

DBS Online Portal Users Guide

Request Inspections

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


Effective August 31st, Development & Business Services is closed to the public. Contact us by phone or email at 425-670-5400 or permits@lynnwoodwa.gov

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 DBS Portal
2. Click "My Available Inspections" button located on the Home page

Request Inspections

Search... 

Request Inspection  Export to Excel

<input type="checkbox"/>	Case Number	Address	Type	Inspection Type
<input checked="" type="checkbox"/>	SEWR-021686-2019	20816 44TH AVE W Unit: 100 LYNNWOOD,...	Side Sewer New	Side Sewer/Lateral Repair Inspection
<input type="checkbox"/>	SEWR-021686-2019	20816 44TH AVE W Unit: 100 LYNNWOOD,...	Side Sewer New	PW Sewer Final

3. Select the inspection(s) you wish to request and click the “Request Inspection” button above the list.

4. Enter the required fields and click “Submit” to submit your request

- You should see a success screen if your request has been successfully requested
- You should receive a confirmation email that your request has been received

1 #SEWR-021686-2019 ✕

Inspection Type: Side Sewer/Lateral Repair Inspection **Case Type:** Side Sewer New

Address: 20816 44TH AVE W Unit: 100 LYNNWOOD, WA 98036

Due to the nature of inspections, specific times cannot be guaranteed. Once your inspection request has been scheduled into our system, you will receive an email confirmation with the anticipated inspection date. The inspector may show up at any time during the day that the inspection is scheduled.

* Contact Name

* Contact Phone

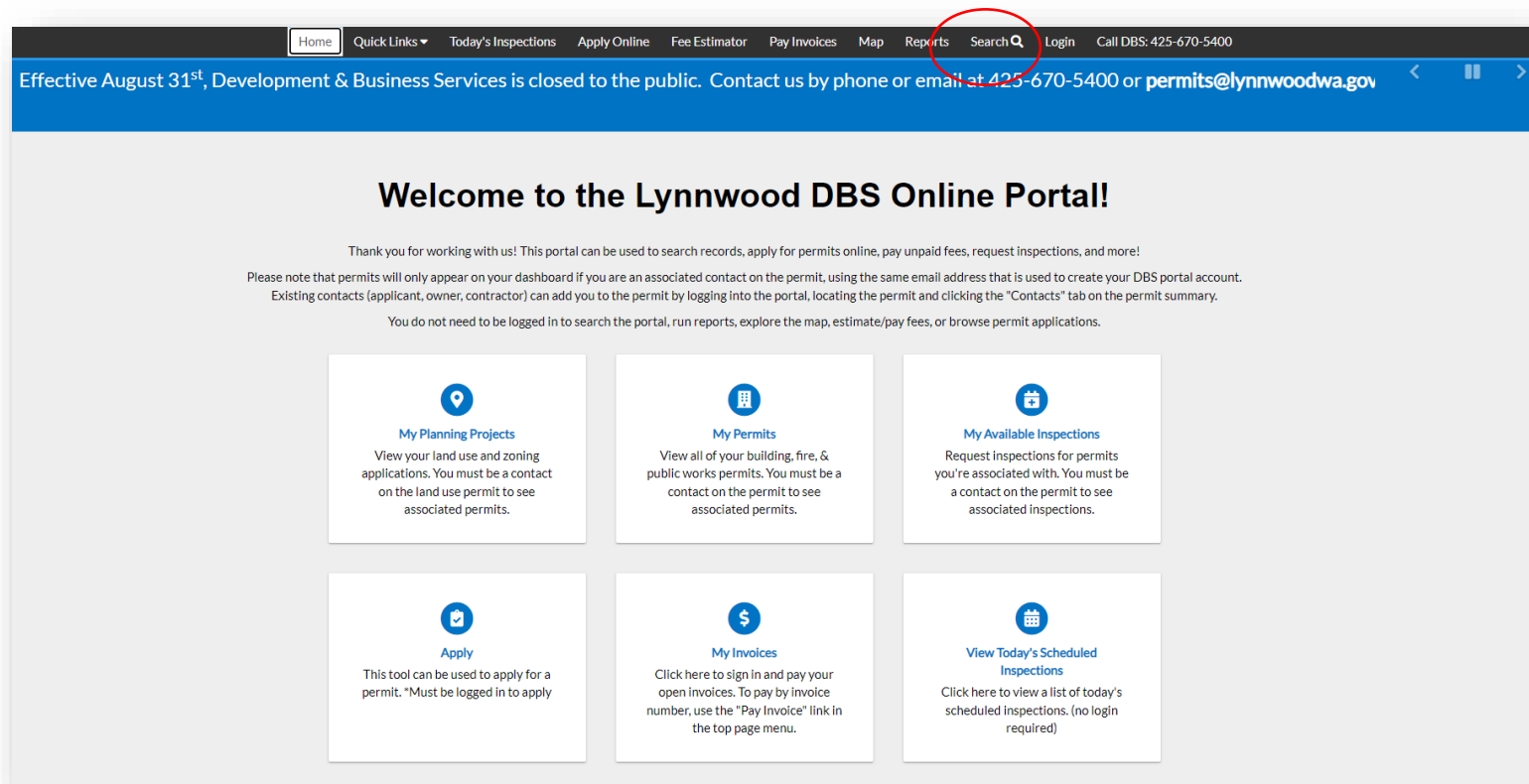
* Requested Date * AM

Comments/Gate Code

1. Log into DBS Portal

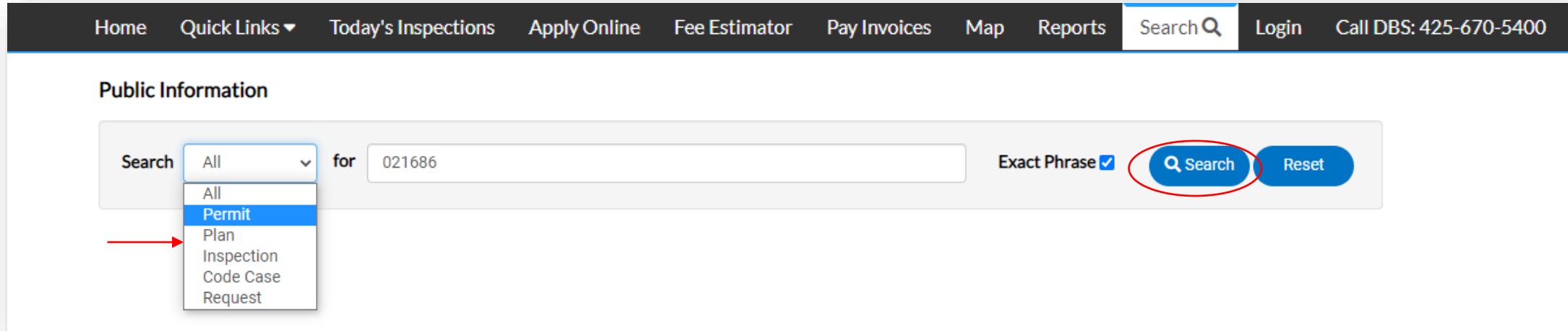
- Users must be logged into the DBS Portal in order to request an inspection

2. Click "Search" on the top menu bar.



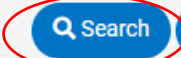

3. Enter your search criteria & click the button:

- Change "Search: All" to "Search: Permits"
- Enter the numerical portion of your permit number (For example, if your permit number is ELEC-012345-2016, enter 12345)



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

Public Information

Search All ▾ for Exact Phrase  

→ All
Permit
Plan
Inspection
Code Case
Request

4. Select your permit number from the search results list

Public Information

Search for Exact Phrase

Found 10 results

Filter Results

- All 10
- Permit 1
- Inspection 9

[Next](#) | [Top](#) | [Loading Options](#) | [Filter Options](#) | [Main Menu](#)

Permit Number SEWR-021686-2019

Type Side Sewer New

Project Name

Status Issued

Main Parcel 27042100405200

Address 20816 44TH AVE W Unit: 100 LYNNWOOD WA 98036


Description test

Applied Date 06/18/2019

Issued Date 01/11/2022

Expiration Date 08/01/2022

Finalized Date



5. Scroll down to the "Request Inspections" section and check the box of the inspection(s) you want to request, then click the "Request Inspection" button below it.

? [Why are there no checkboxes available to me?](#)

? [Why is there a red message that reads "This inspection cannot be requested yet due to prerequisites"?](#)

Request Inspections Sort ▼

Description	Reinspection	Action
Side Sewer/Lateral Repair - Sewer	No	<input checked="" type="checkbox"/>
PW Sewer Final	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page ▼ 1 - 2 of 2 << < 1 > >>

[Request Inspection](#)

6. Enter the required fields and click “Submit” to submit your request

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1 #SEWR-021686-2019 ✕

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* Contact Name

* Contact Phone

* Requested Date * AM

Comments/Gate Code

1. Navigate to your inspection

a) Best for Non-Registered Users

Either start by searching for the permit & click the inspections tab, or

b) Best for Registered Users

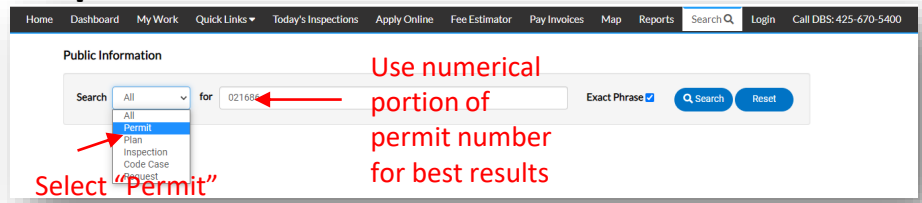
From the dashboard, click "Closed" inspections. You may filter by permit number and sort by completed date

- Click on the inspection you wish to view

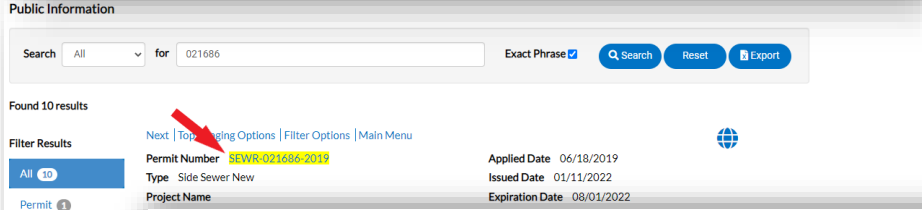
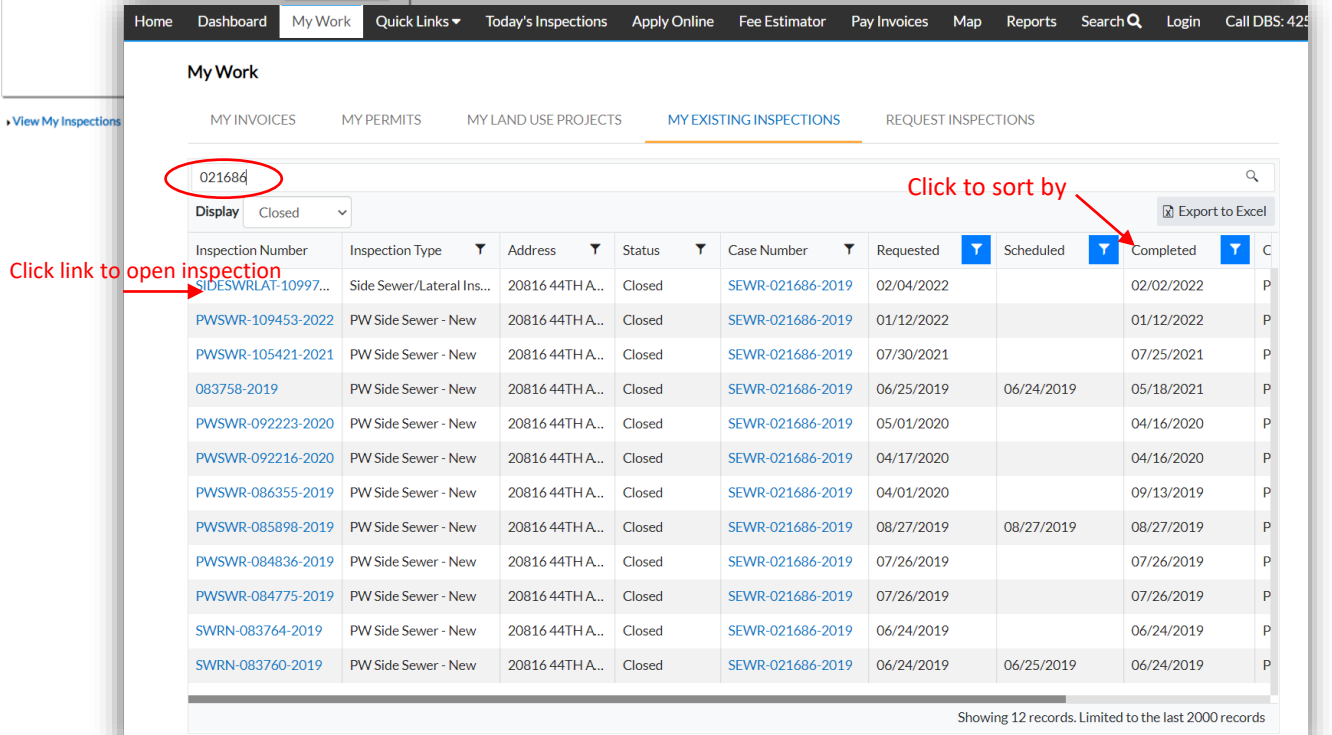
My Inspections

Requested	Scheduled	Closed
0	0	12

Option A:



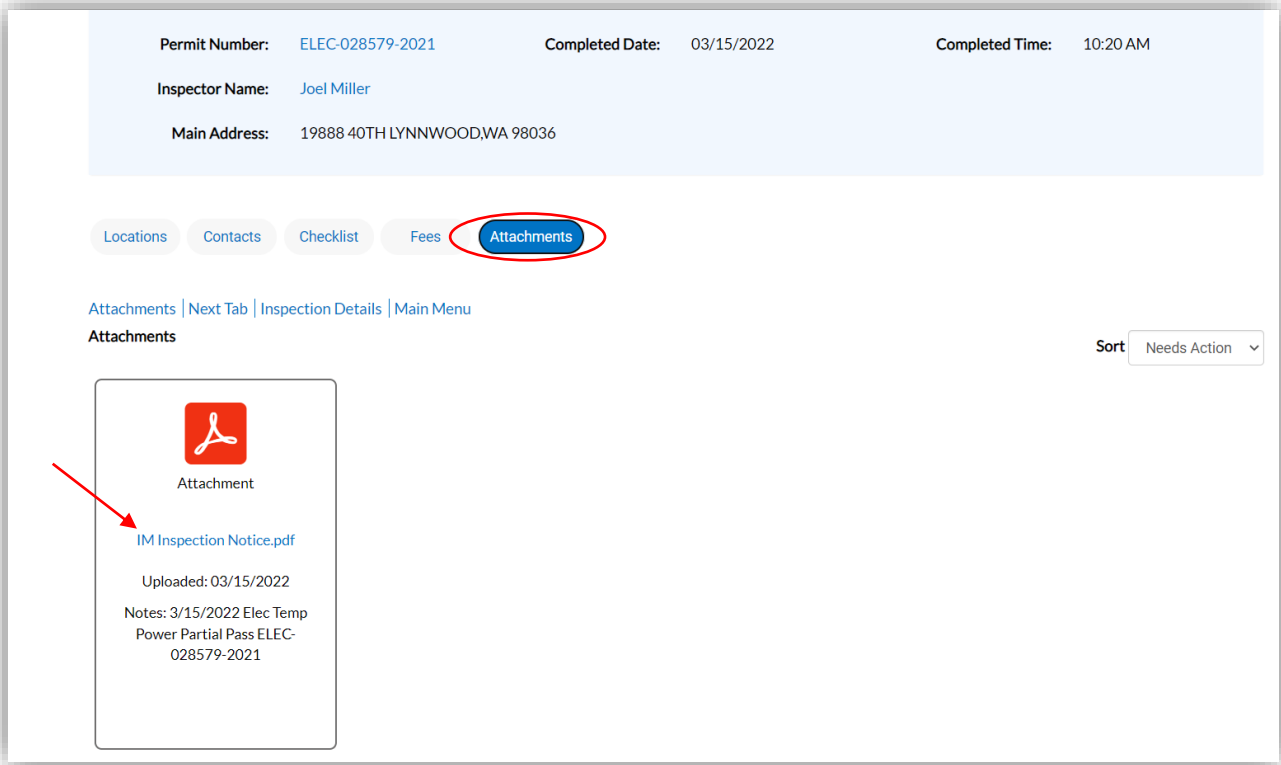
Option B:



View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
PWSWR-083755-2019	Side Sewer New	Canceled	07/26/2019		Stokes Nick	
PWSWR-086355-2019	Side Sewer New	Canceled	04/01/2020		Stockinger Ben	
PWSWR-092216-2020	Side Sewer New	Canceled	04/17/2020			
PWSWR-084836-2019	Side Sewer New	Corrections	07/26/2019		Stokes Nick	

2. Navigate to “Attachments”

Once you’ve opened the inspection, click on the “Attachments” tab to see a copy of your Inspection Notice. Click on the attachment name to download copy.



View Corrections

In addition to printing a copy of your inspection notice, which includes a list of corrections, you can click the “Checklist” tab to view detailed correction items or comments from your inspection.

Checklist Item

What is this?
If multiple checklist items appear here, you will be able to see which items passed and which ones did not pass. When a checklist item is left as a correction, this will read “no”, indicating that a reinspection is required.

Checklist Item	Description	Passed	Comments	Order
Building Comments	General	Yes	Okay grounding for crane temp power	1

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