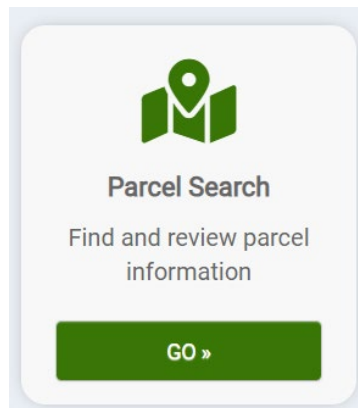


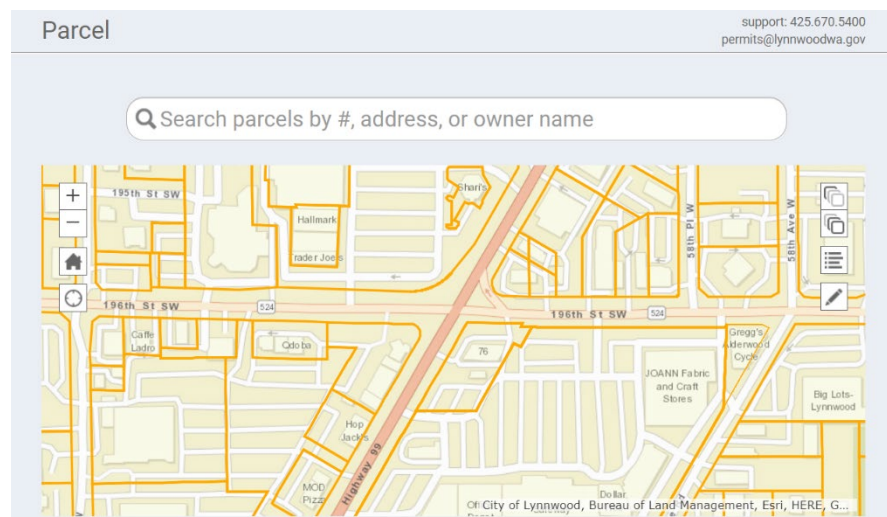
The public portal allows the public, such as contractors, home builders, and the general community to apply for and pay for permit fees online via a standard web browser. This is via secured logged on account.

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>.

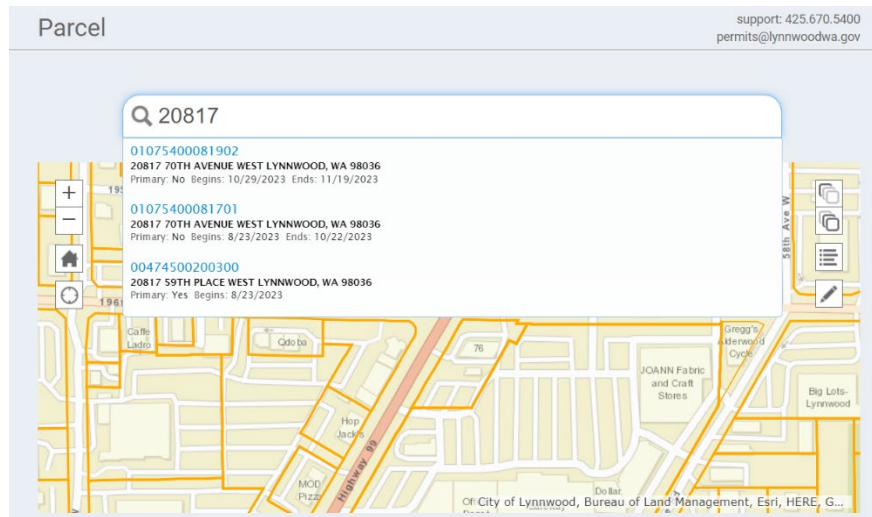
### I. Select Parcel Search



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.

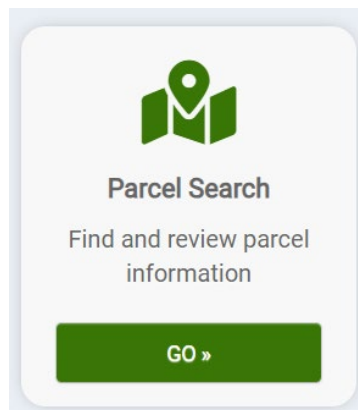


## Advanced Search

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

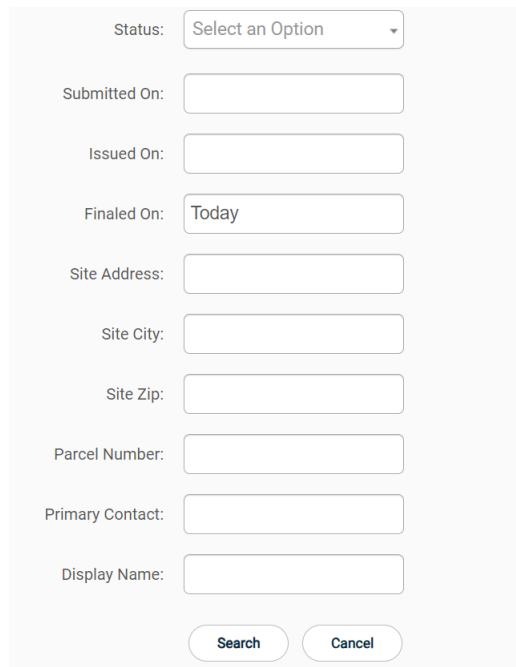
## Other services



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

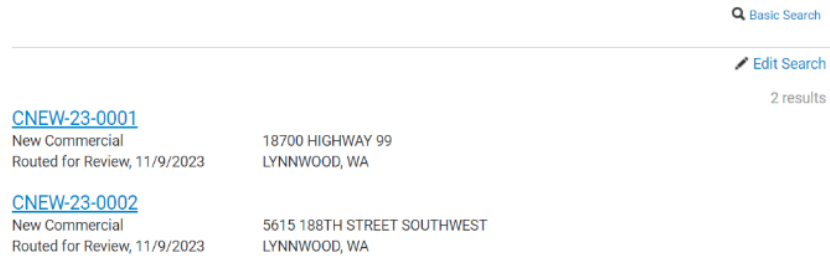
4. Enter your Search Parameters and select **Search**.



A screenshot of 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)

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



The screenshot shows a search results interface. At the top right, there are two links: 'Basic Search' with a magnifying glass icon and 'Edit Search' with a pencil icon. Below these links, it says '2 results'. The results are listed in two rows. Each row starts with a blue underlined link to the permit number, followed by the permit type and status on the left, and the address on the right.

<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

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