

Single-Family Residential Permits

Listed below is the information that needs to be provided in order to submit a complete building permit application for a *new single-family home, remodel or addition to a single-family home*. Staff will not process incomplete applications. Additional information may be required by staff for exceptional circumstances.

Plans must be submitted on a minimum of 11"x17" paper!

SUBMITTAL REQUIREMENTS

- Completed and signed application form, including proof of a valid State Contractor's License and a City of Lynnwood Business License.
- Four (4) complete, to-scale sets of site and civil (drainage and utilities) plans.
- Two (2) complete sets of working plans, including:
 - Foundation plan
 - Structural drawings
 - Energy code information
 - Stair, handrail and guardrail details
 - Floor plan
 - Elevations
 - Roof plans
 - General Notes (see below)

All plan sheets prepared by a State-licensed architect or engineer shall be wet-stamped and signed.

- General Notes (to be provided on cover sheet):
 - Name and phone number of owner
 - Name and phone number of contact
 - Lot coverage by buildings (%)
 - Occupancy type
 - Source of water and sewer supply
 - Legal description
 - Tax parcel number
 - Zoning
 - Construction type
 - Fire access notes
- Electrical permit and required submittals, if applicable.
- Tree removal plan and permit, if applicable.

ADDITIONAL REQUIREMENTS

- All structural and non-structural design shall conform to the codes currently adopted by the City.
- Demolition of existing structures requires a separate demolition permit.
- SEPA checklist and plans, if applicable.
- Prescriptive Energy Code Compliance for All Climate Zones in Washington (new construction only)

NOTE

Full plan review fees are due upon submittal and are calculated based on valuation of the project.