



RESIDENTIAL BUILDING PERMIT APPLICATION

PROJECT ADDRESS: _____ **PARCEL NUMBER:** _____
SUBDIVISION NAME: _____ **LOT#** _____
Lender Name: _____ **Address:** _____ **Phone:** _____

New House Duplex Town Home Addition Retaining Wall Deck Accessory Building Other

PRIMARY CONTACT PERSON
 Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 E-mail: _____

PROPERTY OWNER
 Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 E-mail: _____

CONTRACTOR
 Company: _____
 Contact Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 E-mail: _____
 State Contractor's License #: _____
 UBI #: _____

ENGINEER
 Company: _____
 Contact Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 E-mail: _____

ADDITIONAL INFO
 Well Water District _____
 Septic Sewer District _____
 Impervious Surface Percentage _____

ARCHITECT
 Company: _____
 Contact Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 E-mail: _____

BUILDING INFORMATION

PROJECT DESCRIPTION _____ **VALUATION: \$** _____

Dwelling Sq Ft		No. of bedrooms		No. of dwelling units	
Garage Sq Ft		No. of bathrooms		Lot area	
Deck Sq Ft		ADU Sq Ft		Zoning	
Covered porch Sq Ft		Dock		Building height	
Covered patio Sq Ft		Basic Plan?	Yes No	Model Home?	Yes No

MECHANICAL UNITS	NO.	PLUMBING UNITS	NO.
Air Conditioning Unit		Backflow Assembly	
Air Handler, over 10,000 CFM		Bathtub	
Air Handler, under 10,000 CFM		Clothes Washer	
Appliance Vent		Dishwasher	
Boiler / Compressor: _____ hp		Electric Water Heater	
Dryer Exhaust Duct		Floor Drain	
Ductless Heat Pump		Hose Bibb	
Ductwork Only		Ice Maker (Refrigerator)	
Exhaust Fan		Kitchen Sink	
Furnace, over 100,000 BTU		Laundry Sink	
Furnace, under 100,000 BTU		Lavatory (Bathroom Sink)	
Gas Fireplace		Lawn Irrigation or Sprinkler	
Gas Piping		Shower	
Gas Piping Additional Outlets		Sink (service/bar)	
Gas Water Heater		Sump Pump	
Generator		Toilet	
Heat Pump		Water Service	
Hydronic Piping System		Urinal	
Kitchen Exhaust Hood		Vacuum Breakers	
Unit Heater			
Woodstove/Fireplace (not gas)			
Misc./Other:		Misc./Other:	

Applications are received by the Building Official under the provisions of Lake Stevens Municipal Code and shall expire by limitation and become null and void if permit is not obtained within 180 days of this application.

All applications must be submitted electronically by following the steps listed below:

- First-time users must create an online account at the [Citizen Connect](#), log-in and apply for any permit.
- Log-in and follow the prompts to fill in the required information on the application.
- Submit your application. This sends the application to City staff for a completeness and accuracy review, which is typically completed within 3 business days* (*Depending on workload and staffing conditions).
- Watch for a return email letting you know that your application has been accepted and invoiced for payment. You can use a MasterCard or Visa to process and provide payment.
- **Once approved and issued, you MUST print a copy of your approved permit packet (which can be found in the “Attachments” section when viewing your permit online), including stamped plans to have onsite and available for inspections.**