

DBS Online Portal Users Guide

Applying for Online Permits

DBS Online Portal: Applying for Online Permits

LYNNWOOD WASHINGTON
DEVELOPMENT & BUSINESS SERVICES

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

Good Morning, Guest ▾

Home Quick Links ▾ Today's Inspections **Apply Online** Fee Estimator Pay Invoices Map Reports Search Q Login Call DBS: 425-670-5400

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.

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. Log Into the DBS Online Portal

Click the "Apply Online" button on the top menu bar or click the "Apply" button on the home page. If you are not logged in at this time, the system will automatically prompt you to login once you've selected the permit application

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The screenshot shows the 'Application Assistant' search results for the keyword 'sign'. The search bar at the top contains the text 'sign'. Below the search bar are navigation buttons for 'All', 'Trending', 'My History', 'License', 'Permits', and 'Plans'. A list of search results is displayed, each with an 'Apply' button. The results include:

- Project Design Review Application**: Category Name: Planning, Description: PDR.
- Signs: Electronic Messaging Signs**: Category Name: Signs, Description: Click here to apply for a Electronic Messaging Signs permit.
- Signs: Ground**: Category Name: Signs, Description: Click here to apply for a ground sign permit.
- Signs: Monument**: Category Name: Signs, Description: Click here to apply for a Monument Sign permit.

The 'Apply' button for the 'Signs: Monument' category is circled in red. A red arrow points from this button to the 'Apply' button in the second screenshot.

2. Pick your Permit Application

Use the search bar to search for the kind of permit you are looking for. The system will automatically filter the available applications based on the key word or phrase you use

The Application Assistant will begin to drop down suggestions that you can pick from which will start the application. You can also hit “enter” or click the search icon on the right to see a full list of permit types that meet the search criteria.

Click “Apply”

The screenshot shows the 'Application Assistant' search results for the keyword 'electrical'. The search bar at the top contains the text 'electrical'. Below the search bar is a dropdown list of suggestions:

- Electrical (Commercial) Low Voltage: 50 Volts or Less
- Electrical Temporary Power - Commercial
- Electrical OTC Remodel/Repair - Commercial
- Electrical Low Voltage: 50 Volts or Less - Residential
- Electrical Temporary Power - Residential

The 'Apply' button for the 'Electrical Temporary Power - Commercial' suggestion is circled in red. A red arrow points from this button to the 'Apply' button in the first screenshot.

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2. Pick Your Project Location

Option A) Search for the address or parcel using the search bar on the left of the screen. Select the address you wish you use and click “+Add”

Option B) Find the parcel on the map. Select the parcel & click “+Add”

Click the “Next” button on the bottom of the screen after your address has been attached to your application

Apply for Permit - Signs: Monument REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Review and Submit

LOCATIONS

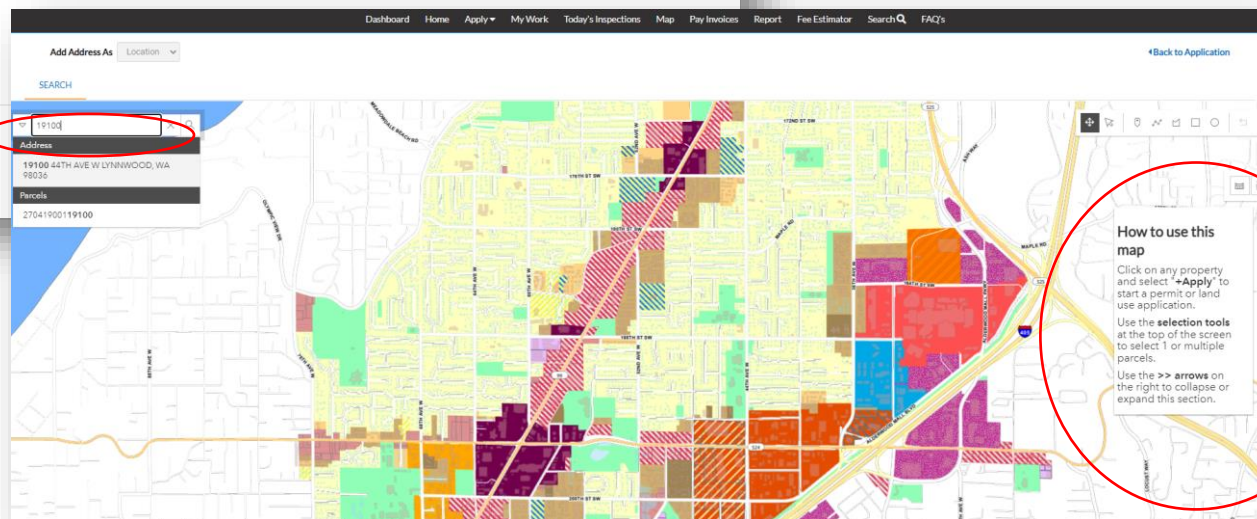
Location

Add Location

+

REQUIRED

Create Template



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Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Report Fee Estimator Search FAQ's

Apply for Permit - Signs: Monument *REQUIRED

Progress: 1. Locations (✓) 2. Type (2) 3. Contacts 4. More Info 5. Attachments 6. Review and Submit

PERMIT DETAILS

* Permit Type: Signs: Monument

* Description: Sign for Happy Lemon

* Square Feet: 2000

* Valuation: 3000

Buttons: Back, Create Template, Save Draft, Next

3. Enter Permit Details

Enter a detailed description of your scope of work and fill in square feet and valuation fields when required.

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4. Add Contacts

Click the + sign to add required contacts

1. Use search box to search by name, email or company*
 - Search by email for best results
2. Add from your "My Favorites" contact list
3. Manually enter a contact if you can't find the one you're looking for*
4. Add contact to your "My Favorites" list for future use*

Favorite	First Name	Last Name	Address	Company	Email	Action
<input checked="" type="checkbox"/>	FRANK	KATHRYN	MARTINEZ	19124 46TH AVE W		<input type="button" value="Add"/>

*Note: Contractors must have a specific contact with their license attached to it- contact permits@lynnwoodwa.gov if you cannot find the correct contractor type of contact. Once you do have the correct contact, we recommend you add it to your "My Favorites" list for future use!

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Apply for Permit - Signs: Monument *REQUIRED

Progress: Locations (✓) | Type (✓) | Contacts (✓) | **More Info (4)** | Attachments (5) | Review and Submit (6)

MORE INFO

ACKNOWLEDGEMENTS [| Top](#) [| Main Menu](#)

I am the owner or the owner's agent and have permission to apply for this permit.

I am aware that my permit will become null and void if the authorized work has not been inspected within 180 calendar days of issuance or for a period of 180 calendar days from the last inspection.

I am aware that a one-time extension may be granted if a written request is submitted in writing to the building official showing just cause, prior to the expiration.

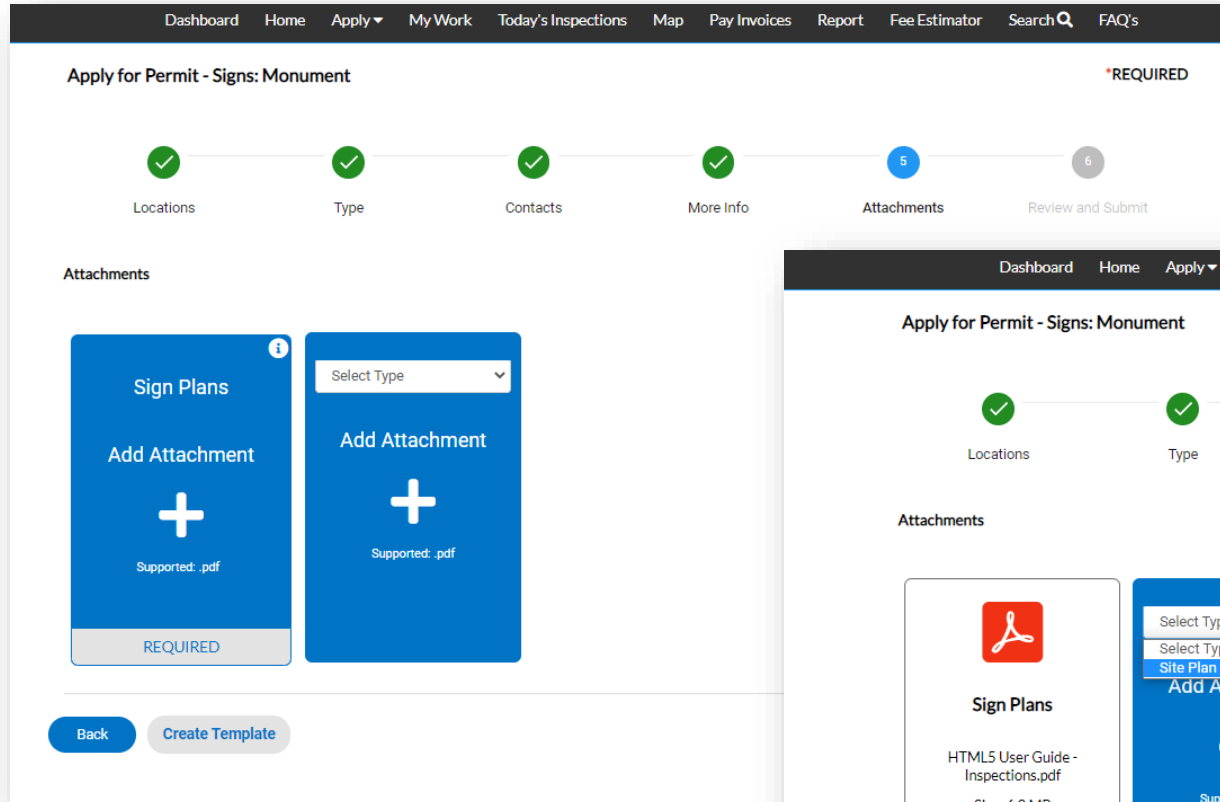
[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

5. Complete the “More Info” Tab

This tab may simply have acknowledgments for you to agree to. Some permits will have additional info fields that are required to be filled at the time of application.

Fill out the required fields & click “Next”

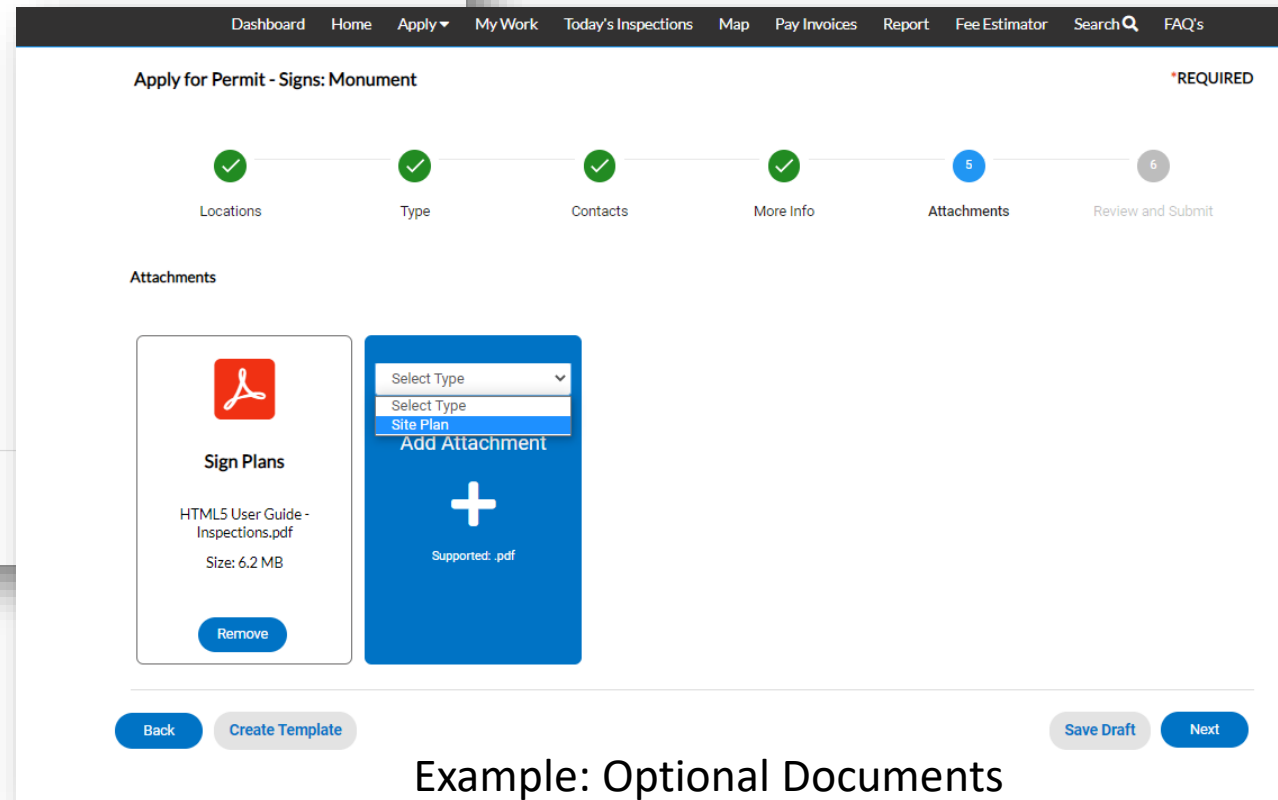
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Example: Required Documents

6. Upload Attachments

When plans are required for submittal, you will see “Required” on the attachment card. All other attachments are optional at time of application.



Example: Optional Documents

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Dashboard Home Apply My Work Today's Inspections Map Pay Invoices Report Fee Estimator Search Q FAQ

Apply for Permit - Signs: Monument

*REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Submit

Locations

Location 19100 44TH AVE W LYNNWOOD WA 98036

Parcel Number 00501900200101

Basic Info

Type Signs: Monument
Description Sign for Happy Lemon
Square Feet 2000
Valuation 3000
Applied Date 03/10/2022

Contacts

Applicant John Doe
ABC Company
19100 44th W AVE, Lynnwood, WA, 98036

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
Building Permit Fee	\$116.93
Plan Review Fee	\$76.00
Technology Fee	\$4.82

Total: \$197.75

More Info

ACKNOWLEDGEMENTS [Too | Main Menu](#)

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Attachments

Sign Plans HTML5 User Guide - Inspections.pdf

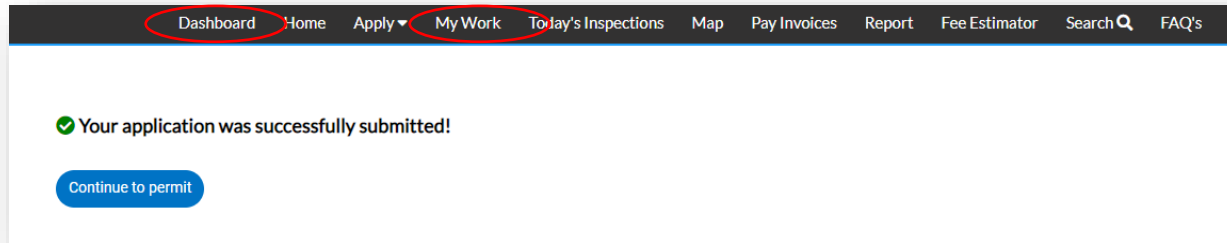
Back Create Template Save Draft Submit

7. Submit Application

Review the permit summary for completeness & accuracy. If all looks good, click Submit!

You may also click the “Back” button to go to the previous page or the “Save Draft” button to save your progress before you submit. Both buttons are available throughout the entire application process.

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Once you see your application was successfully submitted, you can click the “Continue to Permit” button to see your permit summary in the portal!

You can now easily find this permit in your “Pending Permits” under “My Work” or from the dashboard.