

Start with Search

In the left column, select a search type and perform a search. Examples of expected search term formats:



The image shows a search interface with a dark blue background. At the top, there is a 'Type:' label followed by three radio button options: 'Tax Parcel' (selected), 'Permit', and 'Address'. Below this is a search input field with the placeholder text 'Search Tax Parcel Number...' and a magnifying glass icon on the right.

Parcel Number Search:

Ex. 00509500004211

The parcel number search will look for the main parcel, related and alternate parcel fields for records. If the parcel number is in OpenText and has records linked to it, the portal will return it. Filter results are desired.

Permit Number Search:

Ex. 19 118765 LDA

The permit number search will look for the main permit, related and alternate permit fields for records. This will return child or parent permit folders associated with the permit number searched on the portal. Filter results are desired.

Property Address Search:

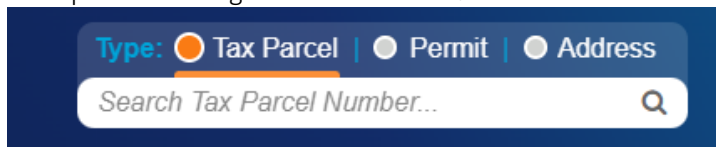
Ex. 9 150TH PL SE

When you search for a property address, the portal will return any records in the portal including related addresses. This is to make sure other records with the address referenced in related address field are made available to the user.

If you don't find an address you're looking for, consider using just the house number and street. Even just the house number.

Then filter down the results for the desired address by selecting the address of interest on the left panel. See Filter results below.

Example : Searching for Tax Account 27063200404000



Refine Your Results:

Total number of records

The total number of records returned will be shown at the top.

Search Results: 53

Load More:

The search returns the top 100 results. Load more button next to the search result number gives the user the option to load more data if needed.

Search Results: Top 100 of ~88000 [Load More](#)

Sort Results:

The results table can be sorted by clicking on the column headings.

Search Results: 67

Parcel #: 27063200404000

Show 100 entries

File	Type	Description	Source	Size	Modified
232246 19114644LDA Site Plan 9.12.2019 12.09.31 PM 1331580	1st Review	zzzzSite Planzzz	19 114644 LDA	2 MB	2020-12-14
232247 19114644LDA Storm Water Pollution Prevention Plan (SWPPP) 9.12.2019 12.09.36 PM 1331585	1st Review	zzzzSWPPPzzzzz	19 114644 LDA	2 MB	2020-12-14
232248 19114644LDA Supplementals 9.12.2019 12.10.06 PM 1331595	1st Review	Supplementals	19 114644 LDA	335 KB	2020-12-14
232249 19114644LDA Application 9.12.2019 12.10.07 PM 1331596	1st Review	zzzzApplicationzzz	19 114644 LDA	214 KB	2020-12-14

Filter Results:

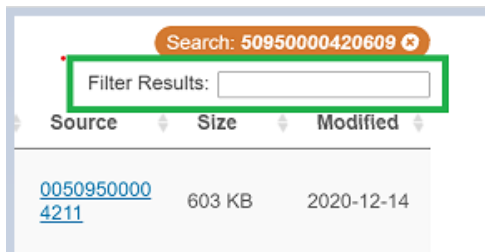
Filtering with Metadata

Click on the filters in the left column to further refine search results. Clicking a selected filter will clear it. You can also use your browser's Back button.

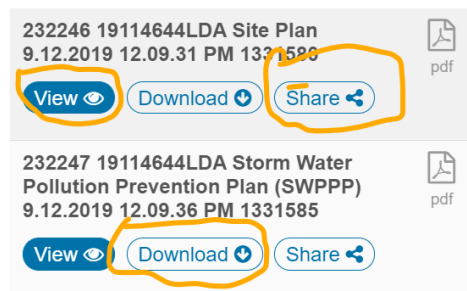


Filtering user the filter at the top of the search results.

Use this filter search fields to narrow the results as desired. You can do this by typing part of a word, permit name, number tec.



View / Download / Share Documents



Click the buttons to view documents in your browser or download them. Use the Share button to get a direct link to a document. Some files are very large and may take a long time to load on a mobile connection.

FAQs

1. What is the purpose of PDS Online Records?

The purpose is to provide a quick and easy way for the public to research Planning and Development Services (PDS) archival records without having to visit the PDS Records room or submit a records request.

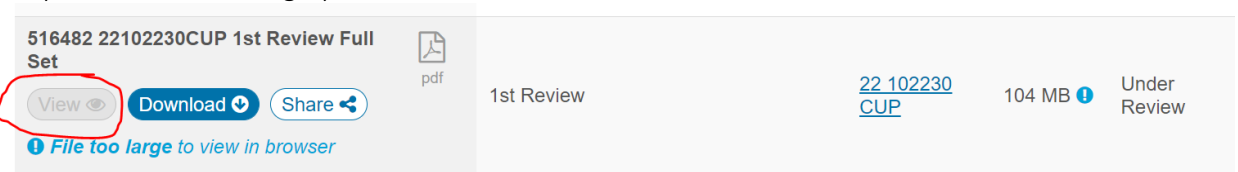
2. What Records are available?
 - a. Attachments and documents for all Permits since 2016
 - b. Microfilm that has been digitized and loaded (Still in progress)
3. What Records are not available?
 - a. Microfilms yet to be scanned into PDFs.
 - b. Purged Records that are no longer Relevant (i.e., withdrawn permits, expired applications)
4. What should I do if I can't find a record on the portal?
 - a. Click on the Link at the bottom of the page for further assistance.
Please click [here](#) if you need further assistance from the Records Room

5. What does it mean when there's an exclamation by the file size?



This indicates that it's a larger file and may take some time to download or view.

6. Why is the View button grayed out?



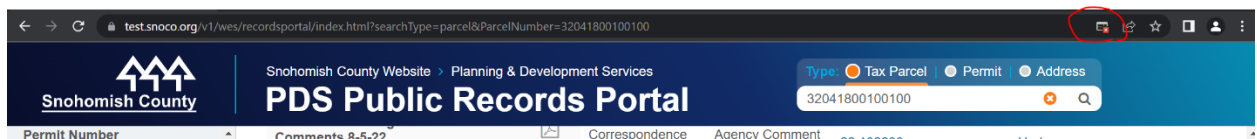
This indicates that the file is too large for the browser's viewer. The file must be downloaded and then viewed using an appropriate application stored on the pc (i.e., Adobe reader for PDF's or Microsoft Word for Doc or Docx file types)

Troubleshooting

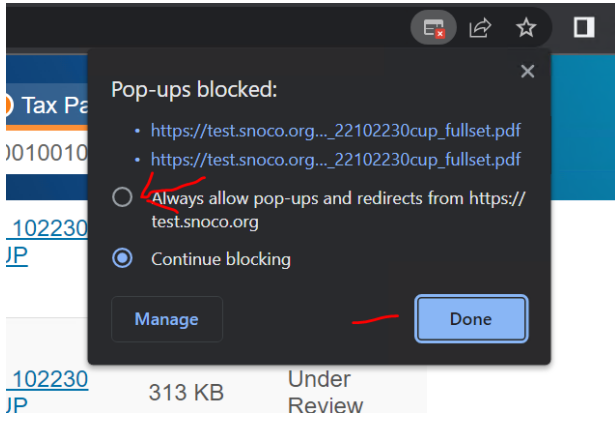
1. Clicking on View for PDF nothing displays –

Google Chrome Browser

Tip – Look for a Red X top right corner.



If there click on it and Always Allow Pop-ups for the site.



Safari Browser - Turn off Pop-Up blocker from Settings.