

The City of Lynnwood is pleased to offer electronic online Plan Review. The following steps must take place before you submit your plans and related materials to the City through the E-Gov website.

APPLYING

- Bring your completed permit application to the Permit Center.
- If you have been working with the Planning Division within the Community Development Department and/or the Public Works Department and have a current **project number(s)** related to your permit application, provide it to Permit Center staff when you are applying.
- You will be given a **Project Name** to use when you access the SpaceDox website to submit your plans.

PAYMENT

- Be prepared to pay the plan check fee amount, either by check or by Visa/MasterCard. We are only able to process credit card payments up to \$2,500.00.

INITIAL SUBMITTAL

- Use the link below for directions from SpaceDox for submitting your plans and all related materials electronically:

<http://www.spacedox.com>

(Click the  button to the right)

RESUBMITTAL/CORRECTIONS

- If there are corrections, revised plans shall be submitted in full for each folder which has corrections. For example, if there are corrections to the architectural plans, resubmit all sheets in that folder, not just those which have corrections. Incomplete sets will not be reviewed.
- A letter shall be addressed to each department detailing the location (sheet number) of the revisions, with all changes clouded on the plans.
- Failure to address all required corrections will result in the assessment of additional plan review fees.

APPROVAL

- After the plans have been reviewed and **approved** by all Departments, you will come back to the Permit Center to pay the balance of the building fees. Staff will then give you your permit card for the field inspections and instructions on calling in your inspections.
- The City will then send the approved plans to the architect. The architect will need to provide a printed copy for the job site.