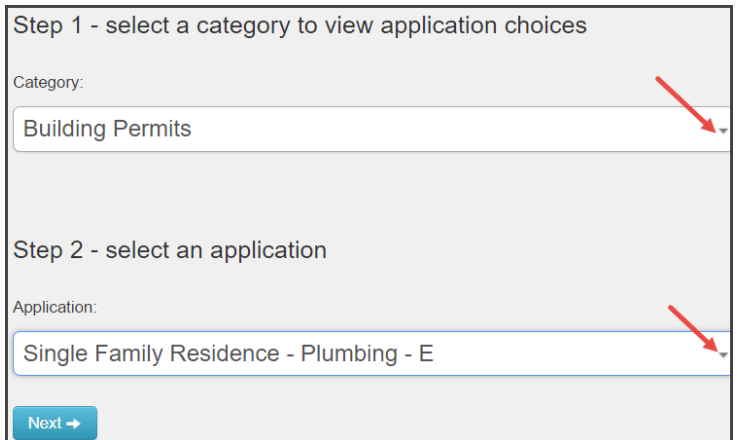
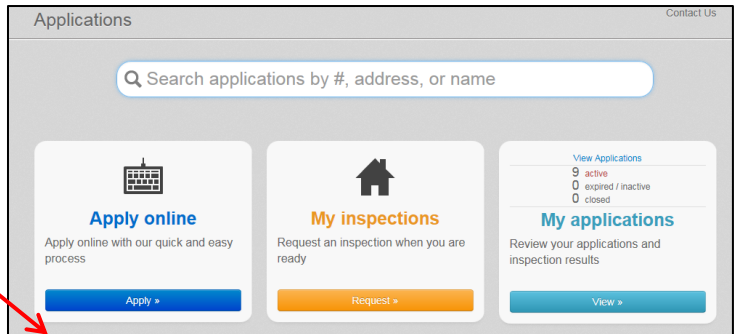
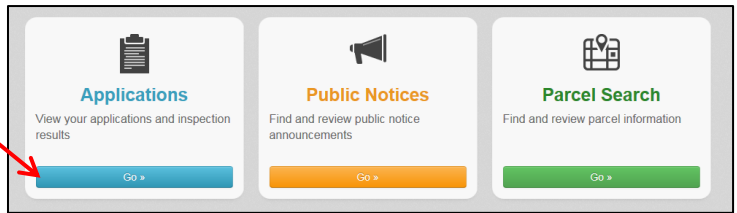


Applying for a Permit Online

Apply Online

- From the Main Tab, Click **Go** on the **Applications Button**
- Click **Apply Online**
- Select a **Category**
- Select a **Permit Type**

Click Next



Step 1 (Type of Permit)

- The permit type selected in the previous step displays, select a different Permit Type if necessary
- Enter the work to be done in the **Describe work field**

Click Next

1 Type 2 Location 3 Contractor 4 Details 5 Review

Start your application by selecting a permit type

Please enter a portion of the permit type name or select from the list (Example: Addition)

Permit Type*

Describe work:

Next >

Step 2 (Location)

- Enter the **Address**
 - The address list displays as you type, select the address from the list once it appears
- Enter the **Parcel Number**
 - If you know the parcel, click the **'enter a parcel'** link
 - Enter the Parcel number
 - The parcel list displays as you type, select the address from the list once it appears

Click Next

Address:

City:	1930 145TH ST SW LYNNWOOD, WA 98087-5924	NIGUSSIE YONAS B/WOLDEDESSAYE ADEYABABA	00917200005300
State:	1930 CLOVER PL MUKILTEO, WA 98275-2421	HOPPENBARNER DONALD W	00805400001100
Zip Code:	1931 GIBSON RD EVERETT, WA 98204-5525	STEELE JOHN D	00380900102501
	1932 145TH ST SW LYNNWOOD, WA 98087-5924	ASO SEIICHI & NORA	00917200005200
	1933 126TH PL SW EVERETT, WA 98204	WALDMANN-MURPHY CATHRINE A	01054400004300
	1933 141ST PL SW	DOAN KIM PHUONG T & TRAN HUNG	01004800003500

Site location

Parcel Number:

00917200000100	CONZALEZ JOSE & WENDY K	14503 19TH AVE W LYNNWOOD, WA 98087-59;
00917200000200	LOMBOS VINCENT EDWARD I & ROCELYN B31	19TH AVE W LYNNWOOD, WA 98087-59;
00917200000300	BEYEN AMHA & ANCHA ZINASH A	14427 19TH AVE W LYNNWOOD, WA 98087-59;
00917200000400	LOVE DONALD D JR & SARAH MAE	14425 19TH AVE W LYNNWOOD, WA 98087-59;

Step 3 (Contractor)

- Enter the **Contractor Name** or **License #** (optional step)

Click Next

1 Type 2 Location 3 Contractor 4 Details 5 Review

Primary contractor

If applicable, please enter the contractor name or license number for the person doing the work in the field below. Please note: All contractors doing work in the County are required to hold a Business License. Per Washington State law, all contractors must be registered with State Labor and Industries.

Name or license #: (optional)

Previous < Next >

Step 4 (Details)

- Enter requested Permit Information in the **Details Section**

Permit details

Please enter as much information. Required fields are astrixed.

UBI # General:

UBI # Mechanical:

UBI# Plumbing:

Roadway Dev SF:

Drainage Area SF:

Number of Peak Trips:

Number of 2-Bedroom Units:

Number of Units:

Existing SF Bldg Footprint:

- Enter the **Fixture Amounts**

Fixtures

Class	Description	Per Unit	Quantity
PLUMBING	medical gas inlet(s)/outlet(s) > 5	\$6.78	<input type="text" value="0"/>
PLUMBING	Medical gas piping serving 1 to 5 inlet(s)/outlet(s) for a specific gas	\$70.64	<input type="text" value="0"/>
PLUMBING	Cross connection test of reclaimed water system (excluding initial)	\$59.77	<input type="text" value="0"/>
PLUMBING	Backflow protective device(Over 2 inch (51 mm) diameter)	\$20.09	<input type="text" value="0"/>
PLUMBING	Backflow protective device(Less Than 2 inch (51 mm) diameter)	\$9.18	<input type="text" value="0"/>

- Enter the **Valuation Amounts**

Valuations

Valuation

Project Value

- Click **Next**
-

Step 5 (Review)

- **Edit** Permit Information
- Click **Submit my Application**
- A confirmation email will be sent to user

Review your permit application

General Information [edit](#)

Applicant: SECREST, LYNN

Permit Type: Multi Family Residential Addition

Project Description:

Parcel #: 00737800017600
Site Address: 900 GOAT TRAIL LOOP RD
MUKILTEO, WA 98275-2216

Permit Details [edit](#)

Roadway Dev SF: 0

Drainage Area SF: 0

Number of Peak Trips: 0

Number of 2-Bedroom Units: 0

Number of Units: 1

Existing SF Bldg Footprint: 1178

Proposed SF Bldg Footprint: 1289

Number of Stories: 1

Building Height Proposed: 0

Valuations [edit](#)

Valuation	Quantity	Value
Project Value	23000	\$23,000.00
Total:		\$23,000.00

[✔ Submit my Application](#)

- Once you have verified all of the information, Click **Submit my application** button.
- A confirmation email will be sent to user

Step 6 (Confirmation of Submittal)

- Verify submittal success
 - Permit details will be shown.
 - Icons that jump to specific sections of the permit will also be visible.

Notice the Building Permit number created

- Hover over the icons until you find the “Submittals”, click on it

Submittals

If allowed or required, submit additional/needed documents, this is where the items will be uploaded. Before an item is uploaded, it must have the proper naming convention that we require. .

All documents must begin with the File number, space, description, space, then the date.

Examples: .

BPR-2016-000 Site Plan 01-01-2016.
 SS-2016-00 Geo Report 12-31-2016.

Do Not use any symbols(/, &, %, \$, etc) or documents will not be uploaded Only Dashes are allowed. Incorrectly labeled items will be deleted and have to be resubmitted correctly.

All items must be correctly named and uploaded before the application can be deemed completed and review to begin.

Submittal	Required	Received	Version	Status
General Building Permit Application	Yes		1	Pending 0 Files
Construction Plans - 2 copies	Yes		1	Pending 0 Files
Fire Suppression, Hydrant, Water Main	Yes		1	Pending 0 Files
Difference in elevation from finish grade and finish road surface	Yes		1	Pending 0 Files
Plot Plan	Yes		1	Pending 0 Files
Truss Layout	Yes		1	Pending 0 Files
Addressing Application	Yes		1	Pending 0 Files
Geological Risk Assessment Report	Yes		1	Pending 0 Files

Step 7 (Uploading required Documents)

- Read the Submittals naming requirements.

Submittals

If allowed or required to submit additional/needed documents, this is where the items will be uploaded. Before an item is uploaded, it must have the proper naming convention that we require. .

All documents must begin with the File number, space, description, space, then the date..

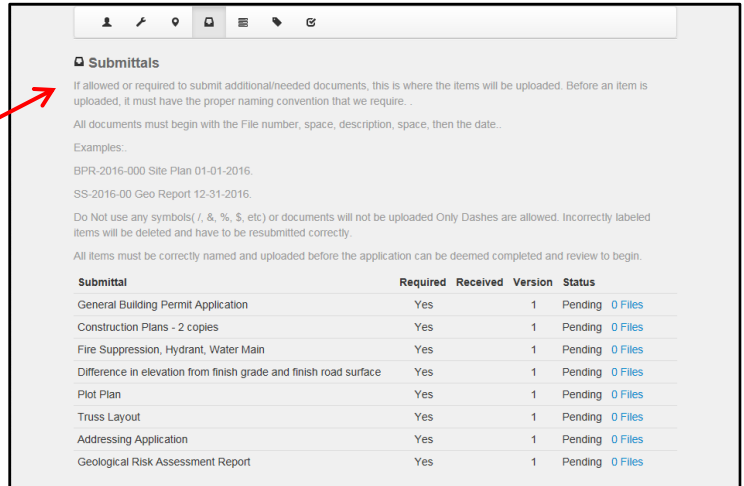
Examples:.

BPR-2016-000 Site Plan 01-01-2016.

SS-2016-00 Geo Report 12-31-2016.

Do Not use any symbols(/, &, %, \$, etc) or documents will not be uploaded Only Dashes are allowed. Incorrectly labeled items will be deleted and have to be resubmitted correctly.

All items must be correctly named and uploaded before the application can be deemed completed and review to begin.



Submittals

If allowed or required to submit additional/needed documents, this is where the items will be uploaded. Before an item is uploaded, it must have the proper naming convention that we require. .

All documents must begin with the File number, space, description, space, then the date..

Examples:.

BPR-2016-000 Site Plan 01-01-2016.

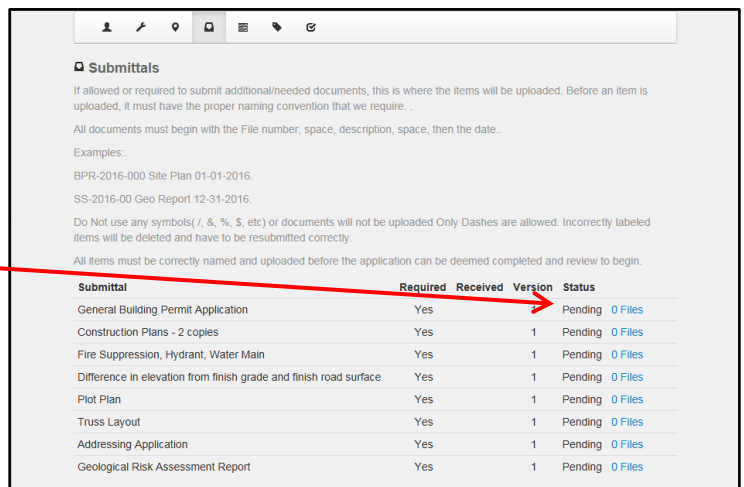
SS-2016-00 Geo Report 12-31-2016.

Do Not use any symbols(/, &, %, \$, etc) or documents will not be uploaded Only Dashes are allowed. Incorrectly labeled items will be deleted and have to be resubmitted correctly.

All items must be correctly named and uploaded before the application can be deemed completed and review to begin.

Submittal	Required	Received	Version	Status
General Building Permit Application	Yes		1	Pending 0 Files
Construction Plans - 2 copies	Yes		1	Pending 0 Files
Fire Suppression, Hydrant, Water Main	Yes		1	Pending 0 Files
Difference in elevation from finish grade and finish road surface	Yes		1	Pending 0 Files
Plot Plan	Yes		1	Pending 0 Files
Truss Layout	Yes		1	Pending 0 Files
Addressing Application	Yes		1	Pending 0 Files
Geological Risk Assessment Report	Yes		1	Pending 0 Files

- Look for the blue highlighted text and line items that are required to be uploaded. Click the blue lettering



Submittals

If allowed or required to submit additional/needed documents, this is where the items will be uploaded. Before an item is uploaded, it must have the proper naming convention that we require. .

All documents must begin with the File number, space, description, space, then the date..

Examples:.

BPR-2016-000 Site Plan 01-01-2016.

SS-2016-00 Geo Report 12-31-2016.

Do Not use any symbols(/, &, %, \$, etc) or documents will not be uploaded Only Dashes are allowed. Incorrectly labeled items will be deleted and have to be resubmitted correctly.

All items must be correctly named and uploaded before the application can be deemed completed and review to begin.

Submittal	Required	Received	Version	Status
General Building Permit Application	Yes		1	Pending 0 Files
Construction Plans - 2 copies	Yes		1	Pending 0 Files
Fire Suppression, Hydrant, Water Main	Yes		1	Pending 0 Files
Difference in elevation from finish grade and finish road surface	Yes		1	Pending 0 Files
Plot Plan	Yes		1	Pending 0 Files
Truss Layout	Yes		1	Pending 0 Files
Addressing Application	Yes		1	Pending 0 Files
Geological Risk Assessment Report	Yes		1	Pending 0 Files

Step 7 (Uploading required Documents)

- Find your Building Permit Number

Name all the documents to be uploaded starting with the building permit number at the beginning of the documents name. Follow the directions on the previous page and/or below

Submittals

If allowed or required to submit additional/needed documents, this is where the items will be uploaded. Before an item is uploaded, it must have the proper naming convention that we require. .

All documents must begin with the File number, space, description, space, then the date..

Examples:.

BPR-2016-000 Site Plan 01-01-2016.

SS-2016-00 Geo Report 12-31-2016.

Do Not use any symbols(/, &, %, \$, etc) or documents will not be uploaded Only Dashes are allowed. Incorrectly labeled items will be deleted and have to be resubmitted correctly.

All items must be correctly named and uploaded before the application can be deemed completed and review to begin.

BPR-2018-384 Accessory Storage Building [Contact](#)

If allowed or required to submit additional/needed documents, this is where the items will be uploaded. Before an item is uploaded, it must have the proper naming convention that we require. All documents must begin with the File number, space, description, space, then the date. Examples: BPR-2016-000 Site Plan 01-01-2016 SS-2016-00 Geo Report 12-31-2016 Do Not use any symbols(/, &, %, \$, etc) or documents will not be uploaded Only Dashes are allowed. Incorrectly labeled items will be deleted and have to be resubmitted correctly.

General Building Permit Application

Version	Status	Received	Deficiency Report
1	Pending		

Version 1 Pending

Submitted File	Comments	Date Received	Review Status	Markup File

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

Step 7 (Uploading required Documents)

- From this window, Click **Upload**.

BPR-2018-384 Accessory Storage Building

If allowed or required to submit additional/needed documents, this is where the uploaded, it must have the proper naming convention that we require. All document description, space, then the date. Examples: BPR-2016-000 Site Plan 01-01-2016 Not use any symbols(/, &, %, \$, etc) or documents will not be uploaded Only Documents will be deleted and have to be resubmitted correctly.

General Building Permit Application

Version	Status	Received
1	Pending	

Version 1 Pending

Submitted File	Comments	Date Received	Revised
----------------	----------	---------------	---------

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

Upload window opens

- Browse to the correctly named file.

Upload Submittal

File: [Browse...](#)

Comments:

[Upload](#) [Close](#)

Click **Upload**

The uploaded document should appear in the Submitted file box.

Return to Submittal page and repeat with the remaining line items

Version 1 Pending

Submitted File	Comments	Date Received
BPR-2018-384 Import 12-01-2018.csv		12/17/2018 10:29 AM

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