
DEVELOPMENT & BUSINESS SERVICES

2025 ANNUAL PERMIT PROCESSING REPORT



LYNNWOOD
WASHINGTON

Development & Business Services Mission:

Through outstanding public service, proactive planning, and strong partnerships, we foster development of a vibrant community where people and businesses thrive.

INTRODUCTION

The following report is written to supplement the reporting requirements established by Second Substitute Senate Bill 5290 (SB 5290), which amends the Local Project Review Act (RCW 36.70B). The purpose of this report is to clarify the efforts of Lynnwood's permitting process improvements, differences of Lynnwood permitting services, and reporting methodology.

DBS responsibilities are focused on the orderly growth and development of our community. DBS staff prepared a Mission Statement and Strategic Goals that guide the department. This collaborative effort identified shared priorities for community vitality, sustainability, and resiliency. The DBS Mission Statement and Strategic Goals focuses DBS on Lynnwood's Community Vision; the priorities of the Lynnwood 2022-2026 Strategic Plan; and public service.

DEVELOPMENT & BUSINESS SERVICES STRATEGIC PLAN GOALS:

1. Create a positive service culture for applicants.
2. Build systems, processes, and codes to work smarter and more efficient.
3. Develop staff expertise and a culture to address Lynnwood's future growth.
4. Enhance quality of life through implementing the Lynnwood Comprehensive Plan.
5. Attract businesses and development partners to succeed in Lynnwood.

PROCESS IMPROVEMENTS

DBS implemented a new permit/project management software that was identified as a priority need for development and business services. The new SmartGov system, which brought permitting and inspections for planning and zoning, development engineering, building services, fire prevention, and code enforcement together, launched in January 2024. The program enabled establishment of baseline measures that can be used to assess future performance.

Since implementation of 2024, DBS continues to strive for process improvements including streamline permitting processes. These improvements have included consolidation of permit typology to address middle housing types, and cycling controls set within land use entitlements. Continued improvements will continue in 2026 including the customer portal, tip sheets, and clear standards for requirements.

Ordinance 3474

SB 5290 required Lynnwood to make revisions and implement other improvements. Lynnwood adopted Ordinance 3474 on December 9, 2024 clarifying Lynnwood's compliance with RCW 36.70B.160(1). This included implementing:

- **Imposing Reasonable Fees RCW 36.70B.160(1)(b)**

The City of Lynnwood contracted with FCS Group to prepare a DBS Fee Cost of Service Study in March 2023. These findings were adopted into ordinance on October 14, 2024. On December 8, 2025, City Council adopted Ordinance 3502 revising DBS Fees to address a delayed cost recovery. It was determined that the phased in approach for fee increases to attain cost recovery were not sustainable and adopted fees contained a significant rounding error resulting in low cost recovery.

- **Maintaining and Budgeting for On-Call Permitting RCW 36.70B.160(1)(d)**

The City of Lynnwood maintains on-call support from private consultants to support the City when permitting support is necessary to meet timelines. These services were funded in the 2025-2026 Biennial Budget. This funding has been reduced in 2026, however if support is necessary, additional revenues (from permits) are anticipated to offset the funding reduction.

- **Optional Preapplication Meetings RCW 36.70B.160(1)(g)**

The City of Lynnwood does not require preapplication meetings prior to permit submittal.

PERMITTING SERVICES

The City of Lynnwood issues permits on the following permit types which may differ from other jurisdictions.

- Building Permits
- Electrical Permits
- Development Engineering
 - Civil & Site Development
 - Stormwater
 - Water
 - Sewer
 - Franchise
 - Right-of-Way Permits
- Planning & Zoning Permits
 - Land Use Entitlements (Project Design Review)
 - Environmental Review (SEPA, Critical Areas, Shoreline)
 - Zoning (Conditional Use, Variances, Zoning Revisions, Comprehensive Plan Amendments)
- Fire Permits
 - Sprinklers
 - Alarms
 - Communicators

ANNUAL PERMIT PROCESS REPORT

The Annual Permit Performance Report Guide provided information that was last amended on February 21, 2025. This identified that the follow permits were to be reported:

- Preliminary subdivisions
- Final subdivisions
- Binding site plans
- Multifamily housing permits, defined as any housing that includes multiple housing units within the same building. Permits must be reported according to whether they require public notices and/or a public hearing.
- Permits for construction for each of the above permit types, when submitted separately. *This was further clarified to exclude building permits.*

Commerce Report

When reviewing permit decisions from 2025, including expirations or requests for information, the permitting types focused on if the project met the requirements above. This methodology excluded any building permit or trade permit (mechanical, electrical, or fire) as well as any non-permit function in SmartGov such as Special Events. Next was to review any remaining permit for their involvements in Multifamily Housing Permits. This rendered a total of 14 permits, 2 land use entitlement permits, 12 construction permits. Lynnwood met all required deadlines associated with these permits, though two required mutually agreed upon extension.

Table 1 - Permit Tracking Table Example

Permit Tracking Matrix												
Permit ID	Permit Name	Was this permit part of a consolidated review?	Permit Type	Date Notice of Complete Application Issued	Were there days excluded from or added to review? (Pauses and additions)	Total excluded or added days (Pauses and additions)	Subdivision Review Cycle (for subdivisions that have gone through multiple review cycles, each cycle should be on its own row)	Date of Decision	Was there an agreed upon decision date?	Total Review Calendar Days (without pauses)	Total Active Review Days (with pauses)	Over Deadline?
CCC-25-0031	Lee's Apartments	No	Construction Permit (No notice, no hearing)	8/11/2025	No	0		8/15/2025	No	4	4	No
CCC-25-0034	Enso Cross Check Connection - Domestic	No	Construction Permit (No notice, no hearing)	8/26/2025	No	0		9/30/2025	No	35	35	No
CCC-25-0035	Enso Cross Connection - Fire Protection	No	Construction Permit (No notice, no hearing)	8/26/2025	No	0		9/30/2025	No	35	35	No
DE-24-0005	Housing Hope Scriber Place	No	Construction Permit (No notice, no hearing)	2/6/2024	Yes	202		1/27/2025	Yes	356	154	Mutually agreed timeline
DE-24-0017	Vista Apartments	No	Construction Permit (No notice, no hearing)	5/19/2024	Yes	342		7/29/2025	Yes	436	94	Mutually agreed timeline
DE-24-0031	Lee's Apartments	No	Construction Permit (No notice, no hearing)	12/18/2024	Yes	140		7/10/2025	No	204	64	No
HYD-25-0004	Enso Hydrant Permit	No	Construction Permit (No notice, no hearing)	7/14/2025	No	0		7/30/2025	No	16	16	No
HYD-25-0008	Enso 2nd Hydrant Permit	No	Construction Permit (No notice, no hearing)	7/14/2025	No	0		7/30/2025	No	16	16	No
PDR-25-0006	Edmonds Commons Student Housing	No	Multifamily Housing Permit (Notice, no hearing)	9/22/2025	No	0		11/3/2025	No	42	42	No
PDR-25-0009	Apollo Scriber Lake Apartment	No	Multifamily Housing Permit (Notice, no hearing)	12/5/2025	No	0		1/28/2026	No	54	54	No
WM-25-0002	Enso	No	Construction Permit (No notice, no hearing)	4/22/2025	No	0		4/23/2025	No	1	1	No
WM-25-0009	Enso	No	Construction Permit (No notice, no hearing)	8/11/2025	No	0		8/11/2025	No	0	0	No
WM-25-0011	DW HOMES - DUPLEX	No	Construction Permit (No notice, no hearing)	11/11/2025	No	0		11/24/2025	No	13	13	No
WM-25-0015	DW HOMES - DUPLEX	No	Construction Permit (No notice, no hearing)	11/24/2025	No	0		11/24/2025	No	0	0	No

Summary Report Table

Permit Type	Total number of decisions	Number of permits reviewed under a consolidated process	Number of permits reviewed separately	Average calendar days to process (without pauses)	Average calendar days of review (with pauses)	Number of decisions exceeding the deadline
Preliminary Subdivision	0	0	0	0	0	0
Final Subdivision	0	0	0	0	0	0
Binding Site Plan	0	0	0	0	0	0
Multifamily Housing Permit	2	0	2	48	48	0
Construction Permit	12	0	12	93	36	0
Total	14	0	14	87	38	0