LYNNWOOD WASHINGTON
DEVELOPMENT & BUSINESS SERVICES

# ONLINE PERMIT PORTAL HELP GUIDE

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Search and View Applications

The public portal allows the public, such as contractors, home builders, and the general community to apply for and pay for permit fees online via a standard web browser. This is via secured logged on account.

Some information is available to the public user and an online account is not required. The Parcel Search tool allows you to search for permit records and related public information. Only permits submitted after January 10, 2024, can be found through the online portal. Any permits submitted prior will require a Public Record Request. You can submit a records request at https://www.lynnwoodwa.gov/Government/City-Clerk/Public-Records-Requests.
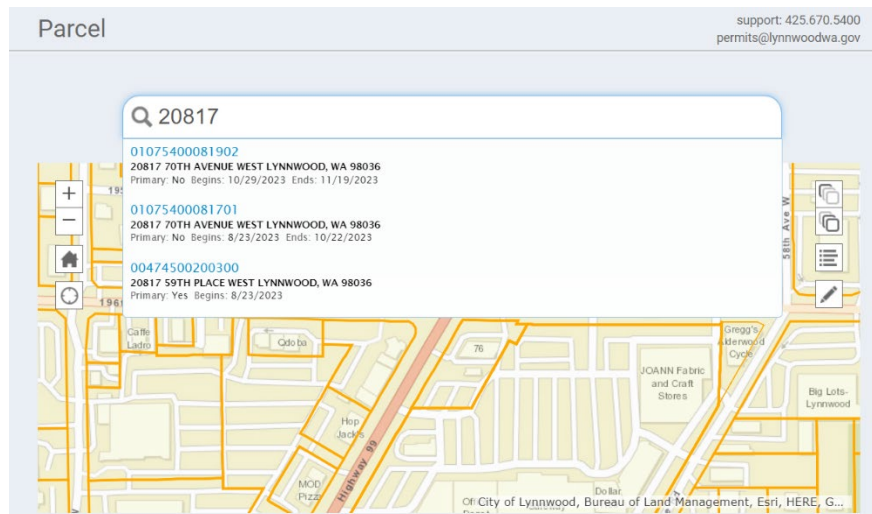
1. Select Parcel Search
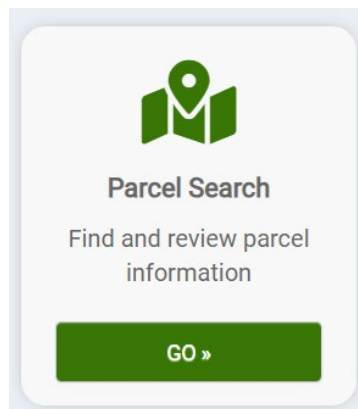
2. You will arrive at the Parcel page where you can search for applications by permit number, property address or owner name.
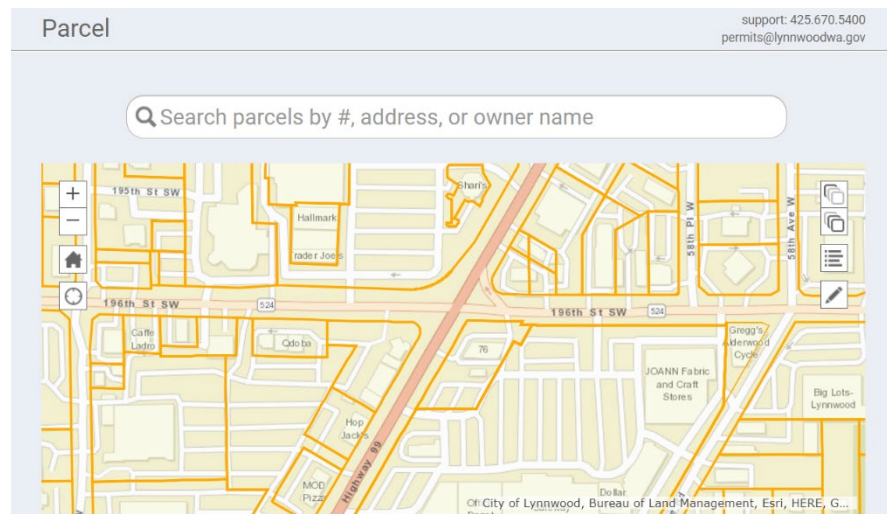
3. Enter the search parameters into the search field and select the desired record from the list. Selected permit information will appear.
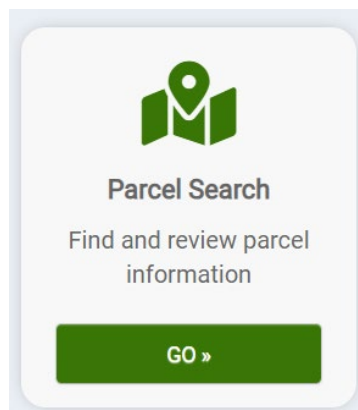

Advanced Search

The Advanced Search feature allows you to search for permit records and related public information with more filters and options.
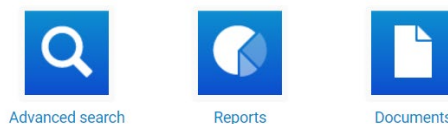
To View:

1. Select Parcel Search

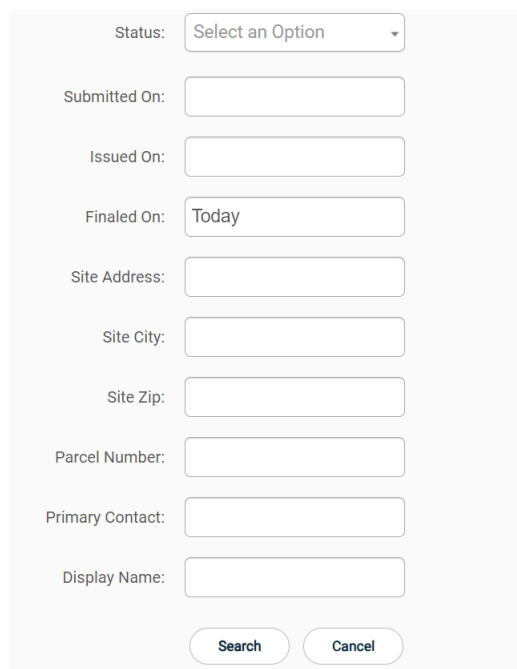2. Scroll below the map and select Advanced Search under Other Services

3. You will be brought to the Advanced Search Page where you have multiple search options:

- Number – Permit or Project Number
- Type – Permit or Project Type
- Status – Current Permit Status
- Submitted On – Date that the application was submitted
- Issued On – Date that the permit was issued
- Finaled On – Date that all inspections were completed
- Site Address – Address of the permit or project site
- Site City – City of the permit or project site
- Zip Code – Zip Code of the permit or project site
- Parcel Number – Parcel Number of the permit or project site
- Primary Contact – Primary Contact for the permit or project

4. Enter your Search Parameters and select **Search.**

Status:	Select an Option ▼
Submitted On:	
Issued On:	
Finaled On:	Today
Site Address:	
Site City:	
Site Zip:	
Parcel Number:	
Primary Contact:	
Display Name:	

Search   Cancel

5. Your results will appear. Select the permit number to open the permit information

6. If you do not find the results you're looking for, select **Edit Search** to change your filters and search again.

Create Account

An account is required to apply for permits online. The online user will be able to track applications, view and upload files, pay for permits, and request inspections.

Sign Up – Main Page

4. Click **Sign Up** in the upper right corner of the online permit portal.

Sign Up – Applications Page

1. Click **Sign Up** from the applications page.
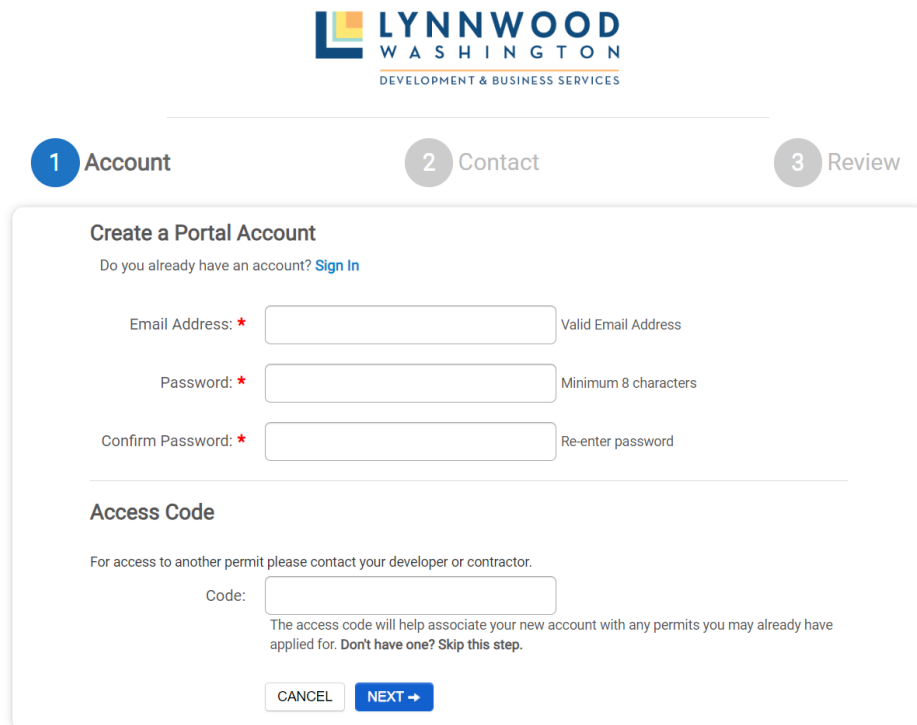
Account Creation Step 1

Enter the required fields with your information to create your account.

1. **Email Address –** enter a valid email address (you will be required to verify the email address to confirm your user account)
2. **Password –** create a password (passwords must be a minimum of 8 characters)
3. **Confirm Password –** re-enter the same password
4. Access code can be skipped unless you have been provided a code previously
5. Click **Next**

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1 Account	**2** Contact	**3** Review

Create a Portal Account

Do already have an account? **Sign In**

Email Address: * [   ] Valid Email Address

Password: * [   ] Minimum 8 characters

Confirm Password: * [   ] Re-enter password

Access Code

For access to another permit please contact your developer or contractor.

Code: [   ]

The access code will help associate your new account with any permits you may already have applied for. **Don't have one? Skip this step.**

CANCEL   NEXT →

Account Creation Step 2- Contact Information

Enter the required information.

- First Name
- Last Name
- Address
- City
- State
- Zip Code
- Phone
- Phone Type
- Click **Next**

Account Creation Step 3- Review

1. Review your information. Edit the account or contact information if needed.
2. Click the "I agree to Terms And Conditions"
3. Click the "Create My Account" button

Account Creation Step 4- Verify

A verification email will be sent to the email address used during account setup. A message is displayed on the screen allowing the user to resend the email, update the email address or verify. Once verified the user will login into the portal to view private information. You may need to check your junk email.

CITY OF LYNNWOOD, WA online account verification

Your account has been created for the portal. Please click on the link below to verify your account.

Verify

Account Creation Step 5- Log In

Once an account has been created, login with your email address and password to see the private dashboard.

1. Click **Log In** in the upper right corner

Sign Up or Log In ⬅
G Select Language ▼

City of Lynnwood, WA

support: (425) 670-5400
Permits@LynnwoodWA.gov

2. Enter **Email Address**
3. Enter **Password**
4. Click **Log In**
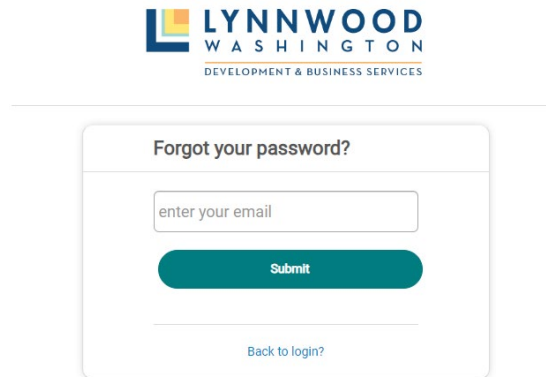
Email

Password

LOG IN

Forgot your password?

Don't have an account? Sign Up!

Reset Password

1. Click the **Forgot Your Password** link.
2. Enter your email address.
3. Click **Submit.**

Forgot your password?

enter your email

Submit

Back to login?

4. A note will appear stating an email notification has been sent.
5. Go to your email to click **Reset Password.**
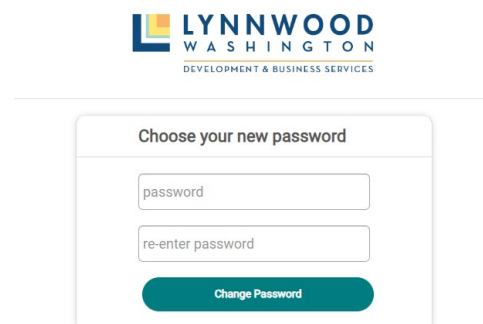
[Training] CITY OF LYNNWOOD, WA online password reset

Please click on the link below to reset your password.

Reset Password
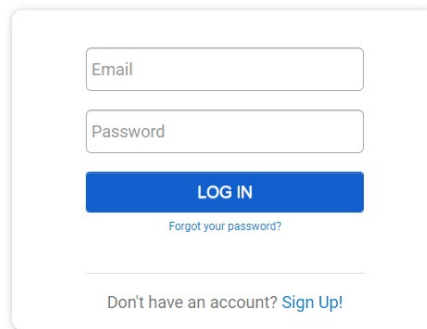
6. Enter a new password.
7. Re-enter your new password.
8. Click **Change Password.**

Choose your new password

password

re-enter password

Change Password

Updating Email Account

1. To update an email address in an existing user account, log into the existing account in the top right corner.
2. Enter your email address and password.

3. At the top right corner of the screen, select the drop-down menu next to your name and select **My Account.**

4. Click the **edit** link near the end of the email link.
5. Select **Add another email** link.

My Account

Email: ▮@lynnwoodwa.gov ✎ Manage Email Notifications

Manage email addresses notifications will be sent to your primary email address

Primary email: ⦿ ▮@lynnwoodwa.gov

Add another email ←

Password: [   ] To save these settings please enter your current password.

Save   Cancel

6. Enter the new email address and your current portal account password and click **save.**
7. The system will automatically send you an email verification to the new email account.
8. Select **Verify** and return to the portal account.

CITY OF LYNNWOOD, WA online account verification

Your account has been created for the portal. Please click on the link below to verify your account.

Verify

9. Change the primary email account to the newly added address by selecting the radio button next to the new email. Next, enter your password and select the **save** button.

My Account

Email: ▮@lynnwoodwa.gov ✎ Manage Email Notifications

Manage email addresses notifications will be sent to your primary email address

Primary email: ○ ▮@explorelynnwood.com · Remove
⦿ ▮@lynnwoodwa.gov

Add another email

Password: [   ] To save these settings please enter your current password.

Save   Cancel

10. The portal account will now show the Primary Email has changed. If desired the original email can be removed by selecting the **Remove** button next to the original email and entering your password.

Manage Account

Once your account has been created and you are logged in, account information can be maintained in the **My Account** link.

1. Select your name in the upper right corner.
2. Select **My Account** from the drop-down menu.

3. Select the **Edit** link next to the section you want to edit.

Managing Email Notifications

1. Select the **Manage Email Notifications** link next to your email address.
2. Check or uncheck any email notification option that you would like to receive for your project. It is recommended to select all notifications until you are familiar with the dashboard.
3. Click **Save.**

Apply for Permit

A user account is required to apply for any permit with the City of Lynnwood. Once you have created and successfully logged into your account, follow these steps to apply for a permit. All fields marked with a red asterisk (*) are required to input prior to submitting your application.

1. Click the **Apply** button under Apply Online.
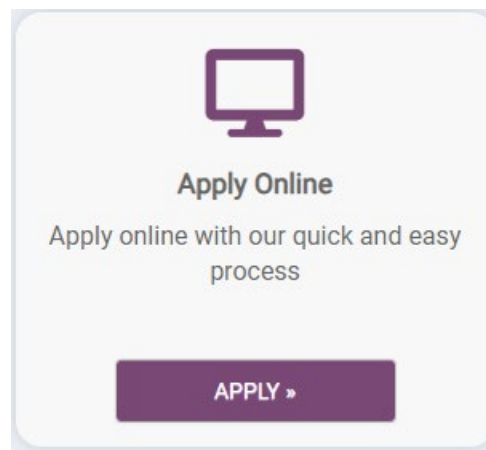
STEP ONE – PERMIT TYPE

1. Select a **Category** and **Application Type** from the drop down box and select **Next**.

What type of application do you need today?

Select a category to view your options

Building Permits

- ○ Adult Family Home Inspection (WABO AFH Checklist)
- ○ Commercial Addition/ Alteration
- ○ Commercial Electrical
- ○ Commercial Plumbing
- ○ Commercial Roof or Re-Roof
- ○ Commercial Tenant Improvement
- ○ Manufacture Install (Mobile Homes/ Portable Classrooms)
- ○ New Commercial
- ○ New Single-Family Duplex
- ○ New Townhomes (3 Units or more)
- ○ Residential Accessory Structure
- ○ Residential Demolition
- ○ Residential Mechanical
- ○ Residential Pool or Spa
- ○ Residential Solar
- ○ Wireless Facility (Cell Tower)
- ○ Commercial Accessory Structure (Non-Habitable)
- ○ Commercial Demolition
- ○ Commercial Mechanical
- ○ Commercial Pool or Spas
- ○ Commercial Solar
- ○ Fence or Wall Permit
- ○ Minimum Site Inspection
- ○ New Multi-Family (or Addition)
- ○ New Single-Family Residence
- ○ Residential (Interior) Alteration | Repair
- ○ Residential Addition
- ○ Residential Electrical
- ○ Residential Plumbing
- ○ Residential Roof or Re-roof
- ○ Sign

STEP TWO – PROJECT LOCATION

1. Enter the site address. A drop-down menu will appear with valid city addresses based on your entry. Select the correct address from the list.

Where is your project located?

I want to enter a parcel # instead.

Address:

20816 44th ave

20816 44TH AVENUE WEST LYNNWOOD, WA 98036
Parcel Number: 27042100405200
Primary: Yes Begins: 8/23/2023

State   Site Zip

WA

2. Once selected, the state and zip code will automatically populate and click **Next**.
3. Verify the address is correct.

STEP THREE – PROJECT INFORMATION

The next screen will provide you with multiple fields to input required project information. In this section you will name your project, input contractor contact information, provide project details, upload documentation. The dashboard will display **Done** or **Not Complete** statuses for each section. Each section must be marked **Done** before you can proceed. All fields with a red asterisk are required before submitting your application.

1. Enter project details and explain the purpose of your project and click **Save.**

2. Update contact information and provide any contractor information if relevant and click **Save.**

3. Add your permit details including value, square footage, and any other information that you have and click **Save.**

4. Add any Permit Fixtures and quantities and click **Save.**

STEP FOUR – UPLOAD SUBMITTAL DOCUMENTS

Many permit applications have required submittal documents that must be uploaded to complete and apply. Each permit type will require different documentation materials. To ensure you have the correct documentation view the Application Checklist for each permit type.

1. Navigate to the Permit Submittals section of the application and view the types of documents required. Any submittal name that is in blue will provide checklist and application information.

2. Click **Upload** on the document type that you would like to upload.
3. Click **Add Files** to browse your computer and select the file that you would like to upload.
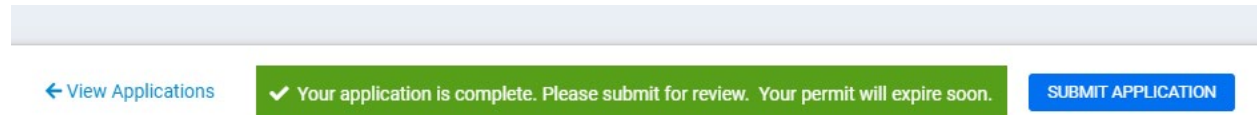

4. Once the file is selected, click **Begin Upload.**
5. When the file is successfully uploaded, you will see a green checkmark next to the file. Select **Close** to return to the permit application details.
6. Repeat the steps to upload all necessary documents.
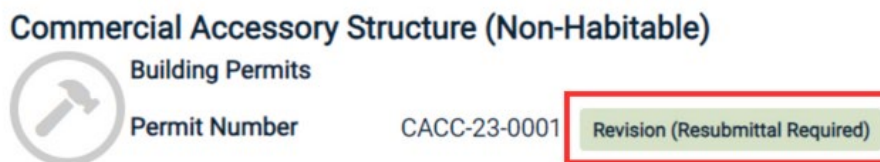
STEP FIVE –SUBMIT APPLICATION

Once all information has been inputted the dashboard will provide an notification that your application is complete and ready for submission. Prior to submitting you can view estimated fees, inspections that will be required, and the steps required for approval.

1. Once you are ready to proceed, click **Submit Application.**

← View Applications ✔ Your application is complete. Please submit for review. Your permit will expire soon. **SUBMIT APPLICATION**

Uploading Corrections and Resubmittals

There may be times when you have not submitted all required components or revisions to your plans are needed. In this instance, a Permit Technician will return your application for revisions through the Online Permit Portal. You will know your application requires revisions when your application is a **Returned for Revision** status.

Commercial Accessory Structure (Non-Habitable)

Building Permits

Permit Number   CACC-23-0001   Revision (Resubmittal Required)

To upload a revised submittal:

1. Select the **file** link at the end of the submittal line item to return the submittal form. If the link displays "0 Files," you are able to upload corrections to that submittal.

▲ Permit Submittals   At least 1 file must be uploaded for each submittal requirement

ⓘ Additional documentation is needed for your application. At least one document must be uploaded for each requirement for this section to be considered complete. Please check to ensure you've included all the information requested.

* Required for Application
⊙ Required before permit can be closed

Submittal Name	Received	Version	Status	
Revision 1	n/a	1	Pending	📄 0 Files
Site plan *	12/11/2023	1	InReview	📄 1 File

2. The submittal form will appear. Select the **upload** button to upload a revised document from your device.

CACC-23-0001 Commercial Accessory Structure (Non-Habitable)   ✉ Contact

Revision 1

Version	Status	Received	Deficiency Report
1	Pending		

Version 1 Pending

Submitted File	Comments	Date Received	Review Status	Markup File	Delete
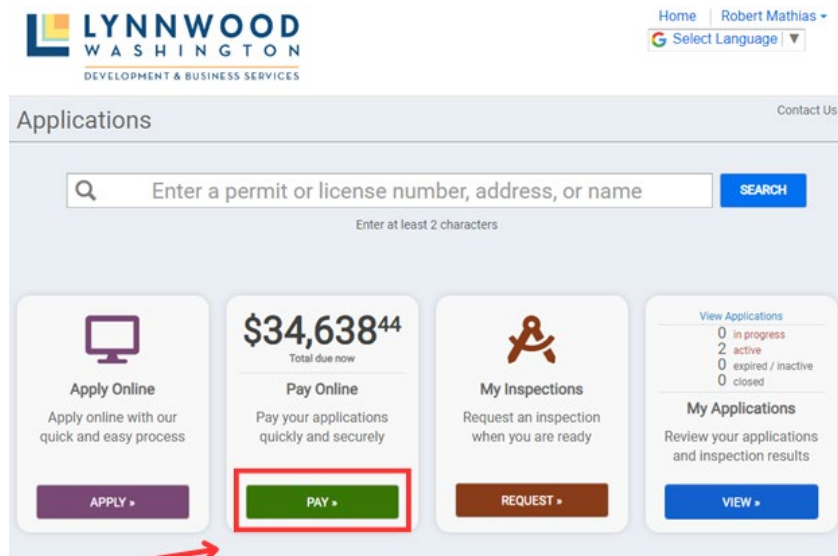
[Return To Permit Detail] [⊕ Upload] [⊘ Delete]

Pay for Permits

All fees are required to be fully paid prior to a permit being issued.

From the Main Page

1. Click the green **Pay** button.

2. Select the permit you want to pay for by clicking the **Add** button.
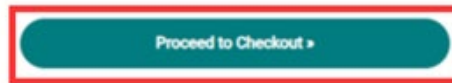3. Select **Proceed to Checkout.**

4. Review your payment. Click **Edit Invoice** to return to your cart and make any changes.
   5. Click **Proceed to Checkout** to input payment details and finalize your payment.

6. Enter your payment information and click **Make Payment.**

From the Permit Application

1. From the permit application click **Pay Online.**

2. Select the permit you want to pay for by clicking the **Add** button.
3. Select **Proceed to Checkout.**

4. Review your payment. Click **Edit Invoice** to return to your cart and make any changes.
5. Click **Proceed to Checkout** to input payment details and finalize your payment.

6. Enter your payment information and click **Make Payment.**

Issue Permit

Once your application has been approved and all fees are paid, your permit will be in a **Ready to Issue** status. Once your permit is ready to issue, you will have the option to issue and print your permit on your own. If you experience any problems issuing your permit, please email Permits@LynnwoodWA.gov and a Permit Technician can send you a copy of the permit.

Issuing Permits During Payment (Most Common)
1. Complete the online payment process.
2. Permit will issue automatically after the payment is completed. From your list of permits, select **Issue My Permit.**

3. A printable version of your permit will be downloaded. You will need to print and affix to the property or wherever work is being completed.

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City of Lynnwood, WA
City of Lynnwood

19100 44th Ave W
City of Lynnwood, WA 98036
(425)670-5000
https://www.lynnwoodwa.gov

PERMIT

CELE-23-0001	COMMERCIAL ELECTRICAL
SITE ADDRESS: 19100 44TH AVENUE WEST LYNNWOOD **PRIMARY PARCEL:** 00501900200101 **PROJECT NAME:** CITY HALL	**ISSUED:** 12/27/2023 **EXPIRES:** 6/24/2024

APPLICANT:	20816 44th Ave W Lynnwood, WA 98036	OWNER:	CITY OF LYNNWOOD PO BOX 5008 LYNNWOOD, WA 98046

PERMIT DETAILS

Detail Name	Detail Value
Electrical Construction Value (excluding sales tax)	1000.00
Select the CONSTRUCTION TYPE from the list	IIB Protected Non-Combustible

CONDITIONS

* Work must commence within 180 days from the date of issuance and/or must have a valid inspection at least 180 days or this permit will expire by limitation.

* This permit is revocable at any time for any violation of city ordinance or code.

* Construction or work shall remain visible and able to be accessed for inspection purposes until approved. It shall be the duty of the owner or the owner's authorized agent to cause the work to remain visible and able to be accessed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

REQUIRED INSPECTIONS

|	
ELEC - Electrical Ditch Cover	ELEC - Electrical Branch Circuits
ELEC - Electrical Slab	ELEC - Electrical Sub-Panel
ELEC - Electrical Grounding/Bonding	ELEC - Electrical Fire Alarm Rough
ELEC - Electrical Service	ELEC - Electrical Low Voltage: TV/Data/Security
ELEC - Electrical Feeder	FINAL - Electrical
ELEC - Electrical Rough in Wall	ELEC - Electrical Rough
ELEC - Electrical Rough in Ceiling	

Printed by : Wright, Christopher on: 12/27/2023 10:35 AM

Page 1 of 1

Request and Schedule Inspection

Inspections are only available to request after a permit is issued.

1. From the user dashboard, select **Request** from the My Inspections tile.
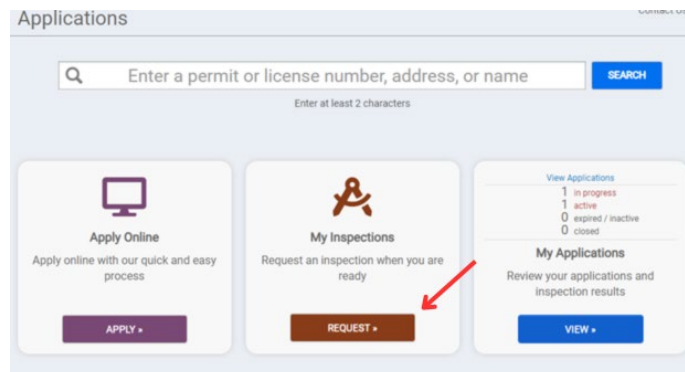
2. Select the permit from the drop-down application list.
3. Select an **Inspection Type** from the list.

4. Click the **Calendar** to view availability.
5. Enter the requested time.

6. In the **Comments,** please include a contact name and phone number to ensure the inspector can reach out as needed.
7. Click **Request Inspection**.

View Applications

A registered user can view your active, expired and closed permit applications at any time. In the dashboard you can see any application associated with your account. Only permits submitted after January 10, 2024, can be found through the online portal. Any permits submitted prior will require a Public Record Request. You can submit a records request at https://www.lynnwoodwa.gov/Government/City-Clerk/Public-Records-Requests.

1. Once logged in, navigate to the My Portal tile and click **Go.**
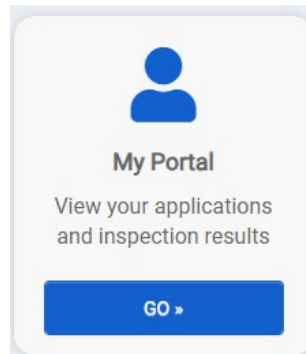
2. Click **View** from the My Applications tile.
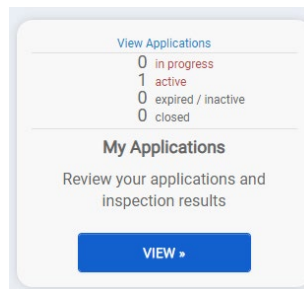
3. A list of permit applications associated with your account and categorized by permit status. To view, click on the **Permit Number**.
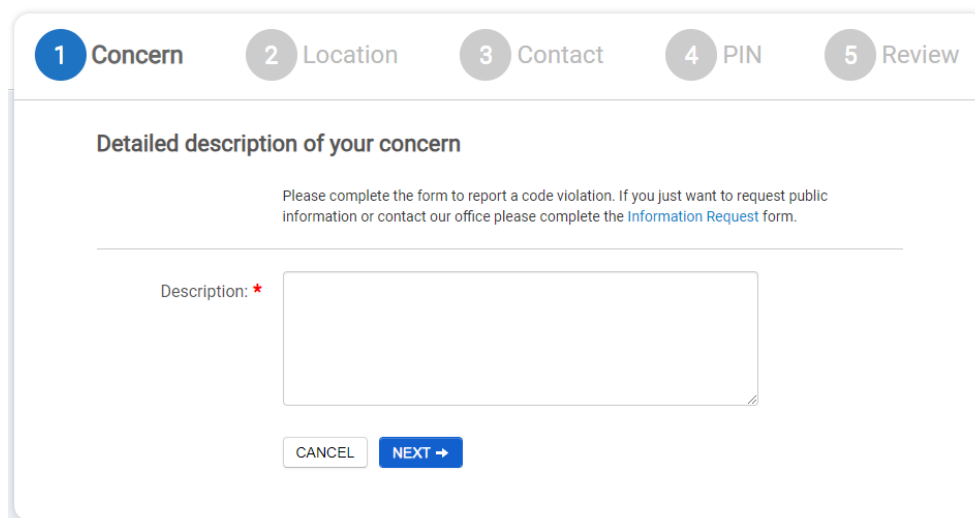
Submitting Code Violations

1. Click **Go** from the Contact Us tile on the online permit center landing page.
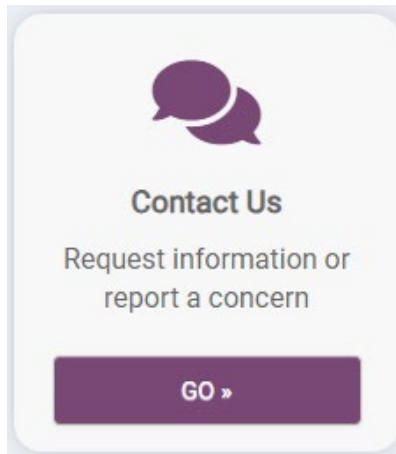
2. Click **Report** in the Report a Concern tile.
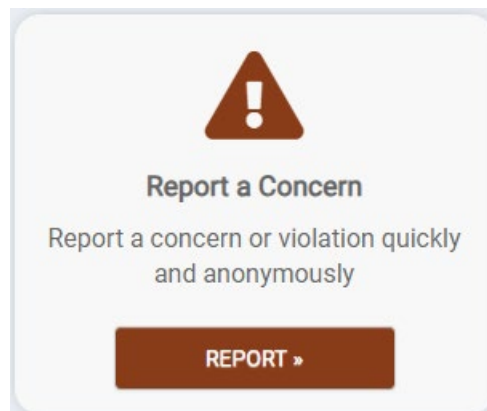
3. Describe the potential code violation in as much detail as possible and click **Next.**

4. Enter the address of where the violation is occurring and click **Next.**

5. Provide your contact information and click **Next.**

6. If you would like to check the status of your request later, create an easy-to-remember pin and click **Next.** You may leave this blank, but you will be unable to reference your request online.

7. Enter your email address and click **Submit My Concern**.

Additional Help

Do you have questions or need additional assistance with the Online Permit Portal? Call, email, or stop by the office and we will help you through the permit process.

Main Phone: (425) 670-5400
Email: Permits@LynnwoodWA.gov

Visit Us at the Lynnwood Permit Center:
20816 44th Avenue West
Suite 230
Lynnwood, WA 98036

Permit Center Hours of Operation
Sunday: Closed
Monday: 8:30 A.M. – 3:00 P.M.
Tuesday: 8:30 A.M. – 3:00 P.M.
Wednesday: 8:30 A.M. – 3:00 P.M.
Thursday: 8:30 A.M. – 3:00 P.M.
Friday: Closed
Saturday: Closed