

Submit an Application Online

How to Guidance

How do I create an application?

1. Go to <https://aca-prod.accela.com/TPCHD/Default.aspx>
2. [Create an account](#) if you don't have one.
3. Log into your [Accela account](#).
4. Click on **Create**, then **Create an Application**.

Logged in as: Laurel L. Jellison Collections (0)  Cart (0) Account Management Logout



Welcome Laurel L. Jellison
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

General Information
Search for a Restaurant Inspection

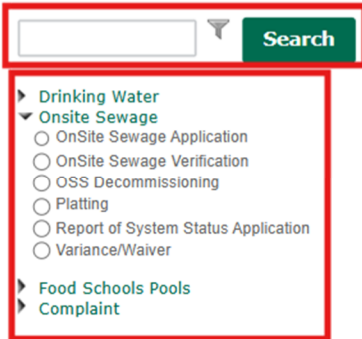
Environmental Health
Create an Application
Search Applications

Cart (0)
Your cart is empty.

5. Select the application from the list:
 - a. Click on the pointer next to each group to expand the list.
 - b. Or, search by an application name.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



 **Search**

- ▶ Drinking Water
- ▼ Onsite Sewage
 - ☐ OnSite Sewage Application
 - ☐ OnSite Sewage Verification
 - ☐ OSS Decommissioning
 - ☐ Platting
 - ☐ Report of System Status Application
 - ☐ Variance/Waiver
- ▶ Food Schools Pools
- ▶ Complaint

Continue Application »

6. Click **Continue Application**.

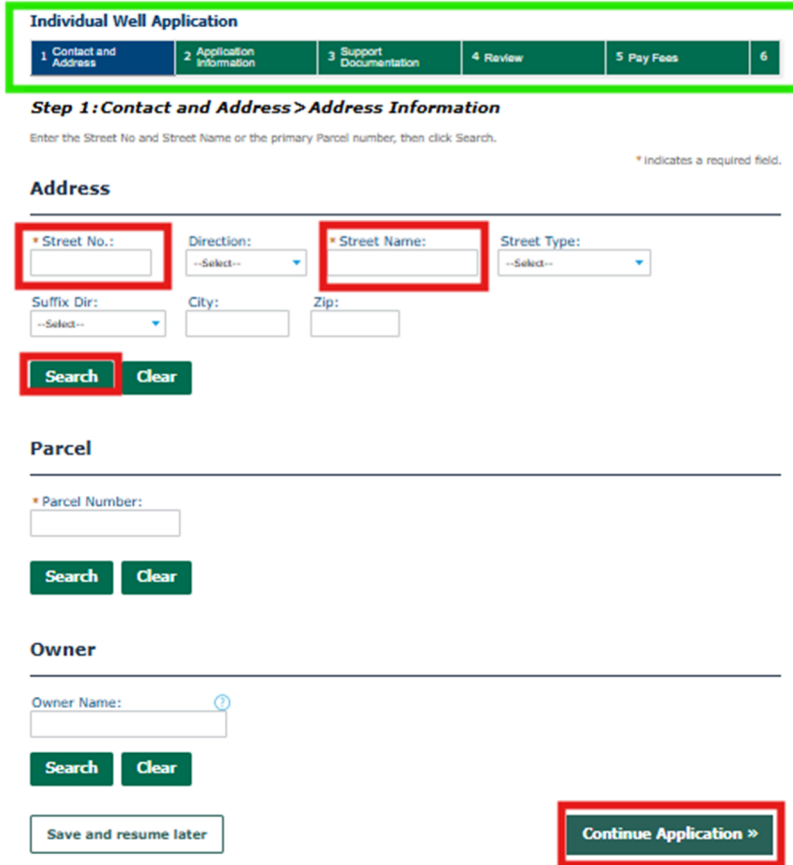
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7. Property Location:

NOTE: The top bar (in green) will vary depending on the type of application you chose.

- a. Enter either an address house number and street **or** parcel number to search by, then click **Search**.



Individual Well Application

1 Contact and Address 2 Application Information 3 Support Documentation 4 Review 5 Pay Fees 6

Step 1: Contact and Address > Address Information

Enter the Street No and Street Name or the primary Parcel number, then click Search.

* Indicates a required field.

Address

* Street No.: Direction: --Select-- * Street Name: Street Type: --Select--

Suffix Dir: --Select-- City: Zip:

Search **Clear**

Parcel

* Parcel Number:

Search **Clear**

Owner

Owner Name:

Search **Clear**

Save and resume later **Continue Application »**

- b. If there are multiple addresses that meet your search, just click on the bubble next to the address you want to select then click **Select**.

Address Search Result List

Addresses

Showing 1-10 of 32

	Address	City	State	Zip
☒	15502 100TH AVE E South Hill WA 98375	South Hill	WA	98375
☐	15502 106TH ST E South Hill WA 98374	South Hill	WA	98374
☐	15502 110TH AVE E South Hill WA 98374	South Hill	WA	98374

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- The Associated parcel information will display. Choose **Select**.

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
☒ 3870200100			

Associated Owners

Showing 1-1 of 1

Name	Address
☒ RASMUSSEN RICKY & MARY BETH TTEE	15502 100TH AVE E 15502 100TH AVE E 15502 100TH AVE E PUYALLUP, WA 98375-6609

Select

Cancel

- c. The address, parcel and owner information will populate. Click **Continue Application**.

OnSite Sewage Application

1 Contact Information	2 Septic System Information	3 Attachments	4 Review	5 Pay Fees	6
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Step 1: Contact Information > Address Information

Enter the Street No and Street Name or the primary Parcel number, then click Search.

* indicates a required field.

Property Location

*Street No.: 15502	Direction: --Select--	*Street Name: 62ND	Street Type: AVE
Suffix Dir: E	City: South Hill	Zip: 98375	
Search Clear			

Parcel

*Parcel Number:
4015421510

Search **Clear**

Owner

Owner Name: ?
ENGLUND MARGARET & BRIGGS ANNE

Search **Clear**

Save and resume later

Continue Application »

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8. Contacts – Different contacts are required for different applications (See green highlight). An **Applicant is always required**.
- a. If the applicant is the person submitting the application for the property owner, follow these steps. If not, go to the next section.
- Click on the **Select from Account** button.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
 Applicant	1

Select from Account **Add New**

- Click in the bubble next to the appropriate person and click on **Continue**.

Select Contact from Account

Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-3 of 3

Category	Type	Name
☐ Associated Contact	Individual	Brad Costello
☐ Associated License	Designer	BRAD'S DESIGN Brad Costello Designer 123456789
☒ Associated Owner		ENGLUND MARGARET & BRIGGS ANNETTE

Continue Discard Changes

- Select Applicant from the drop-down list and click on **Continue**.

Select Contact from Account

ENGLUND MARGARET & BRIGGS ANNETTE

*Type: Applicant

Select contact addresses for this contact to attach to the record.

Showing 0-0 of 0

Address Type	Recipient	Address
No records found.		

Continue Discard Changes

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- Fill in the required Contact Information fields on the next screen, click **Continue**.

Contact Information

* First:	* Last:
Margaret	Englund

Name of Business: ENGLUND MARGARET & BRIGGS ANNETTE

* E-mail: bcostello@tpchd.org

Address Line 1: 15502 62ND AVE E

City: PUYALLUP, WA State:

Zip: 98375 Country: --Select--

Home Phone: Work Phone: Mobile Phone:

Fax:

- b. If the Applicant is not the Property Owner or the person submitting the application, follow these instructions.

- Click on the **Add New** button.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
 Applicant	1

Select from Account Add New

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- Select Applicant from the drop-down list and click **Continue**.

Select Contact Type ×

* Type:

Continue Discard Changes

- Fill in the required Contact Information fields and click Continue.

Contact Information

* First: * Last:

Name of Business: * E-mail:

Address Line 1:

City: State:

Zip: Country:

Home Phone: Work Phone: Mobile Phone:

Fax:

- c. Continue adding contacts as appropriate following the instructions above. Click **Continue Application** when complete.

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9. Licensed Professional – Not required on all applications.

This field will automatically populate if the Licensed Professional is submitting the application. If you need to add the licensed professional:

- Look Up** – Click on the **Look Up** button.

Licensed Professional

To add a new licensed professional, click the Select from Account c
professional, click the Look Up button.

Select from Account Look Up

- You can search by any of the fields on the Look Up screen. Fill in the fields you want to search by and click **Look Up**.

Look Up License

License Type: Designer State License Number:

First: Brad Middle: Last: Costello

Name of Business:

Business License #:

Country: --Select--

Address Line 1:

City:

State:

Zip:

- Select the Designer from the search list. If there is only one match the License Professional will automatically populate.

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- d. Click **Continue Application**.

Step 1: Contact Information > Contact Information

* indicates a required field.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✓ Required Contact Type Minimum
Applicant 1

Select from Account

Add New

✓ Contact added successfully.

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
ENGLUND MARGARET & BRIGGS ANNETTE	ENGLUND MARGARET & BRIGGS ANNETTE	Applicant			bcostello@tpchd.org	Edit Delete

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

✓ Licensed professional added successfully.

Brad Costello
BRAD'S DESIGN
License Type: Designer
License Number: 123456789
Address:

Edit Remove

Save and resume later

Continue Application »

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10. Program and Application information will vary depending on the type of application you are submitting.
- The Program Element is required. This is the type of application you are submitting.
 - Complete the rest of the project or application information as appropriate.

Step 2: Application Information > Application Information * indicates a required field.

Program Information

Program Information

* Program Element:

Application Information

Application Information

Proposed Use:

Lot Number:

Lot Size:

Subdivision Name or Plat Recording Number:

Designer or Engineer:

Designer ID:

- Click **Continue Application**.

◀

11. Attachments – Required attachments are listed in **bold** (see green box) for your application. This shows only a site plan.

- Click on **Add**.

Step 3: Support Documentation > Support Documentation * indicates a required field.

Attachment

The maximum file size allowed is 100 MB.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Site Plan

Name	Type	Size	Latest Update	Action
No records found.				

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- b. Click on the **Add** button to select the document(s) you want to upload.

- c. Once you navigate and select the document you want to upload, click **Continue**.

- d. Select the **document type** from the drop-down list, then click **Save**.

- e. Click **Continue Application**.

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12. Review

- Review your application. Click on **Edit** next to any section that needs to be updated.

Step 4: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

OnSite Sewage Application

Property Location

Edit

15502 62ND, South Hill, 98375

Parcel

Edit

Parcel Number: 4015421510

Owner

Edit

ENGLUND MARGARET & BRIGGS ANNETTE

Contact List

Edit

✓ Required Contact Type Minimum
Applicant 1
Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
ENGLUND MARGARET & BRIGGS ANNETTE	ENGLUND MARGARET & BRIGGS ANNETTE	Applicant			bcostello@tpchd.org	Edit

- Scroll down to the bottom of the page. Read the certification (these will also vary by application).
 - Check the box next to 'By checking this box, I agree to the above certification.'
 - Then click **Continue Application**.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »

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13. Pay Fees

- a. Confirm your fees then click **Check Out**.

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Design - Single Family Residential	1	\$978.00

TOTAL FEES: \$978.00
Note: This does not include additional inspection fees which may be assessed later.

Recalculate

Check Out »

- b. Checking out – You can do one of the following options:

- Checkout – Will take you through payment processing.
- Edit Cart – Allows you to remove applications from your shopping cart, if there is more than one.
- Continue Shopping – Takes you back to the Home screen.

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

15502 62ND South Hill 98375
1 Application(s) | \$978.00
▶ OnSite Sewage Application 25TMP-000067 Total due: \$978.00

Total amount to be paid: \$978.00
Note: This does not include additional inspection fees which may be assessed later.

Checkout » **Edit Cart »** **Continue Shopping »**

- c. Choose your **method of payment**, Choose **Submit Payment**.

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 2: Payment information

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Bank Account
- Trust Account

Use the dropdown menu to change the payment type. * Indicates a required field.

Payment Options

Amount to be charged: \$460.00

☒ Pay with Credit Card
☐ Pay with Bank Account

Submit Payment »

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- d. Complete payment information. Click **Submit Payment**.

Order Summary

PO Number	7371	Total	\$ 230.00
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☒ Credit Card ☐ Bank Account (USA Only)

Card Number * 1234 5678 9012 3456 Exp. Date * Card Code

Billing Address

First name	Jamie	Last name	Titus
Billing Country	USA	Zip	
Street Address			
State			
Phone Number			
Email	jtitus@_tpchd.org		

☐ Shipping Address different than Billing Address

Submit Payment Cancel

- e. Below shows your payment has been processed. Select **Click to Complete** to submit your application.

TACOMA-PIERCE COUNTY
HEALTH DEPARTMENT
Tue Jul 29 2025 4:47:47 PM

Click to Complete

Thank you for your payment.

\$ 230.00

[Hide Details](#)

Total	\$ 230.00
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Shipping Information
100 main st san ramon ca 94583

Billing Information
100 main st san ramon ca 94583 5591112222

Paid By Visa XXXX1111
Authorization Code: M3W51X
Transaction ID: 80042994480

PO Number: 7341

- f. Once your application is submitted you will be taken to the Receipt/Record issuance page. This will have your application ID.

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt



Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

15502 62ND South Hill 98375

OSS2025-00014 [Copy Record](#)