Listed below is the information that needs to be provided in order to submit a complete application for a new multiple-family 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.
- The Washington State Non-Residential Energy Code (NREC) is in effect. All mechanical plans shall be prepared and signed by a State-licensed engineer qualified in this area, and shall certify that the project complies with the currently adopted NREC. Minimum envelope requirements shall be submitted.
- Compliance with the 2009 ICC ANSI 117.1 and currently adopted IBC Chapter 11 Barrier-Free Standards for persons with disabilities is required. Incomplete, erroneous or misinformation submitted in regards to this item may be returned as an incomplete permit.
- All multiple-family structures require architectural design for weather sealing of openings. See EHB-1848.
- Demolition of existing structures requires a separate demolition permit.
- SEPA checklist and plans, if applicable.

**NOTE**

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