

Applicant Directions for On-Line Plan Review

The City of Lynnwood is now please to offer electronic On-line 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 into the Permit Center and be prepared to pay the plan check fee amount either by check or Visa / Master Card.
- If you have been dealing with the planning division within the Community Development Department and/or the Public Works Department and have a current **project number** related to your permit application, please provide that number or numbers to us when you are applying.
- You will be given a **Development number** to use when you access the e-gov website to submit your plans.
- **See attached applicant directions from e-gov for submitting your plans and all related material electronically**
- After the plans have been reviewed and **APPROVED** by all Departments, you will come back into the City of Lynnwood to pay the balance of the building fees and provide us with a CD of the approved plans. We will then give you your permit card for the field inspections and instructions on calling in your inspections.