Listed below is the information that needs to be provided in order to submit a complete building permit application for a new single-family home, remodel or addition to a single-family home. Staff will not process incomplete applications. Additional information may be required by staff for exceptional circumstances.

**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, to-scale sets of site and civil (drainage and utilities) plans.
- Two (2) complete sets of working plans, including:
  - Foundation plan
  - Structural drawings
  - Energy code information
  - Stair, handrail and guardrail details
  - Floor plan
  - Elevations
  - Roof plans
  - General Notes (see below)

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

- General Notes (to be provided on cover sheet):
  - Name and phone number of owner
  - Name and phone number of contact
  - Lot coverage by buildings (%)
  - Occupancy type
  - Source of water and sewer supply
  - Legal description
  - Tax parcel number
  - Zoning
  - Construction type
  - Fire access notes

- Electrical permit and required submittals, if applicable.
- Tree removal plan and permit, if applicable.

**ADDITIONAL REQUIREMENTS**

- All structural and non-structural design shall conform to the codes currently adopted by the City.
- 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.