Listed below is the information that needs to be provided in order to submit a complete application for a new commercial building permit. Staff will not process incomplete applications. Online plan review is now available. Please see the website for details on the application process.

**SUBMITTAL REQUIREMENTS**

- Completed and signed application form, including proof of a valid State Contractor’s License and a City of Lynnwood Business License.
- Four (4) complete sets of plans, including:
  - Architectural
  - Structural
  - Mechanical
  - Plumbing
  - Electrical
  - Site
  - Civil (Drainage and Utilities)
  - Landscaping

  All plan sheets prepared by a State-licensed architect or engineer shall be wet-stamped and signed.

- Three (3) additional sets of civil plans with two (2) sets of storm drainage calculations, site plan, and landscaping plan.
- Two (2) sets of a soil investigation report as specified in Chapter 18 of the currently adopted IBC.
- Two (2) sets of structural calculations, signed, sealed and dated by a State-licensed structural engineer.

**ADDITIONAL REQUIREMENTS**

- All structural and non-structural design shall conform to the codes currently adopted by the City.
- Special inspection and structural observation as defined under the current IBC, Chapter 17, is required. All testing is to be done by a laboratory or inspector approved by the City.
- Suspended ceilings are to be designed per ASTM C635-6.
- Storage shelving over 5’9” in height requires a separate permit; shelving over 8’ also requires signed, stamped structural calculations. Construction details, anchorage details, and floor plans shall be provided with the permit application.
- Roof-mounted equipment requires signed, stamped structural calculations.
- Commercial kitchen plans require approval from the Snohomish Health District. Hood and duct systems for kitchens shall comply with NFPA 96 and require a separate permit submittal.
- A Grease Interceptor permit from the Public Works Department is required where grease, fats, chemicals, or oils and processed or used.
- Demolition of existing structures requires a separate demolition permit.
- SEPA checklist and plans, if applicable.
- A business license must be applied for, approved, and obtained prior to opening for business.

**NOTE**

Full plan review fees are due upon submittal and are calculated based on valuation of the project.