

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. We are only able to process credit card payments up to \$5,000.00.
- 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 **Project Name** to use when you access the SpaceDox website to submit your plans.
- **Use the link below for directions from SpaceDox for submitting your plans and all related materials electronically:**

<http://www.spacedox.com>

(Click the



button to the right)

- 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.
- The City will then send the approved plans to the architect. The architect will need to provide a printed copy for the job site.