Listed below is the information that needs to be provided in order to submit a complete application for a single-family residential interior remodel building permit. Staff will not process incomplete applications.

**SUBMITTAL REQUIREMENTS**

☐ Completed and signed application form, including proof of a valid State Contractor’s License and a City of Lynnwood Business License.

☐ Two (2) complete sets of plans, including:
  - Floor plan
  - Structural cross-section drawing with calculations
  - Elevations
  - Energy Code information
  - Stair handrail and guardrail details, if applicable
  - Site plan, including the site address, subdivision name and lot number, and the name and address of the contractor

☐ Add the following “General Notes” to the plans:
  1. Names and phone numbers of property owner, contractor and contact
  2. Legal description and Assessor’s Parcel Number
  3. Square footage of gross building area and habitable floor area

**NOTE**

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