



# ONLINE PERMIT PORTAL HELP GUIDE

## Table of Contents

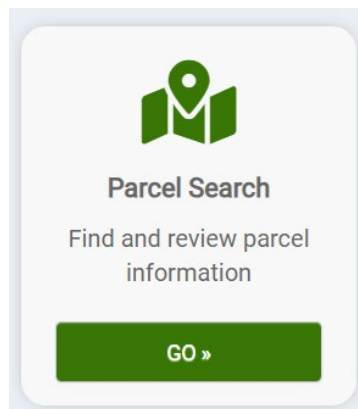
Search and View Applications.....	2
Advanced Search.....	3
Create Account.....	5
Sign Up – Main Page.....	5
Sign Up – Applications Page.....	5
Reset Password.....	9
Updating Email Account.....	10
Manage Account.....	12
Managing Email Notifications.....	13
Apply for Permit.....	13
STEP ONE – PERMIT TYPE.....	14
STEP TWO – PROJECT LOCATION.....	14
STEP THREE – PROJECT INFORMATION.....	15
STEP FOUR – UPLOAD SUBMITTAL DOCUMENTS.....	17
STEP FIVE –SUBMIT APPLICATION.....	18
Uploading Corrections and Resubmittals.....	18
Pay for Permits.....	19
From the Main Page.....	19
From the Permit Application.....	21
Issue Permit.....	22
Issuing Permits During Payment (Most Common).....	22
Request and Schedule Inspection.....	23
View Applications.....	25
Submitting Code Violations.....	26
Additional Help.....	28

## Search and View Applications

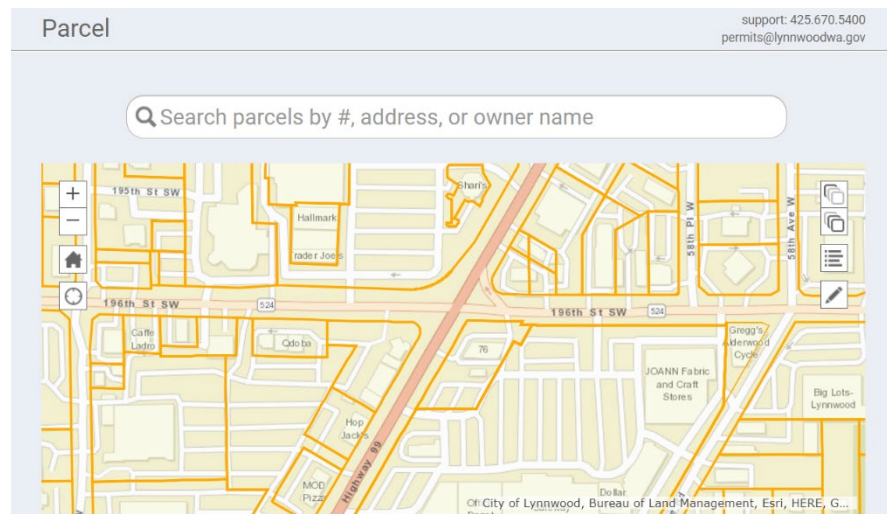
The public portal allows the public, such as contractors, home builders, and the general community to apply for and pay for permit fees online via a standard web browser. This is via secured logged on account.

Some information is available to the public user and an online account is not required. The Parcel Search tool allows you to search for permit records and related public information. Only permits submitted after January 10, 2024, can be found through the online portal. Any permits submitted prior will require a Public Record Request. You can submit a records request at <https://www.lynnwoodwa.gov/Government/City-Clerk/Public-Records-Requests>.

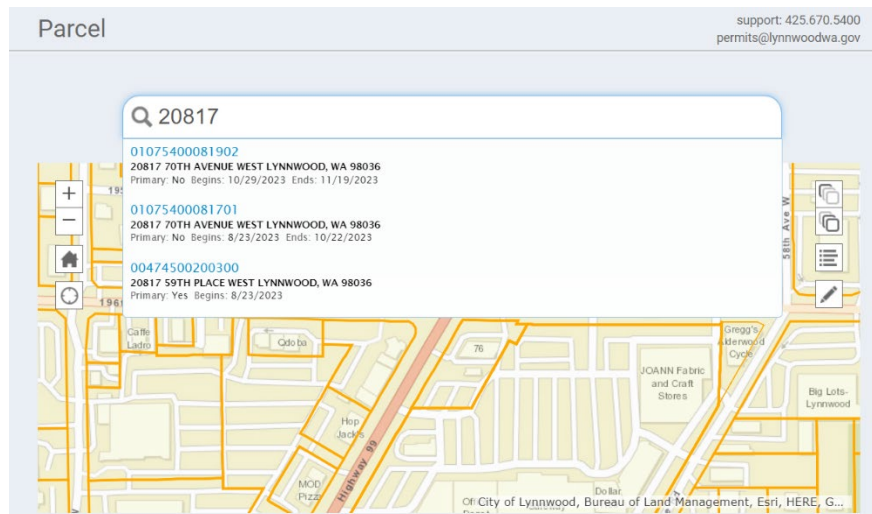
### I. Select Parcel Search



2. You will arrive at the Parcel page where you can search for applications by permit number, property address or owner name.



3. Enter the search parameters into the search field and select the desired record from the list. Selected permit information will appear.

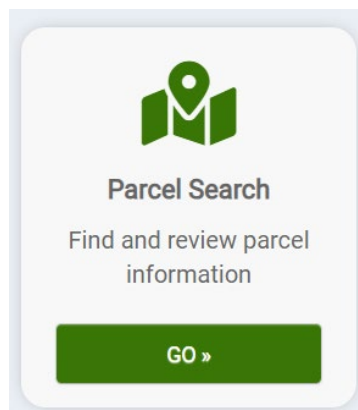


### Advanced Search

The Advanced Search feature allows you to search for permit records and related public information with more filters and options.

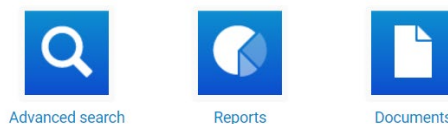
To View:

1. Select Parcel Search



2. Scroll below the map and select Advanced Search under Other Services

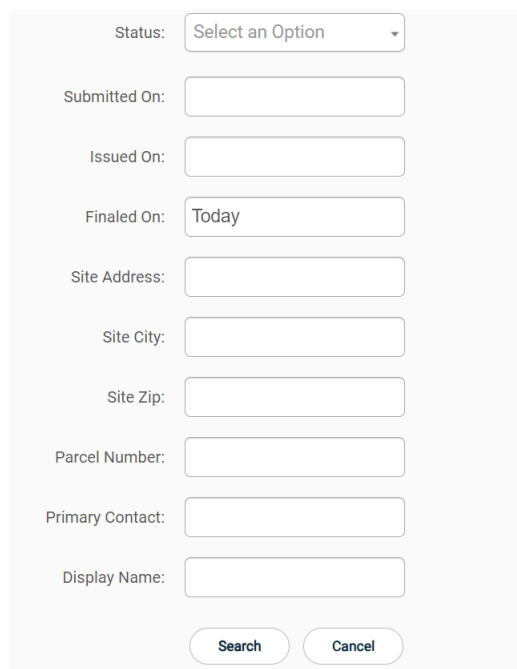
### Other services



3. You will be brought to the Advanced Search Page where you have multiple search options:

- Number – Permit or Project Number
- Type – Permit or Project Type
- Status – Current Permit Status
- Submitted On – Date that the application was submitted
- Issued On – Date that the permit was issued
- Finaled On – Date that all inspections were completed
- Site Address – Address of the permit or project site
- Site City – City of the permit or project site
- Zip Code – Zip Code of the permit or project site
- Parcel Number – Parcel Number of the permit or project site
- Primary Contact – Primary Contact for the permit or project

4. Enter your Search Parameters and select **Search**.



The image shows a search form with the following fields and controls:

- Status: Select an Option (dropdown menu)
- Submitted On: (text input)
- Issued On: (text input)
- Finaled On: Today (text input)
- Site Address: (text input)
- Site City: (text input)
- Site Zip: (text input)
- Parcel Number: (text input)
- Primary Contact: (text input)
- Display Name: (text input)
- Search (button)
- Cancel (button)

- Your results will appear. Select the permit number to open the permit information

[Basic Search](#)  
[Edit Search](#)  
 2 results

<a href="#">CNEW-23-0001</a> New Commercial Routed for Review, 11/9/2023	18700 HIGHWAY 99 LYNNWOOD, WA
<a href="#">CNEW-23-0002</a> New Commercial Routed for Review, 11/9/2023	5615 188TH STREET SOUTHWEST LYNNWOOD, WA

- If you do not find the results you're looking for, select **Edit Search** to change your filters and search again.

## Create Account

An account is required to apply for permits online. The online user will be able to track applications, view and upload files, pay for permits, and request inspections.

### Sign Up – Main Page

- Click **Sign Up** in the upper right corner of the online permit portal.



City of Lynnwood, WA

support: (425) 670-5400  
 Permits@LynnwoodWA.gov

### Sign Up – Applications Page

- Click **Sign Up** from the applications page.

Applications
Contact Us

View applications, apply, pay, or request inspections?

SIGN UP

LOG IN

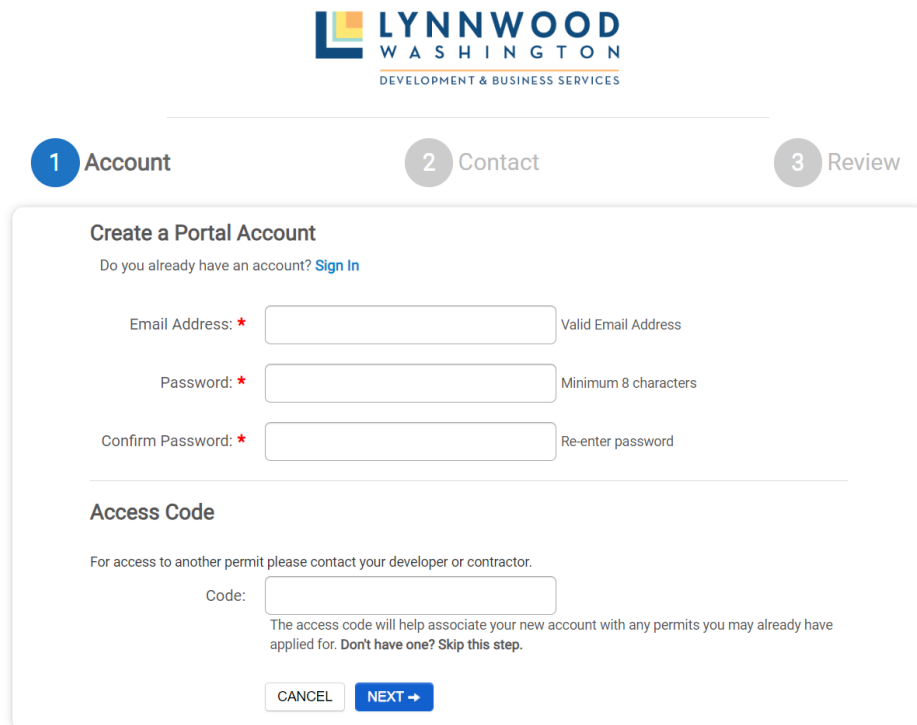
SEARCH

Enter at least 2 characters

## Account Creation Step 1

Enter the required fields with your information to create your account.

1. **Email Address** – enter a valid email address (you will be required to verify the email address to confirm your user account)
2. **Password** – create a password (passwords must be a minimum of 8 characters)
3. **Confirm Password** – re-enter the same password
4. Access code can be skipped unless you have been provided a code previously
5. Click **Next**



## Account Creation Step 2- Contact Information

Enter the required information.

- First Name
- Last Name
- Address
- City
- State
- Zip Code
- Phone
- Phone Type
- Click **Next**

1 Account      2 Contact      3 Review

Your Contact Information

First Name: \*

Last Name: \*

Display Name: \*

---

Address: \*

City: \*

State: \*

Zip Code: \*  e.g. 12345 or 12345-6789

---

Phone #: \*  e.g. (555) 555-5555

Phone Type: \*

[← PREVIOUS](#)   [NEXT →](#)

### Account Creation Step 3- Review

1. Review your information. Edit the account or contact information if needed.
2. Click the “I agree to Terms And Conditions”
3. Click the “Create My Account” button



1 Account      2 Contact      3 Review

Review the information below

Account [edit](#)

---

Contact [edit](#)

---

I agree to the [Terms And Conditions](#)

[✓ CREATE MY ACCOUNT](#)

### Account Creation Step 4- Verify

A verification email will be sent to the email address used during account setup. A message is displayed on the screen allowing the user to resend the email, update the email address or verify. Once verified the user will login into the portal to view private information. You may need to check your junk email.





CITY OF LYNNWOOD, WA online account verification

Your account has been created for the portal. Please click on the link below to verify your account.


Verify

### Account Creation Step 5- Log In

Once an account has been created, login with your email address and password to see the private dashboard.

1. Click **Log In** in the upper right corner



Sign Up or Log In   
Select Language 

City of Lynnwood, WA

support: (425) 670-5400  
Permits@LynnwoodWA.gov

2. Enter **Email Address**
3. Enter **Password**
4. Click **Log In**



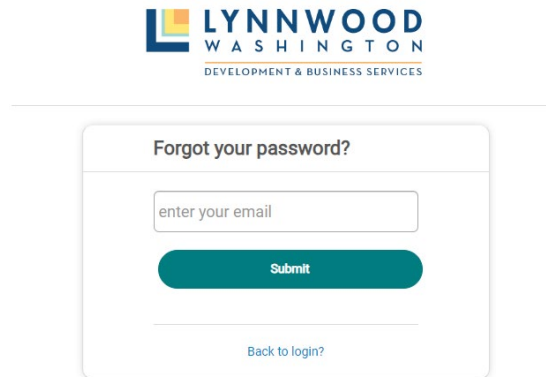
**LOG IN**  
Forgot your password?  

---

Don't have an account? Sign Up!

## Reset Password

1. Click the **Forgot Your Password** link.
2. Enter your email address.
3. Click **Submit**.



The screenshot shows the Lynnwood Washington logo at the top. Below it is a white box with a teal border containing the text "Forgot your password?". Inside the box is a text input field with the placeholder "enter your email" and a teal "Submit" button. At the bottom of the box is a link that says "Back to login?".

4. A note will appear stating an email notification has been sent.
5. Go to your email to click **Reset Password**.

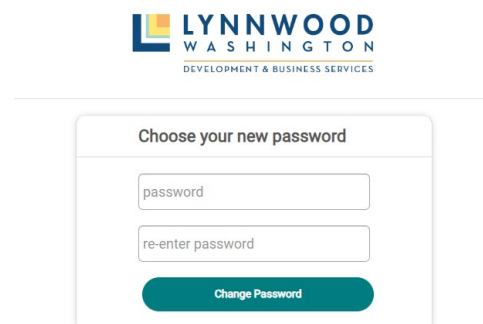


[Training] CITY OF LYNNWOOD, WA online password reset

Please click on the link below to reset your password.

[Reset Password](#)

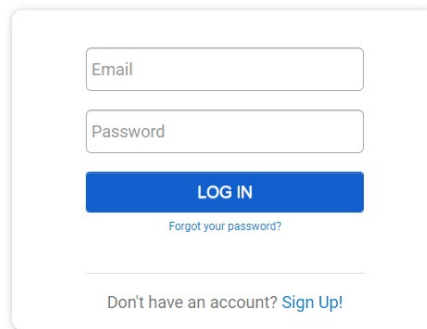
6. Enter a new password.
7. Re-enter your new password.
8. Click **Change Password**.



The screenshot shows the Lynnwood Washington logo at the top. Below it is a white box with a teal border containing the text "Choose your new password". Inside the box are two text input fields: the first with the placeholder "password" and the second with "re-enter password". Below the fields is a teal "Change Password" button.

## Updating Email Account

1. To update an email address in an existing user account, log into the existing account in the top right corner.
2. Enter your email address and password.



Email

Password

LOG IN

[Forgot your password?](#)

Don't have an account? [Sign Up!](#)

3. At the top right corner of the screen, select the drop-down menu next to your name and select **My Account**.



4. Click the **edit** link near the end of the email link.
5. Select **Add another email** link.

## My Account

Email: [redacted]@lynnwoodwa.gov [Manage Email Notifications](#)

**Manage email addresses** notifications will be sent to your primary email address

Primary email:  [redacted]@lynnwoodwa.gov

[Add another email](#) ←

Password:  To save these settings please enter your current password.

6. Enter the new email address and your current portal account password and click **save**.
7. The system will automatically send you an email verification to the new email account.
8. Select **Verify** and return to the portal account.



CITY OF LYNNWOOD, WA online account verification

Your account has been created for the portal. Please click on the link below to verify your account.

9. Change the primary email account to the newly added address by selecting the radio button next to the new email. Next, enter your password and select the **save** button.

## My Account

Email: [redacted]@lynnwoodwa.gov [Manage Email Notifications](#)

**Manage email addresses** notifications will be sent to your primary email address

Primary email:  [redacted]@explorelynnwood.com - Remove

[redacted]@lynnwoodwa.gov

[Add another email](#)

Password:  To save these settings please enter your current password.

- The portal account will now show the Primary Email has changed. If desired the original email can be removed by selecting the **Remove** button next to the original email and entering your password.

### My Account

Email: [redacted]@lynnwoodwa.gov [Manage Email Notifications](#)

**Manage email addresses** notifications will be sent to your primary email address

Primary email:  [redacted]@explorelynnwood.com · [Remove](#) ←   
 [redacted]@lynnwoodwa.gov

[Add another email](#)

Password:  To save these settings please enter your current password.

## Manage Account

Once your account has been created and you are logged in, account information can be maintained in the **My Account** link.

- Select your name in the upper right corner.
- Select **My Account** from the drop-down menu.



LYNNWOOD WASHINGTON DEVELOPMENT & BUSINESS SERVICES

Home | User Name ▾  
 Select My Account Log Out

City of Lynnwood, WA support: (425) 670-5400 Permits@LynnwoodWA.gov

**My Portal**  
View your applications and inspection results  
GO >

**Contact Us**  
Request information or report a concern  
GO >

**Public Notices**  
Find and review public notice announcements  
GO >

**Parcel Search**  
Find and review parcel information  
GO >

3. Select the **Edit** link next to the section you want to edit.

## My Account

Email:	██████@lynnwoodwa.gov	<a href="#">Manage Email Notifications</a>	<a href="#">edit</a>
Password:	Updated 12 minutes ago.		<a href="#">edit</a>
Contact:	<b>User Name</b> 20816 44th Avenue West Lynnwood, WA 98036 P: 425-361-5254		<a href="#">edit</a>

[Payment History](#)    [Access Code](#)

## Managing Email Notifications

1. Select the **Manage Email Notifications** link next to your email address.
2. Check or uncheck any email notification option that you would like to receive for your project. It is recommended to select all notifications until you are familiar with the dashboard.
3. Click **Save**.

### Email Notifications

Receive Email Notifications

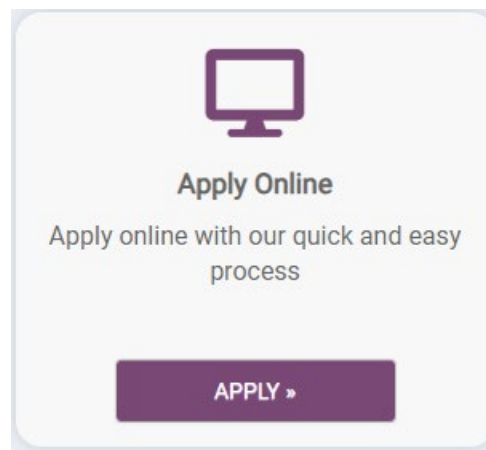
Permits [Select All](#) [Clear All](#)

Subscribe	Description
<input checked="" type="checkbox"/>	Notify when a permit is submitted
<input checked="" type="checkbox"/>	Notify when a permit is complete (all required submittals have been received)
<input checked="" type="checkbox"/>	Notify when a permit submittal document has been uploaded from the portal
<input checked="" type="checkbox"/>	Notify when a permit submittal version is created with a deficiency report
<input checked="" type="checkbox"/>	Notify when a permit is approved (all required approvals have been completed)
<input checked="" type="checkbox"/>	Notify when a permit is ready to issue (all contractors have valid licenses)
<input checked="" type="checkbox"/>	Notify when a permit is issued (all required fees have been paid)
<input checked="" type="checkbox"/>	Notify when a permit is finalized (all required inspections have been completed)
<input checked="" type="checkbox"/>	Notify when a permit is closed (all requirements have been completed)
<input checked="" type="checkbox"/>	Notify me when a permit is about to expire
<input checked="" type="checkbox"/>	Notify me when my permits state has changed to Expired
<input checked="" type="checkbox"/>	Notify when a permit is cancelled (the permit is cancelled and no further actions will be taken)
<input checked="" type="checkbox"/>	Notify when a permit is issued from the portal
<input checked="" type="checkbox"/>	Notify when a permit inspection is requested from the portal
<input checked="" type="checkbox"/>	Notify when a permit application is returned
<input checked="" type="checkbox"/>	Notify when a permit inspection is scheduled
<input checked="" type="checkbox"/>	Notify when a permit inspection is completed
<input checked="" type="checkbox"/>	Notify when a permit inspection is cancelled from the portal

## Apply for Permit

A user account is required to apply for any permit with the City of Lynnwood. Once you have created and successfully logged into your account, follow these steps to apply for a permit. All fields marked with a red asterisk (\*) are required to input prior to submitting your application.

1. Click the **Apply** button under Apply Online.



## STEP ONE – PERMIT TYPE

1. Select a **Category** and **Application Type** from the drop down box and select **Next**.

What type of application do you need today?

Select a category to view your options

Building Permits

Adult Family Home Inspection (WABO AFH Checklist)

Commercial Addition/ Alteration

Commercial Electrical

Commercial Plumbing

Commercial Roof or Re-Roof

Commercial Tenant Improvement

Manufacture Install (Mobile Homes/ Portable Classrooms)

New Commercial

New Single-Family Duplex

New Townhomes (3 Units or more)

Residential Accessory Structure

Residential Demolition

Residential Mechanical

Residential Pool or Spa

Residential Solar

Wireless Facility (Cell Tower)

Commercial Accessory Structure (Non-Habitable)

Commercial Demolition

Commercial Mechanical

Commercial Pool or Spas

Commercial Solar

Fence or Wall Permit

Minimum Site Inspection

New Multi-Family (or Addition)

New Single-Family Residence

Residential (Interior) Alteration | Repair

Residential Addition

Residential Electrical

Residential Plumbing

Residential Roof or Re-roof

Sign

## STEP TWO – PROJECT LOCATION

1. Enter the site address. A drop-down menu will appear with valid city addresses based on your entry. Select the correct address from the list.

Where is your project located?

I want to [enter a parcel #](#) instead.

Address:

20816 44th ave.

20816 44TH AVENUE WEST LYNNWOOD, WA 98036  
Parcel Number: 27042100405200  
 Primary: Yes Begins: 8/23/2023

State

WA


Site Zip

2. Once selected, the state and zip code will automatically populate and click **Next**.
3. Verify the address is correct.

## STEP THREE – PROJECT INFORMATION

The next screen will provide you with multiple fields to input required project information. In this section you will name your project, input contractor contact information, provide project details, upload documentation. The dashboard will display **Done** or **Not Complete** statuses for each section. Each section must be marked **Done** before you can proceed. All fields with a red asterisk are required before submitting your application.

Residential Addition  
Building Permits



Reference Number

REFERENCE-23-0007

Incomplete

Options ▾

Estimated Fees

\$0<sup>00</sup>

Additional fees may be required

Please complete the following information to submit your permit application.

▾ My Project ❗ Not Complete

▾ Permit Contacts ✅ Done

▾ Permit Contractors ❗ Not Complete

▾ Permit Details ❗ Not Complete

▾ Permit Fixtures ✅ Done

▾ Permit Submittals ❗ Not Complete

At least 1 file must be uploaded for each submittal requirement

▾ Permit Parcels ✅ Done

[← View Applications](#)

Your permit will expire soon.

[SUBMIT APPLICATION](#)


- I. Enter project details and explain the purpose of your project and click **Save**.

Please complete the following information to submit your permit application.

▾ My Project ❗ Not Complete

**Location**

20816 44TH AVENUE WEST Parcel  
LYNNWOOD, WA 98036 27042100405200



City of Lynnwood, Bureau of ...

[Change Location](#)

Created 11/28/2023

Approved --

Issued --

Closed --

Application Expires 12/28/2023

Give your project a name \*

Describe the purpose of the permit \*

[SAVE](#) [CANCEL](#)



- Update contact information and provide any contractor information if relevant and click **Save**.

▼ Permit Contacts
✔ Done

---

▲ Permit Contractors
❗ Not Complete

If a contractor has not been selected at the time of submittal, please check the "We have not hired a contractor for this project" box. Contractor information will need to be provided prior to permit issuance.

Contractor	License Number	Primary
Please add all licensed contractors or professionals working on this project here.		
<a href="#" style="color: blue; text-decoration: none;">+ ADD CONTRACTOR</a>		
<input type="checkbox"/> We have not hired a contractor for this project		

- Add your permit details including value, square footage, and any other information that you have and click **Save**.

▲ Permit Details
❗ Not Complete

Building Construction Value \*

Square Footage \*

Number of Bedrooms

Number of Stories

Number of Electrical Circuits, added/altered – no service change \*

Enter Area of Land Disturbance (SF) \*

Projects which result in 2,000 square feet of new plus replaced hard surface area, or disturb 7,000 square feet or more of land must prepare a Construction SWPP Plan (SWPPP) as part of the Stormwater Site Plan (see Volume II-2 SWMMWW 2019).

Will your project use heavy equipment with diesel fuel and/or hydraulic fluid?

- Add any Permit Fixtures and quantities and click **Save**.

### STEP FOUR – UPLOAD SUBMITTAL DOCUMENTS

Many permit applications have required submittal documents that must be uploaded to complete and apply. Each permit type will require different documentation materials. To ensure you have the correct documentation view the [Application Checklist](#) for each permit type.

1. Navigate to the Permit Submittals section of the application and view the types of documents required. Any submittal name that is in blue will provide checklist and application information.

Permit Submittals At least 1 file must be uploaded for each submittal requirement ❗ Not Complete

Additional documentation is needed for your application. At least one document must be uploaded for each requirement for this section to be considered complete. Please check to ensure you have included all the information requested.

\* Required for Application  
 ⓘ Required before permit can be closed


Submittal Name	Received	Version	Status	
Project Narrative ⓘ	--	1	Pending	<span style="color: blue;">📄 Upload</span>
Construction Plans (Architectural, Structural, Mechanical, Electrical & Plumbing) *	--	1	Pending	<span style="color: blue;">📄 Upload</span>
Residential Energy Code Forms (Prescriptive Worksheet, Glazing Sched, Heating Sys Sizing) ⓘ	--	1	Pending	<span style="color: blue;">📄 Upload</span>
Manufacturer specifications, cut sheets ⓘ	--	1	Pending	<span style="color: blue;">📄 Upload</span>
Drainage Report ⓘ	--	1	Pending	<span style="color: blue;">📄 Upload</span>
SPCC ⓘ	--	1	Pending	<span style="color: blue;">📄 Upload</span>
SWPPP ⓘ	--	1	Pending	<span style="color: blue;">📄 Upload</span>
Additional Information ⓘ	--	1	Pending	<span style="color: blue;">📄 Upload</span>
Comment response/letter from applicant (required for resubmittal) ⓘ	--	1	Pending	<span style="color: blue;">📄 Upload</span>

2. Click **Upload** on the document type that you would like to upload.
3. Click **Add Files** to browse your computer and select the file that you would like to upload.

### Upload Submittal ✕


Residential Addition  
Project Details.docx


1.1 MB



Comments

ADD FILES





ⓘ Begin Upload

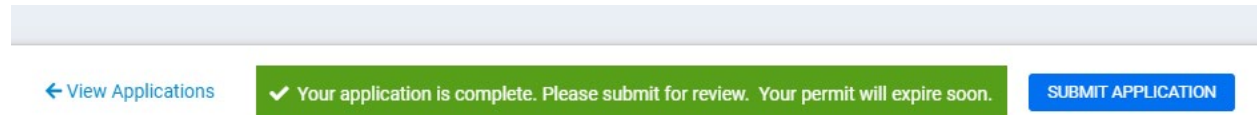
Cancel

4. Once the file is selected, click **Begin Upload**.
5. When the file is successfully uploaded, you will see a green checkmark next to the file. Select **Close** to return to the permit application details.
6. Repeat the steps to upload all necessary documents.

### STEP FIVE –SUBMIT APPLICATION

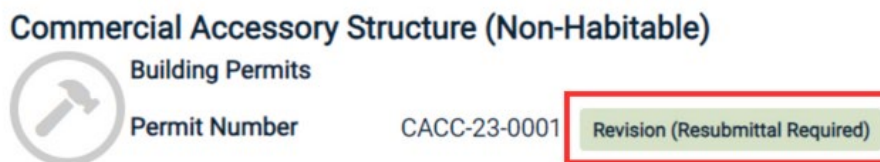
Once all information has been inputted the dashboard will provide an notification that your application is complete and ready for submission. Prior to submitting you can view estimated fees, inspections that will be required, and the steps required for approval.

- Once you are ready to proceed, click **Submit Application**.



### Uploading Corrections and Resubmittals

There may be times when you have not submitted all required components or revisions to your plans are needed. In this instance, a Permit Technician will return your application for revisions through the Online Permit Portal. You will know your application requires revisions when your application is a **Returned for Revision** status.





To upload a revised submittal:

- Select the **file** link at the end of the submittal line item to return the submittal form. If the link displays “0 Files,” you are able to upload corrections to that submittal.

▲ Permit Submittals At least 1 file must be uploaded for each submittal requirement

ⓘ Additional documentation is needed for your application. At least one document must be uploaded for each requirement for this section to be considered complete. Please check to ensure you've included all the information requested.

\* Required for Application  
 ⚠ Required before permit can be closed

Submittal Name	Received	Version	Status	
Revision 1	n/a	1	Pending	 0 Files
Site plan *	12/11/2023	1	InReview	 1 File

- The submittal form will appear. Select the **upload** button to upload a revised document from your device.

Revision 1

Version	Status	Received	Deficiency Report
1	Pending		

Version 1 Pending

Submitted File	Comments	Date Received	Review Status	Markup File	Delete

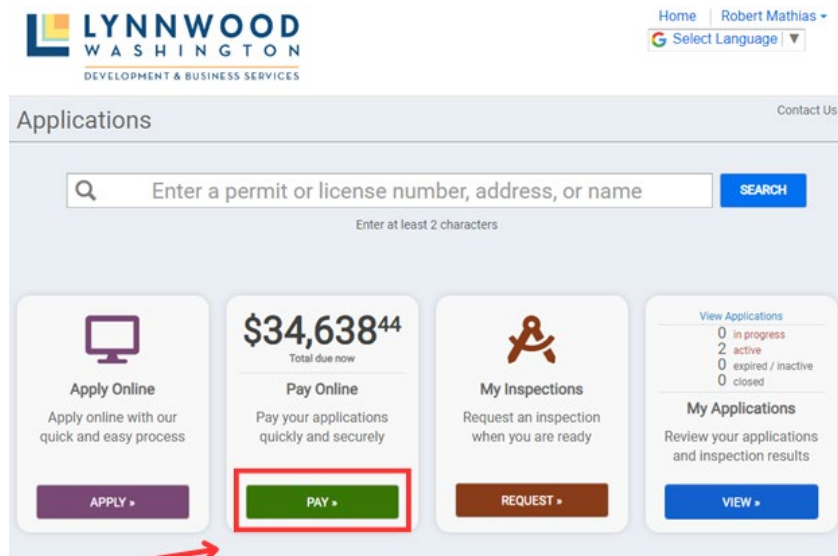
[Return To Permit Detail](#)
[Upload](#)
[Delete](#)

## Pay for Permits

All fees are required to be fully paid prior to a permit being issued.

### From the Main Page

1. Click the green **Pay** button.



LYNNWOOD WASHINGTON DEVELOPMENT & BUSINESS SERVICES

Home | Robert Mathias | Select Language

Applications Contact Us

Enter a permit or license number, address, or name SEARCH

Enter at least 2 characters

**Apply Online**  
 Apply online with our quick and easy process  
[APPLY »](#)

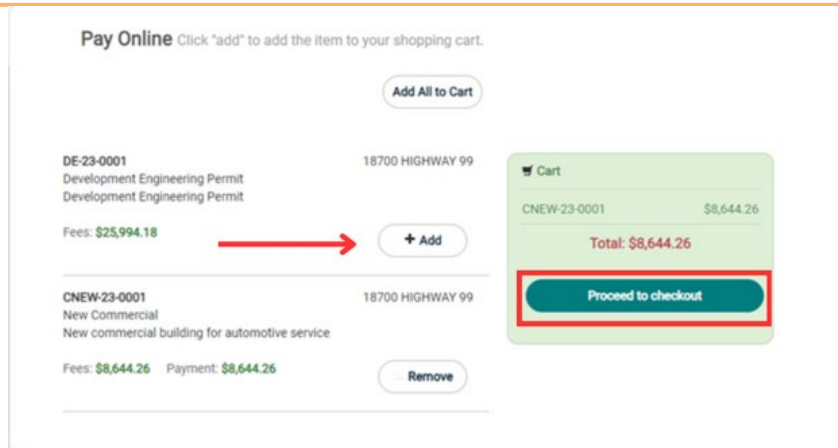
**\$34,638<sup>44</sup>**  
 Total due now  
**Pay Online**  
 Pay your applications quickly and securely  
[PAY »](#)

**My Inspections**  
 Request an inspection when you are ready  
[REQUEST »](#)

**My Applications**  
 Review your applications and inspection results  
[VIEW »](#)

View Applications  
 0 in progress  
 2 active  
 0 expired / inactive  
 0 closed

2. Select the permit you want to pay for by clicking the **Add** button.
3. Select **Proceed to Checkout**.

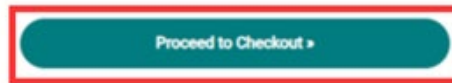


4. Review your payment. Click **Edit Invoice** to return to your cart and make any changes.
5. Click **Proceed to Checkout** to input payment details and finalize your payment.

## Review your invoice

Item Number	Total Amount Due	Payment
CNEW-23-0001	\$436,839.36	\$8,644.26
<b>Total:</b>	<b>\$436,839.36</b>	<b>\$8,644.26</b>

[edit invoice](#)



6. Enter your payment information and click **Make Payment**.

**BILLING INFORMATION** Time left: 9 minutes, and 44 seconds

(Must match the billing address for your credit card)

Name:

Address:

Address:

City:

State / Zip:  /


Phone:

Email:


Amount Due:

---

**PAYMENT INFORMATION**



Payment Method:

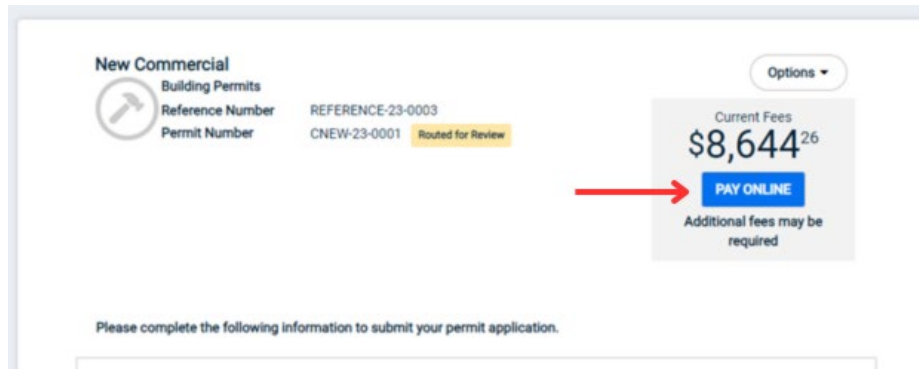
I'm not a robot 

[MAKE PAYMENT](#) [CLEAR FORM](#) [CANCEL](#)

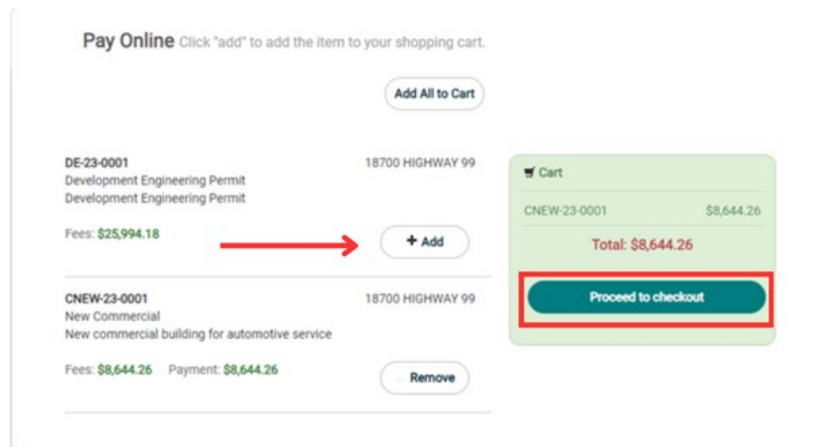
Powered by [Redspace\\_Network\\_Solutions](#).

## From the Permit Application

1. From the permit application click **Pay Online**.



2. Select the permit you want to pay for by clicking the **Add** button.
3. Select **Proceed to Checkout**.



4. Review your payment. Click **Edit Invoice** to return to your cart and make any changes.
5. Click **Proceed to Checkout** to input payment details and finalize your payment.

## Review your invoice

Item Number	Total Amount Due	Payment
CNEW-23-0001	\$436,839.36	\$8,644.26
<b>Total:</b>	<b>\$436,839.36</b>	<b>\$8,644.26</b>

[edit invoice](#)



6. Enter your payment information and click **Make Payment**.

**BILLING INFORMATION**
Time left: 9 minutes, and 44 seconds

(Must match the billing address for your credit card)

Name:

Address:

Address:

City:

State / Zip:  /


Phone:

Email:


Amount Due:

---

**PAYMENT INFORMATION**



Payment Method:

I'm not a robot
 

✓ MAKE PAYMENT
← CLEAR FORM
← CANCEL

Powered by [Bridgepay Network Solutions](#).

## Issue Permit

Once your application has been approved and all fees are paid, your permit will be in a **Ready to Issue** status. Once your permit is ready to issue, you will have the option to issue and print your permit on your own. If you experience any problems issuing your permit, please email [Permits@LynnwoodWA.gov](mailto:Permits@LynnwoodWA.gov) and a Permit Technician can send you a copy of the permit.

### Issuing Permits During Payment (Most Common)

1. Complete the online payment process.
2. Permit will issue automatically after the payment is completed. From your list of permits, select **Issue My Permit**.

**Active**

▲ 1 record

Permits

Permit / Reference #	Address	Submitted	Expires	Status
CACC-23-0001 Commercial Accessory Structure (Non-Habitable)	3403 180TH PLACE SOUTHWEST	12/11/2023	6/9/2024	Ready

- A printable version of your permit will be downloaded. You will need to print and affix to the property or wherever work is being completed.



City of Lynnwood, WA  
 City of Lynnwood  
 19100 44th Ave W  
 City of Lynnwood, WA 98036  
 (425)670-5000  
<https://www.lynnwoodwa.gov>

### PERMIT

<b>CELE-23-0001</b>	<b>COMMERCIAL ELECTRICAL</b>
<b>SITE ADDRESS:</b> 19100 44TH AVENUE WEST LYNNWOOD	<b>ISSUED:</b> 12/27/2023
<b>PRIMARY PARCEL:</b> 00501900200101	<b>EXPIRES:</b> 6/24/2024
<b>PROJECT NAME:</b> CITY HALL	

**APPLICANT:** 20816 44th Ave W  
 Lynnwood, WA 98036

**OWNER:** CITY OF LYNNWOOD  
 PO BOX 5008  
 LYNNWOOD, WA 98046

### PERMIT DETAILS

Detail Name	Detail Value
Electrical Construction Value (excluding sales tax)	1000.00
Select the CONSTRUCTION TYPE from the list	IIB Protected Non-Combustible

### CONDITIONS

- \* Work must commence within 180 days from the date of issuance and/or must have a valid inspection at least 180 days or this permit will expire by limitation.
- \* This permit is revocable at any time for any violation of city ordinance or code.
- \* Construction or work shall remain visible and able to be accessed for inspection purposes until approved. It shall be the duty of the owner or the owner's authorized agent to cause the work to remain visible and able to be accessed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

### REQUIRED INSPECTIONS

ELEC - Electrical Ditch Cover	ELEC - Electrical Branch Circuits
ELEC - Electrical Slab	ELEC - Electrical Sub-Panel
ELEC - Electrical Grounding/Bonding	ELEC - Electrical Fire Alarm Rough
ELEC - Electrical Service	ELEC - Electrical Low Voltage: TV/Data/Security
ELEC - Electrical Feeder	FINAL - Electrical
ELEC - Electrical Rough in Wall	ELEC - Electrical Rough
ELEC - Electrical Rough in Ceiling	

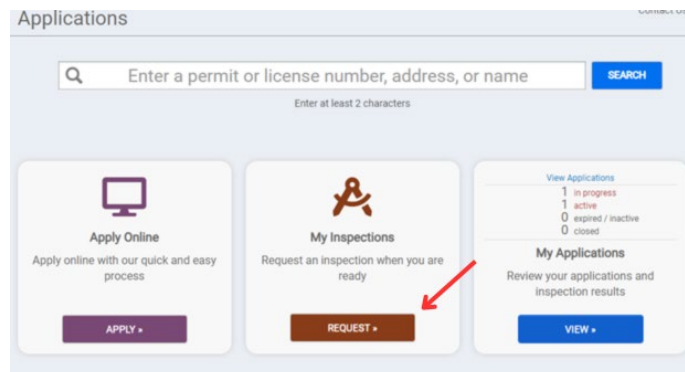
Printed by: Wight, Christopher on: 12/27/2023 10:35 AM

Page 1 of 1

## Request and Schedule Inspection

Inspections are only available to request after a permit is issued.

- From the user dashboard, select **Request** from the My Inspections tile.





2. Select the permit from the drop-down application list.
3. Select an **Inspection Type** from the list.

### Request an Inspection

#### Before you request an inspection:

- Verify the work is complete, pre-tested, uncovered and accessible.
- Have a copy of approved plans, permits and other paperwork on site.
- Submit your request no later than 4pm the day prior to the requested inspection date.

Application:

Only ISSUED Permits with No Fees Due or PENDING/VALID Licenses that are NOT EXPIRED will be available for inspection requests

Inspection Type:

Requested For:

Requested For Time Slot:

Comments:

4. Click the **Calendar** to view availability.
5. Enter the requested time.

### request an inspection

#### Before you request an inspection:

- Verify the work is complete, pre-tested, uncovered and accessible.
- Have a copy of approved plans, permits and other paperwork on site.
- Submit your request no later than 4pm the day prior to the requested inspection date.

Application:

Only ISSUED Permits with No Fees Due or PENDING/VALID Licenses that are NOT EXPIRED will be available for inspection requests

Inspection Type:

Requested For:

Requested For Time Slot:

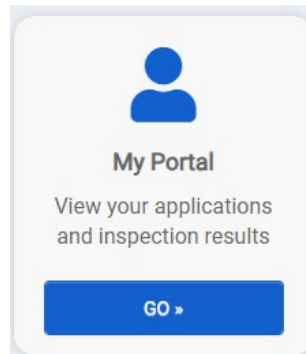
Comments:

6. In the **Comments**, please include a contact name and phone number to ensure the inspector can reach out as needed.
7. Click **Request Inspection**.

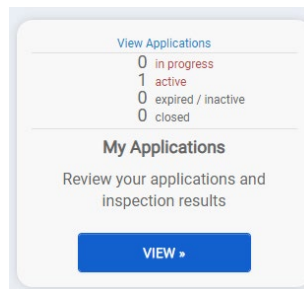
## View Applications

A registered user can view your active, expired and closed permit applications at any time. In the dashboard you can see any application associated with your account. Only permits submitted after January 10, 2024, can be found through the online portal. Any permits submitted prior will require a Public Record Request. You can submit a records request at <https://www.lynnwoodwa.gov/Government/City-Clerk/Public-Records-Requests>.

1. Once logged in, navigate to the My Portal tile and click **Go**.



2. Click **View** from the My Applications tile.



3. A list of permit applications associated with your account and categorized by permit status. To view, click on the **Permit Number**.

My Applications

**Applications in Progress**

No records in the past 365 days. Use the link at the bottom to search for additional applications.

**Active**

1 record

Permits	Permit / Reference #	Address	Submitted	Expires	Status
Residential Addition	RADD-23-0001 / REFERENCE-23-0007	20816 44TH AVENUE WEST	11/28/2023	12/28/2023	Awaiting Completeness Review

**Closed**

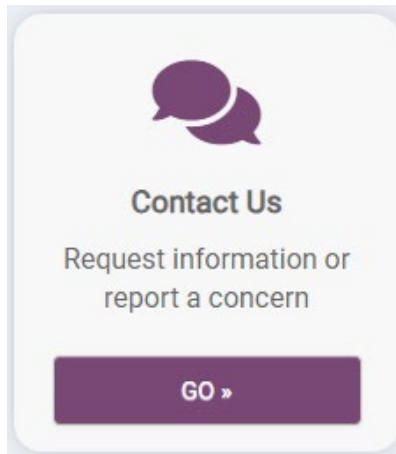
No records in the past 365 days. Use the link at the bottom to search for additional applications.

**Expired, Delinquent, and Suspended**

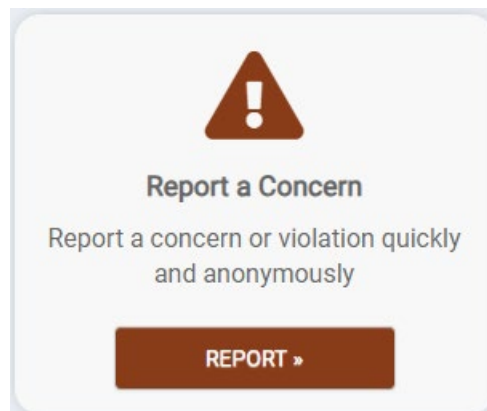
No records in the past 365 days. Use the link at the bottom to search for additional applications.

## Submitting Code Violations

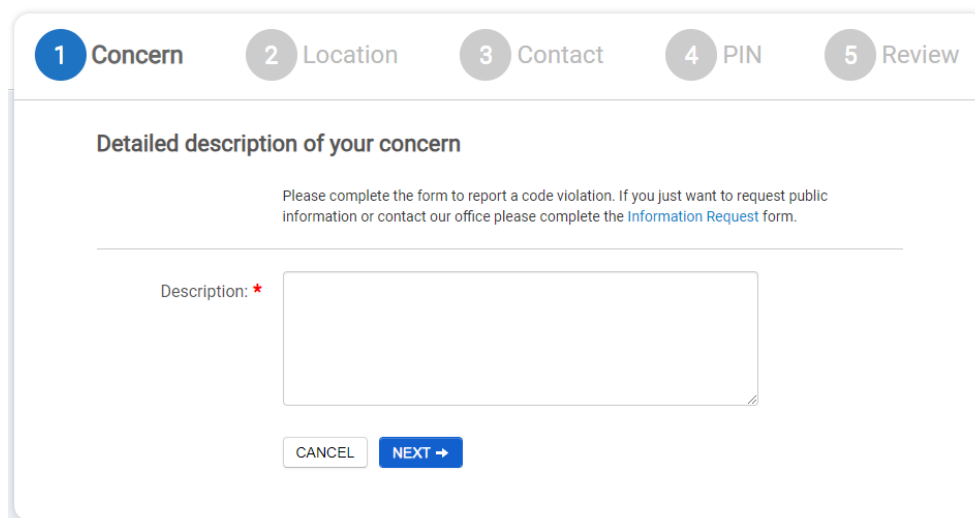
1. Click **Go** from the Contact Us tile on the online permit center landing page.



2. Click **Report** in the Report a Concern tile.



3. Describe the potential code violation in as much detail as possible and click **Next**.

A screenshot of a web form. At the top, there is a horizontal navigation bar with five circular buttons labeled "1 Concern", "2 Location", "3 Contact", "4 PIN", and "5 Review". The "1 Concern" button is highlighted with a blue background. Below the navigation bar is a section titled "Detailed description of your concern". Underneath this title is a paragraph of text: "Please complete the form to report a code violation. If you just want to request public information or contact our office please complete the [Information Request](#) form." Below the text is a large, empty text input field with a red asterisk next to the label "Description:". At the bottom of the form are two buttons: a white "CANCEL" button and a blue "NEXT →" button.

4. Enter the address of where the violation is occurring and click **Next**.

1 Concern 2 **Location** 3 Contact 4 PIN 5 Review

Enter the address or general location associated with concern

General Location:

Closest Intersection:

Address:

City:

State: AL ▾

Zip Code:

← PREVIOUS NEXT →

5. Provide your contact information and click **Next**.

1 Concern 2 Location 3 **Contact** 4 PIN 5 Review

Your contact information

Remain Anonymous:

If you chose to remain anonymous, we still encourage you to enter contact information in case we have questions. We will take reasonable precautions to prevent your identity, but cannot guarantee complete anonymity.

Name:

Street:

City:

State: AL ▾

Zip Code:

Phone Number:

E-mail:

← PREVIOUS NEXT →

6. If you would like to check the status of your request later, create an easy-to-remember pin and click **Next**. You may leave this blank, but you will be unable to reference your request online.

- 1 Concern
- 2 Location
- 3 Contact
- 4 PIN**
- 5 Review

**Enter PIN for looking up request**

In order to view your request in the future you must enter an access PIN below.

If you leave the PIN blank, you will NOT be able to check the status of your request online.

PIN:

Confirm PIN:

**7. Enter your email address and click **Submit My Concern.****

- 1 Concern
- 2 Location
- 3 Contact
- 4 PIN
- 5 Review**

Review concern before submitting

Send Confirmation Email to:

## Additional Help

Do you have questions or need additional assistance with the Online Permit Portal? Call, email, or stop by the office and we will help you through the permit process.

**Main Phone:** (425) 670-5400

**Email:** [Permits@LynnwoodWA.gov](mailto:Permits@LynnwoodWA.gov)

**Visit Us at the Lynnwood Permit Center:**

20816 44<sup>th</sup> Avenue West  
Suite 230  
Lynnwood, WA 98036

**Permit Center Hours of Operation**

Sunday: Closed  
Monday: 8:30 A.M. – 3:00 P.M.  
Tuesday: 8:30 A.M. – 3:00 P.M.  
Wednesday: 8:30 A.M. – 3:00 P.M.  
Thursday: 8:30 A.M. – 3:00 P.M.  
Friday: Closed  
Saturday: Closed