**LYNNWOOD**
WASHINGTON

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.

Apply Online

Apply online with our quick and easy process

APPLY »
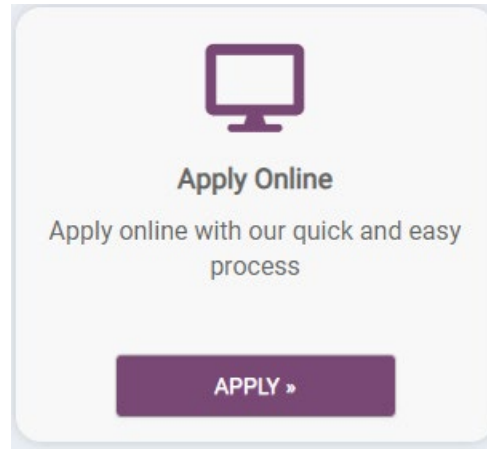
STEP ONE – PERMIT TYPE

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 Accessory Structure (Non-Habitable)
○ Commercial Addition/ Alteration ○ Commercial Demolition
○ Commercial Electrical ○ Commercial Mechanical
○ Commercial Plumbing ○ Commercial Pool or Spas
○ Commercial Roof or Re-Roof ○ Commercial Solar
○ Commercial Tenant Improvement ○ Fence or Wall Permit
○ Manufacture Install (Mobile Homes/ Portable Classrooms) ○ Minimum Site Inspection
○ New Commercial ○ New Multi-Family (or Addition)
○ New Single-Family Duplex ○ New Single-Family Residence
○ New Townhomes (3 Units or more) ○ Residential (Interior) Alteration | Repair
○ Residential Accessory Structure ○ Residential Addition
○ Residential Demolition ○ Residential Electrical
○ Residential Mechanical ○ Residential Plumbing
○ Residential Pool or Spa ○ Residential Roof or Re-roof
○ Residential Solar ○ Sign
○ Wireless Facility (Cell Tower)

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   Site Zip

WA ▾

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
$0⁰⁰
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 At least 1 file must be uploaded for each submittal requirement	❗ Not Complete
▾ Permit Parcels	✅ Done

← View Applications   Your permit will expire soon.   SUBMIT APPLICATION

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

Please complete the following information to submit your permit application.

2. 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.		

➕ ADD CONTRACTOR

☐ We have not hired a contractor for this project

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

4. 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.
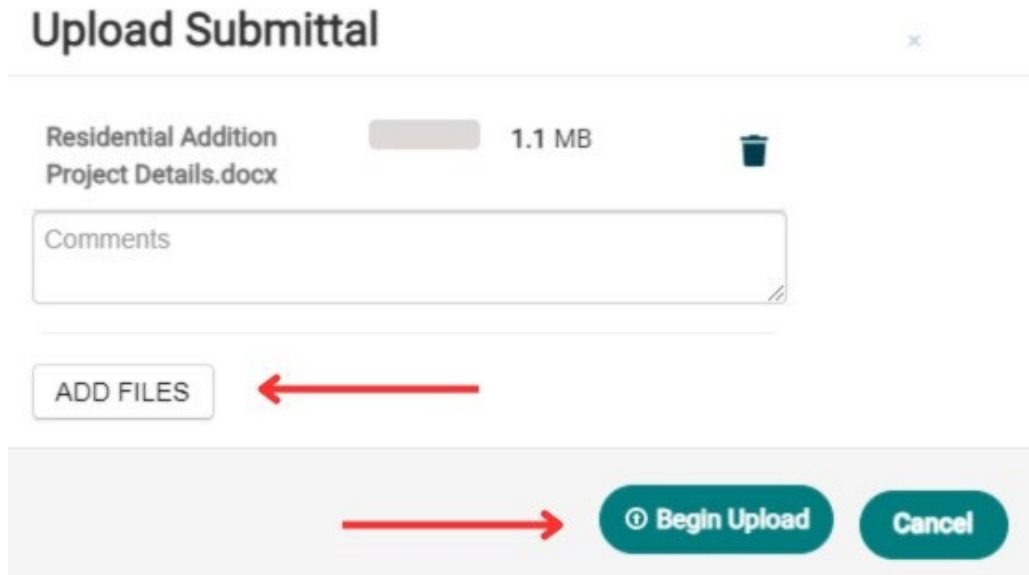
2. Click **Upload** on the document type that you would like to upload.
3. Click **Add Files** to browse your computer and select the file that you would like to upload.

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.

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