You will need to login to apply online. If you do not already have an account you can easily create one before applying.

Use this option when submitting electronic plans for review of a new project

Please read the notes before beginning the process, then click Begin

Welcome to the PALS Electronic Lobby, a free on-line service that allows you to start the application process without having to actually visit the Development Center.

Here are some things to keep in mind:

- Do not use the browser’s back button, if you do you’ll have to reenter the information
- The property must be in unincorporated Pierce County
- This service is for specific proposals and should not be used to obtain general information
- You’ll be asked to upload at least 1 but no more than 8 PDF documents. For example: site plan, construction drawings, forms, etc.
- Each file must be 20MB (20480 KB) or less
- You will receive a tracking number that allows you to follow the process
- After completing this process a staff member will be in contact to guide you through the rest of the application process
- While this service is free you’ll need to pay the appropriate application fees later on to complete the application process
- This service is not currently supported for iPods, iPhones, or iPads
- Depending on the nature of the project you may be asked to provide printed copies of the submittal documents or pay a fee to have them printed.

Begin
Search for the parcel that the project is located on then click
The parcel must be in unincorporated Pierce County to continue

This screen pre-loads with your registration information, click

Verify the site address click

Use the drop-downs to select the type of project you are submitting
Enter a short description, for example: Construct a 3 bedroom house on lot 4 of Vista Ridge Estates, then click Next.

Upload at least one PDF document to support your submittal.

After uploading your document(s) you can move on to the Summary screen. If you need to make any changes you can use the navigation links (across the top of the screen). After you submit you will receive an email with your tracking number and will be contacted by staff either asking for additional information or with instruction on making payment.