



## RESIDENTIAL BUILDING PERMIT HANDOUT

Effective January 1, 2026, this document is no longer a requirement for the application; instead, it serves as a guide to the information needed to complete the Combination Building Permit Applications in [Citizen Connect](#).

<b>PROJECT ADDRESS:</b>		<b>PARCEL NO:</b>	
<b>SUBDIVISION NAME:</b>		<b>LOT NO:</b>	
<b>LENDER:</b>	<b>ADDRESS:</b>	<b>PHONE:</b>	
<input type="checkbox"/> New House	<input type="checkbox"/> Duplex	<input type="checkbox"/> Townhome	<input type="checkbox"/> Addition
<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Deck	<input type="checkbox"/> Accessory Bldg	<input type="checkbox"/> Other
<b>PRIMARY CONTACT PERSON</b>		<b>PROPERTY OWNER</b>	
Name:		Name:	
Address:		Address:	
City/State/Zip:		City/State/Zip:	
Phone:		Phone:	
Email:		Email:	
<b>CONTRACTOR:</b>		<b>ENGINEER:</b>	
Company:		Company:	
Contact Name:		Contact Name:	
Address:		Address:	
City/State/Zip:		City/State/Zip:	
Phone:		Phone:	
Email:		Email:	
State Contractor's License #		<b>ARCHITECT:</b>	
UBI #:		Company:	
<b>ADDITIONAL INFO</b>		Contact Name:	
Well <input type="checkbox"/>		Address:	
Water District <input type="checkbox"/>		City/State/Zip:	
Septic <input type="checkbox"/>		Phone:	
Sewer District <input type="checkbox"/>		Email:	
Impervious Surface Percentage:			

### BUILDING INFORMATION

<b>PROJECT DESCRIPTION</b>			<b>VALUATION: \$ _____</b>		
Dwelling SF		# bedrooms		# dwelling units	
Garage SF		# bathrooms		Lot area	
Deck SF		ADU SF		Zoning	
Covered Porch SF		Dock		Building height	
Covered Patio SF		Basic Plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Model Home?	Yes <input type="checkbox"/> No <input type="checkbox"/>

MECHANICAL UNITS	NO.	PLUMBING UNITS	NO.
Air Conditioning Unit		Backflow Assembly	
Air Handler, Over 10k CFM		Bathtub	
Air Handler, Under 10k 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 100k BTU		Laundry Sink	
Furnace, under 100k 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 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.