



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](#).

| | | | | | | | |
|------------------------------------|---------------------------------|-----------------------------------|-----------------------------------|---|-------------------------------|---|--------------------------------|
| PROJECT ADDRESS: | | | | PARCEL NO: | | | |
| SUBDIVISION NAME: | | | | LOT NO: | | | |
| LENDER: | | ADDRESS: | | | | PHONE: | |
| <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 |
| PRIMARY CONTACT PERSON | | | | PROPERTY OWNER | | | |
| Name: | | | | Name: | | | |
| Address: | | | | Address: | | | |
| City/State/Zip: | | | | City/State/Zip: | | | |
| Phone: | | | | Phone: | | | |
| Email: | | | | Email: | | | |
| CONTRACTOR: | | | | ENGINEER: | | | |
| Company: | | | | Company: | | | |
| Contact Name: | | | | Contact Name: | | | |
| Address: | | | | Address: | | | |
| City/State/Zip: | | | | City/State/Zip: | | | |
| Phone: | | | | Phone: | | | |
| Email: | | | | Email: | | | |
| State Contractor's License # | | | | ARCHITECT: | | | |
| UBI #: | | | | Company: | | | |
| ADDITIONAL INFO | | | | 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

| PROJECT DESCRIPTION | | | VALUATION: \$ _____ | | |
|----------------------------|--|-------------|--|------------------|--|
| 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.