**Public Works Application Cover Sheet**

**Permit Number:** ____________________________________

**Assoc. Permits:** ____________________________________

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**Please read and follow all instructions on your application, submittal checklists and/or applicable supplemental forms carefully.** Staff will not process incomplete applications. Please print or type legibly.

- [ ] Cross Connection Control
- [ ] Critical Areas Permit
- [ ] Fire Hydrant Inspection
- [ ] Grading
- [ ] Grease Interceptor
- [ ] House Moving
- [ ] Industrial Waste, Discharge
- [ ] Industrial Waste, Limited Discharge
- [ ] Right-of-Way Use
- [ ] Right-of-Way Vacation
- [ ] Road Improvement
- [ ] Sanitary Sewer System, Public
- [ ] Sanitary Sewer System, Private
- [ ] Sewer Capping
- [ ] Storm Drainage
- [ ] Tree Removal – Class I
- [ ] Tree Removal – Class II
- [ ] Water Main/Service
- [ ] Water Meter Installation
- [ ] Water Use
- [ ] Weekend Work Approval

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**Description of Work:**

<table>
<thead>
<tr>
<th>Description of Work:</th>
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<tbody>
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<td></td>
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**Site Address/Location:**

<table>
<thead>
<tr>
<th>Subdivision:</th>
<th>Lot No.:</th>
</tr>
</thead>
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**Property Owner Name:**

<table>
<thead>
<tr>
<th>Address:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Zip:</td>
<td>Fax:</td>
</tr>
<tr>
<td>E-Mail:</td>
<td></td>
</tr>
</tbody>
</table>

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**Contractor Name:**

<table>
<thead>
<tr>
<th>Address:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Zip:</td>
<td>Fax:</td>
</tr>
<tr>
<td>State Contractor’s License Number:</td>
<td>City Business License Number:</td>
</tr>
<tr>
<td>Contact Person, if different:</td>
<td>Phone:</td>
</tr>
<tr>
<td>E-Mail:</td>
<td>Cell:</td>
</tr>
</tbody>
</table>

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**Subcontractor Name:**

<table>
<thead>
<tr>
<th>State Contractor’s License Number:</th>
<th>City Business License Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

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I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge. This application does not constitute approval of permits and/or work to be performed. For specific fee information, see LMC 3.104 or check the fee schedule available online or at our office.

**Signature of Applicant/Agent:** ________________________  **Date:** ______________

**Signature of Property Owner:** ________________________  **Date:** ______________

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**Please call 425-670-8337 by 3:00 PM for next business day inspection.**
A Fire Hydrant Inspection Application shall include the following information, unless specifically waived by the Public Works Director. Applications shall not be considered complete if any of the required information is missing.

REQUIRED ITEMS

☐ 1. Public Works Application Cover Sheet, with original signature(s).

☐ 2. Three (3) complete sets of plans, including:
   A. Name of the development;
   B. Name, address and phone number of property owners;
   C. Legal description(s) and parcel number(s);
   D. Vicinity map, north arrow, and scale (1":100’ maximum);
   E. The datum and location of the City benchmark used;
   F. Site dimensions;
   G. 2-foot contours over the site;
   H. Location and names of all adjacent public rights-of-way or tracts;
   I. Location and recording number for all easements affecting the proposal;
   J. Existing or proposed water, stormwater and sanitary sewer systems on site;
   K. Proposed water system, including:
      (1) Pipe lengths, types, sizes, etc;
      (2) Meter locations and details;
      (3) Fire hydrant locations and details;
      (4) Locations and details for all backflow prevention devices; and
      (5) Locations and details of all valves, connections, anchors, etc.
   L. Standard Hydrant Detail drawing as reference;
   M. The location of any existing or proposed structures or improvements and the setbacks thereto; and

☐ 3. All plans shall be prepared, wet-stamped and signed by a Washington State-licensed engineer.

☐ 4. A list of all other required permits and dates applied for.

FEES

See LMC 3.104 or contact our office for current fee information.

NOTES

1. The approval of a Fire Hydrant Inspection Permit does not in any way replace, modify or waive any requirement for the compliance of the proposal with other applicable codes, standards, or regulations including, but not necessarily limited to, those of the Community Development, Fire or Public Works Departments. You are advised to contact these departments concerning such requirements.

2. Items with any typewritten information must be 10-point font or larger to ensure legibility of scanned documents.

3. An application may be amended only in writing.

4. Submittal of this application grants the appropriate city officials the right of entry to the project site during a reasonable hour and, upon proper identification, to the building, structure and/or premise, which is
directly related to this application.

5. It is the responsibility of the owners, applicants and agents to become aware of the requirements of the Lynnwood Municipal Code. It is the responsibility of the applicant to contact the Underground Location Center at 1-800-424-5555 (or dial 811) 48 hours prior to starting work.

I/We certify that the information provided in this application, including all submittals and attachments, is true and correct to the best of my/our knowledge. This application does not constitute approval of permits and/or work to be performed. For specific fee information, see LMC 3.104 or check the fee schedule available online or at our office.

Signature of Applicant/Agent: _______________________________ Date: ____________

Signature of Property Owner: _______________________________ Date: ____________