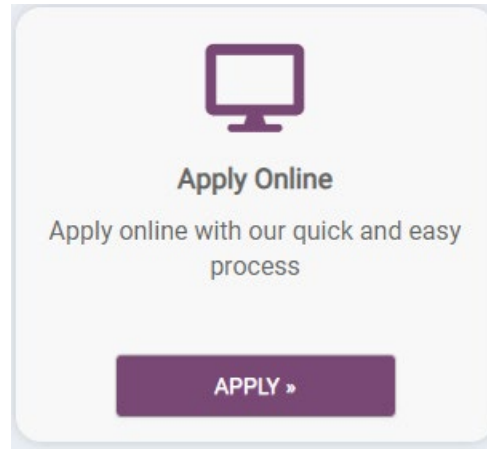


A user account is required to apply for any permit with the City of Lynnwood. Once you have created and successfully logged into your account, follow these steps to apply for a permit. All fields marked with a red asterisk (*) are required to input prior to submitting your application.

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 ▾

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

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

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.

Residential Addition
Building Permits

Reference Number: REFERENCE-23-0007 Incomplete

Options ▾

Estimated Fees
\$0.00
Additional fees may be required

Please complete the following information to submit your permit application.

- ▾ My Project ❗ Not Complete
- ▾ Permit Contacts ✅ Done
- ▾ Permit Contractors ❗ Not Complete
- ▾ Permit Details ❗ Not Complete
- ▾ Permit Fixtures ✅ Done
- ▾ Permit Submittals At least 1 file must be uploaded for each submittal requirement ❗ Not Complete
- ▾ Permit Parcels ✅ Done

← View Applications
Your permit will expire soon.
SUBMIT APPLICATION

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

Please complete the following information to submit your permit application.

▲ My Project
❗ Not Complete

Location

20816 44TH AVENUE WEST
LYNNWOOD, WA 98036

Parcel
27042100405200


Created 11/28/2023

Approved --

Issued --

Closed --

Application Expires 12/28/2023



City of Lynnwood, Bureau of ...

[Change Location](#)

Give your project a name *

Describe the purpose of the permit *

SAVE
CANCEL

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

▼ Permit Contacts
✔ Done

▲ Permit Contractors
❗ Not Complete

If a contractor has not been selected at the time of submittal, please check the "We have not hired a contractor for this project" box. Contractor information will need to be provided prior to permit issuance.

Contractor	License Number	Primary
Please add all licensed contractors or professionals working on this project here.		

[+ ADD CONTRACTOR](#)

We have not hired a contractor for this project

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

Permit Details Not Complete

Building Construction Value *

Square Footage *

Number of Bedrooms

Number of Stories

Number of Electrical Circuits, added/altered – no service change *

Enter Area of Land Disturbance (SF) *

Projects which result in 2,000 square feet of new plus replaced hard surface area, or disturb 7,000 square feet or more of land must prepare a Construction SWPP Plan (SWPPP) as part of the Stormwater Site Plan (see Volume II-2 SWMMWW 2019).

Will your project use heavy equipment with diesel fuel and/or hydraulic fluid?

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.

- I. 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.

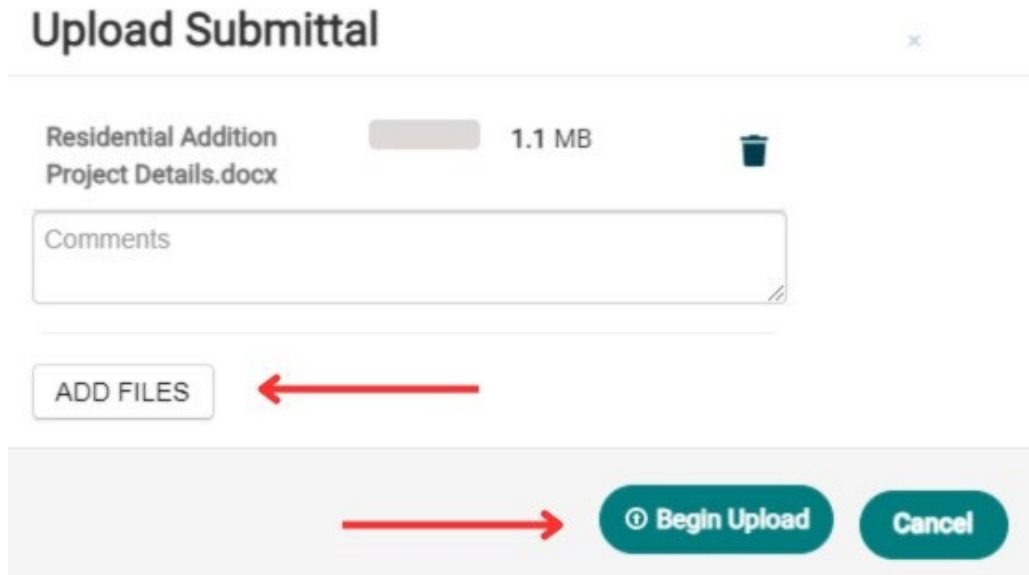
Permit Submittals At least 1 file must be uploaded for each submittal requirement Not Complete

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 have included all the information requested.

* Required for Application
Ⓞ Required before permit can be closed

Submittal Name	Received	Version	Status	
Project Narrative Ⓞ	--	1	Pending	Upload
Construction Plans (Architectural, Structural, Mechanical, Electrical & Plumbing) *	--	1	Pending	Upload
Residential Energy Code Forms (Prescriptive Worksheet, Glazing Sched, Heating Sys Sizing) Ⓞ	--	1	Pending	Upload
Manufacturer specifications, cut sheets Ⓞ	--	1	Pending	Upload
Drainage Report Ⓞ	--	1	Pending	Upload
SPCC Ⓞ	--	1	Pending	Upload
SWPPP Ⓞ	--	1	Pending	Upload
Additional Information Ⓞ	--	1	Pending	Upload
Comment response/letter from applicant (required for resubmittal) Ⓞ	--	1	Pending	Upload

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](#)