

# DBS Online Portal Users Guide

## Portal Overview

# DBS Online Portal: Overview

The screenshot shows the Lynnwood DBS Online Portal homepage. At the top left is the Lynnwood Washington logo with the text 'Development & Business Services (Permits, Inspections, Plans, Business Licenses)'. At the top right is a user greeting 'Good Morning, Guest' with a dropdown arrow. Below the logo is a navigation menu with links: Home, Quick Links, Today's Inspections, Apply Online, Fee Estimator, Pay Invoices, Map, Reports, Search, Login, and Call DBS: 425-670-5400. A blue banner below the menu contains the text: 'Inspection Requests made before 4:00 PM will be scheduled for the next business day. Due to the nature of inspections, specific times cannot be guaranteed.' The main content area features a large heading 'Welcome to the Lynnwood DBS Online Portal!' followed by a thank you message and a note about permit visibility. Below this is a grid of six quick access buttons: 'My Planning Projects', 'My Permits', 'My Available Inspections', 'Apply', 'My Invoices', and 'View Today's Scheduled Inspections'. Each button includes a brief description of its function.

1 Development & Business Services  
(Permits, Inspections, Plans, Business Licenses)

2 Inspection Requests made before 4:00 PM will be scheduled for the next business day. Due to the nature of inspections, specific times cannot be guaranteed.

3

4 Good Morning, Guest

## Welcome to the Lynnwood DBS Online Portal!

Thank you for working with us! This portal can be used to search records, apply for permits online, pay unpaid fees, request inspections, and more!

Please note that permits will only appear on your dashboard if you are an associated contact on the permit, using the same email address that is used to create your DBS portal account. Existing contacts (applicant, owner, contractor) can add you to the permit by logging into the portal, locating the permit and clicking the "Contacts" tab on the permit summary.

You do not need to be logged in to search the portal, run reports, explore the map, estimate/pay fees, or browse permit applications.

- My Planning Projects**  
View your land use and zoning applications. You must be a contact on the land use permit to see associated permits.
- My Permits**  
View all of your building, fire, & public works permits. You must be a contact on the permit to see associated permits.
- My Available Inspections**  
Request inspections for permits you're associated with. You must be a contact on the permit to see associated inspections.
- Apply**  
This tool can be used to apply for a permit. \*Must be logged in to apply
- My Invoices**  
Click here to sign in and pay your open invoices. To pay by invoice number, use the "Pay Invoice" link in the top page menu.
- View Today's Scheduled Inspections**  
Click here to view a list of today's scheduled inspections. (no login required)

## 1. Menu Bar

Links to help navigate the system (more info on next slide)

## 2. Notification/Announcement Banner

Notifications to customers including holiday schedules, outages, or other important messages

## 3. Quick Access to Common Functions

Buttons for most common functions for quick navigation

## 4. Login/Register Button

Dropdown menu to either login or register for a new DBS account

# DBS Online Portal: Overview – Menu Bar

The screenshot shows the top navigation bar of the DBS Online Portal. The menu items are: Home, Quick Links (with a dropdown arrow), Today's Inspections, Apply Online, Fee Estimator, Pay Invoices, Map, Reports, Search (with a magnifying glass icon), Login, and Call DBS: 425-670-5400. Below the navigation bar, there are six main menu categories, each with a numbered callout (1-10) above it: 1. Is my project in Lynnwood?, 2. Business Licenses, 3. Forms & Submittal Information, 4. Register for an Account, 5. Request an Inspection, and 6. Contact Staff. Each category has a list of sub-links. For example, 'Forms & Submittal Information' includes Building Permits, Fire Systems, Land Use & Zoning, Public Works, and Current Development Codes. 'Request an Inspection' includes My Available Inspections, Video Tutorial, and Step-by-Step Instructions. 'Public Records' includes Public Records Request Portal and Development Performance Report.

## 1. Home Screen

Main Screen when opening the site- includes quick access buttons

## 2. Quick Links

Helpful links with submittal requirements, guiding documents & tutorials

## 3. Today's Inspections

List of today's scheduled inspections

## 4. Apply Online

Links directly to the Application Assistant

## 5. Fee Estimator

Estimate your permit costs & start an application from fee estimator

## 6. Pay Invoices

Use this link to pay individual invoices. Use this link to pay invoices without registering for an account, which requires an invoice number

## 7. Map

Look up zoning for your property, measure approximate boundary lines, view city limits, and/or start a construction or permit or land use permit.

## 8. Reports

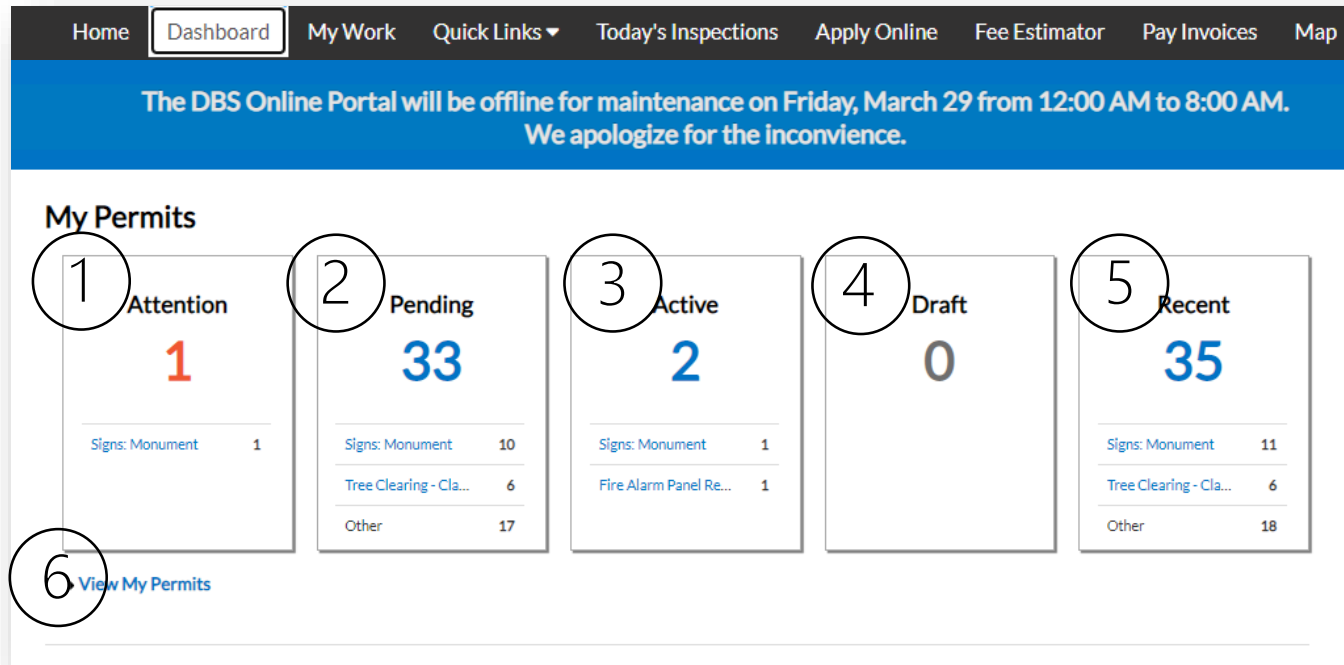
Pull reports for permit & land use activity

## 9. Search

Search existing construction & land use permit records

## 10. Login

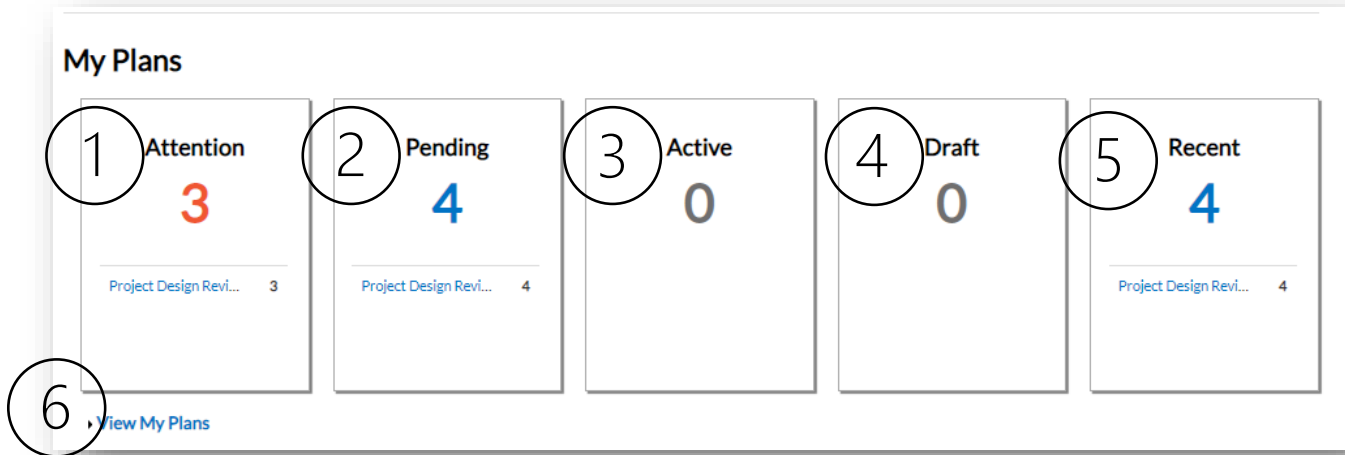
# DBS Online Portal: Dashboard Overview – My Permits



Note: You MUST be a contact on the permit in order to see these items on your dashboard  
[Click here to learn how to add contacts to a permit](#)

- 1. My Permits: Attention**  
These are permits that either require a resubmittal, a re-inspection, or require payment
- 2. My Permits: Pending**  
These are permits that have been applied for, but not yet issued
- 3. My Permits: Active**  
These are permits that have been issued, but not been finalized in our system
- 4. My Permits: Draft**  
These are permit applications that have been started and saved, but not submitted to the City
- 5. My Permits: Recent**  
These are most recent permit applications submitted to the City
- 6. View My Permits**  
This link will take you to a list of all of your active permits

# DBS Online Portal: Dashboard Overview – My Plans

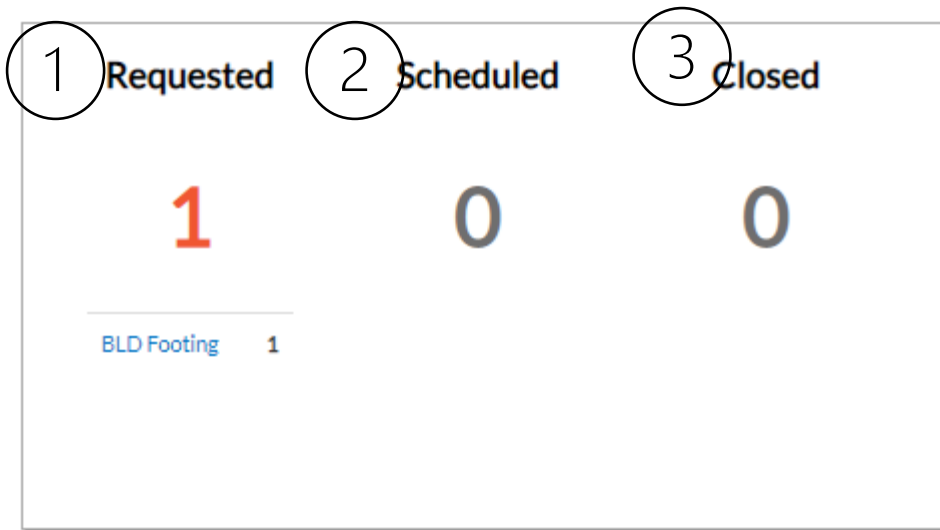


Note: You MUST be a contact on the land use permit in order to see these items on your dashboard  
[Click here to learn how to add contacts to a permit](#)

- 1. My Plans: Attention**  
These are land use permits that either require a resubmittal, a re-inspection, or require payment
- 2. My Plans: Pending**  
These are land use permits that have been applied for, but not yet issued
- 3. My Plans: Active**  
These are land use permits that have been issued, but not been completed in our system
- 4. My Plans: Draft**  
These are land use permit applications that have been started and saved, but not submitted to the City
- 5. My Plans: Recent**  
These are most recent land use permit applications submitted to the City
- 6. View My Plans**  
This link will take you to a list of all of your active land use permits

# DBS Online Portal: Dashboard Overview – My Inspections

## My Inspections



4 View My Inspections

- 1. My Inspections: Requested**  
These are inspections that have been requested, but not yet performed by the City
- 2. My Inspections: Scheduled**  
These are inspections where the City has changed the status to “Scheduled” with a scheduled inspection date
- 3. My Inspections: Closed**  
These are your completed inspections
- 4. View My Inspections**  
This will take you to a list of your scheduled inspections

Note: You MUST be a contact on the permit/land use permit in order to see these items on your dashboard  
[Click here to learn how to add contacts to a permit](#)

# DBS Online Portal: Dashboard Overview – My Invoices

My Invoices			
1	Current 2	\$19,665.50	Add To Cart
2	Past Due 1	\$15,945.00	Add To Cart
3	Total 3	\$35,610.50	Add To Cart

4 [View My Invoices](#)

## 1. My Invoices: Current

These are open invoices that have recently been issued

## 2. My Invoices: Past Due

These are open/outstanding invoices that are past due

## 3. My Invoices: Total

This is the total of all open invoices

## 4. View My Invoices

This will take you to a list of all your open invoices. You can click here to pay for individual invoices or add all to your cart

Note: You MUST be a contact on the permit/land use permit in order to see these items on your dashboard

[Click here to learn how to add contacts to a permit](#)