

DBS Online Portal Users Guide

Update contact Information & Pay Invoices

1. Navigate to the permit/plan you wish to update via the search tool or the dashboard.

The screenshot shows the DBS Online Portal dashboard. At the top, there is a navigation bar with links: Dashboard, Home, Apply, My Work, Today's Inspections, Map, Pay Invoices, Report, Fee Estimator, Search (circled in red), and FAQ's. Below the navigation bar is a blue banner with a maintenance notice: "The DBS Online Portal will be offline for maintenance on Friday, March 29 from 12:00 AM to 8:00 AM. We apologize for the inconvenience." The main content area is titled "My Permits" and displays five cards representing different permit statuses: Attention (1), Pending (33), Active (2), Draft (0), and Recent (35). The "Pending" and "Active" cards are circled in red. Below the cards is a link to "View My Permits".

| Status | Count |
|-----------|-------|
| Attention | 1 |
| Pending | 33 |
| Active | 2 |
| Draft | 0 |
| Recent | 35 |

Attention
1
Signs: Monument 1

Pending
33
Signs: Monument 10
Tree Clearing - Cla... 6
Other 17

Active
2
Signs: Monument 1
Fire Alarm Panel Re... 1

Draft
0

Recent
35
Signs: Monument 11
Tree Clearing - Cla... 6
Other 18

[View My Permits](#)

1. Add Contact

1. Choose what kind of contact you are adding
2. Use search box to search by name, email or company*
 - Search by email for best results
3. Add from your “My Favorites” contact list
4. Manually enter a contact if you can’t find the one you’re looking for*
5. Add contact to your “My Favorites” list for future use*

2. Remove Contact

1. Confirm the deletion by clicking “Ok” or “Cancel”

| Type | Company | First Name | Last Name | Title | Confirmation | Billing | Remove |
|--------------------|------------------|------------|-----------|-------|--------------|---------|--------|
| Applicant | | Jennifer | Lee | | N/A | Yes | |
| Contractor | City of Lynnwood | Jennifer | Lee | | N/A | No | Remove |
| Inspection Contact | City of Lynnwood | Jennifer | Lee | | N/A | No | Remove |
| Inspection Contact | City of Lynnwood | TEST | TESTERSON | | N/A | No | Remove |
| Owner | City of Lynnwood | Jennifer | Lee | | N/A | No | Remove |

Back to Record

Add Contact

1 Add Contact As Applicant

3 Search 4 Enter Manually My Favorites

2 Search frank

Sort: Relevance

| Favorite | First Name | Last Name | Address | Company | Email | Action |
|----------|-----------------|-----------|------------------|---------|-------|--------|
| 5 ★ | FRANK & KATHRYN | MARTINEZ | 19124 46TH AVE W | | | Add |

Remove Contact

Are you sure you want to delete the following contact?
- Jennifer Lee, City of Lynnwood

1 Ok Cancel

*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. We recommend you add it to your “My Favorites” list for future use!

1. Log into account

1. Choose what kind of contact you are adding
2. Use search box to search by name, email or company*
 - Search by email for best results
3. Add from your “My Favorites” contact list
4. Manually enter a contact if you can’t find the one you’re looking for*
5. Add contact to your “My Favorites” list for future use*

2. Remove Contact

1. Confirm the deletion by clicking “Ok” or “Cancel”

The screenshot shows the DBS Online Portal's self-service interface. At the top, a navigation bar includes links for Dashboard, Home, Apply, My Work, Today's Inspections, Map, Pay Invoices, Report, Fee Estimator, Search, and FAQ's. A blue banner below the navigation bar contains a maintenance notice: "The DBS Online Portal will be offline for maintenance on Friday, March 29 from 12:00 AM to 8:00 AM. We apologize for the inconvenience." The main content area is titled "Welcome to Self Service" and features six service tiles arranged in a 2x3 grid. Each tile has a blue icon, a title, and a brief description of the service.

| Service | Description |
|--------------------------|--|
| Search Public Records | This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses. |
| Apply | This tool can be used to apply for a permit, plan or license. |
| My Account | Click here to access your account information. |
| Estimate Fees | Use this tool to quickly estimate the required fees for a permit or plan. |
| Request Inspection | Click here to request an inspection on an existing record. |
| View Today's Inspections | Click here to view today's inspections |