

APPLICANT DIRECTIONS FOR ONLINE PLAN REVIEW

The City of Lynnwood is pleased to offer electronic online Plan Review. The following steps must take place before you submit your plans and related materials to the City through the E-Gov website.

- Bring your completed permit application to the Permit Center and be prepared to pay the plan check fee amount, either by check or by Visa/MasterCard.
- If you have been working with the Planning Division within the Community Development Department and/or the Public Works Department and have a current **project number(s)** related to your permit application, provide it to Permit Center staff when you are applying.
- You will be given a **Development Number** to use when you access the E-Gov website to submit your plans.
- **Use the link below for directions from E-Gov for submitting your plans and all related materials electronically:**

http://www.spaceaudit.com/images/stories/content_img/spacedox/webpages/trainingguides/applupload.htm

- After the plans have been reviewed and **approved** by all Departments, you will come back to the Permit Center to pay the balance of the building fees and provide us with a CD of the approved plans. Staff will then give you your permit card for the field inspections and instructions on calling in your inspections.