



DOCK SUBMITTAL CHECKLIST

(Single Family Residential, Townhouses, Commercial or Mixed Use)

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 and upload the required items from the checklist depending on project. City staff will check for completeness, this can take up to 3 business days.
- An email response will be sent to you letting you know that:
 - More information is needed, or
 - Your application has been accepted and invoiced for payment. You may use a MasterCard or Visa to process your payment.

New docks with a value over \$10,000

1. Shoreline Substantial Development (SSD)
 - a. Application Form (Check Type II for SSD) [Type-I II-Application \(lakestevenswa.gov\)](http://lakestevenswa.gov) the form only needs to be submitted once with all information for each application type.
 - b. Checklist [Shoreline Checklist \(lakestevenswa.gov\)](http://lakestevenswa.gov)
2. SEPA
 - a. Application Form (check Type II for SEPA Review)
 - b. Checklist Form [SEPA-Checklist \(lakestevenswa.gov\)](http://lakestevenswa.gov)
3. Floodplain Development Permit
 - a. Application (Check Type I) [Type-I II-Application \(lakestevenswa.gov\)](http://lakestevenswa.gov)
 - b. Checklist Form [Floodplain Development Checklist](http://lakestevenswa.gov)
4. Hydraulic Project Approval (HPA)
 - a. Contact WA Dept of Fish and Wildlife at bailsjlb@dfw.wa.gov or 425-379-2309 for this permit
5. Building Permit
 - a. Application Form Residential-Building-Application (lakestevenswa.gov)
 - b. Site Plan
 - c. Foundation Plan (Plan(s) (c through f below to be one PDF document)
 - d. Floor Plan
 - e. Cross section Plan
 - f. Construction Detail Plan
 - g. Electrical Permit (Labor and Industries issues these) if you are installing a boat lift

New docks with a value less than \$10,000. Boat lifts, dock repair (decking, replacing some pilings, etc.) and dock replacements under \$20,000 if footprint is not expanding

1. Shoreline Exemption
 - a. Application Form [Type-I II-Application \(lakestevenswa.gov\)](http://lakestevenswa.gov) the form only needs to be submitted once with all information for each application type.
2. SEPA
 - a. Checklist Form [SEPA-Checklist \(lakestevenswa.gov\)](http://lakestevenswa.gov)
3. Floodplain Development Permit
 - a. Application (Check Type I for Floodplain)
 - b. Floodplain Development Checklist
4. Hydraulic Project Approval (HPA)
 - a. Contact WA Dept of Fish and Wildlife at bailsjlb@dfw.wa.gov or 425-379-2309 for this permit
5. Building Permit (*Replacing decking or repairing existing boat lifts does not require a building permit*)
 - a. Application Form [Residential-Building-Application \(lakestevenswa.gov\)](http://lakestevenswa.gov)

- b. Site Plan
- c. Foundation Plan(s) (c through f below to be one PDF document)
- d. Floor Plan
- e. Cross section Plan
- f. Construction Detail Plan
- g. Electrical Permit (Labor and Industries issues these) if you are installing a boat lift

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.

For questions or assistance contact a Permit Specialist at Permits@lakestevenswa.gov or call us at 425-622-9400