



Apply for a permit



The Permit Portal categorizes Permits and Plans separately, but the application process is the same for both.

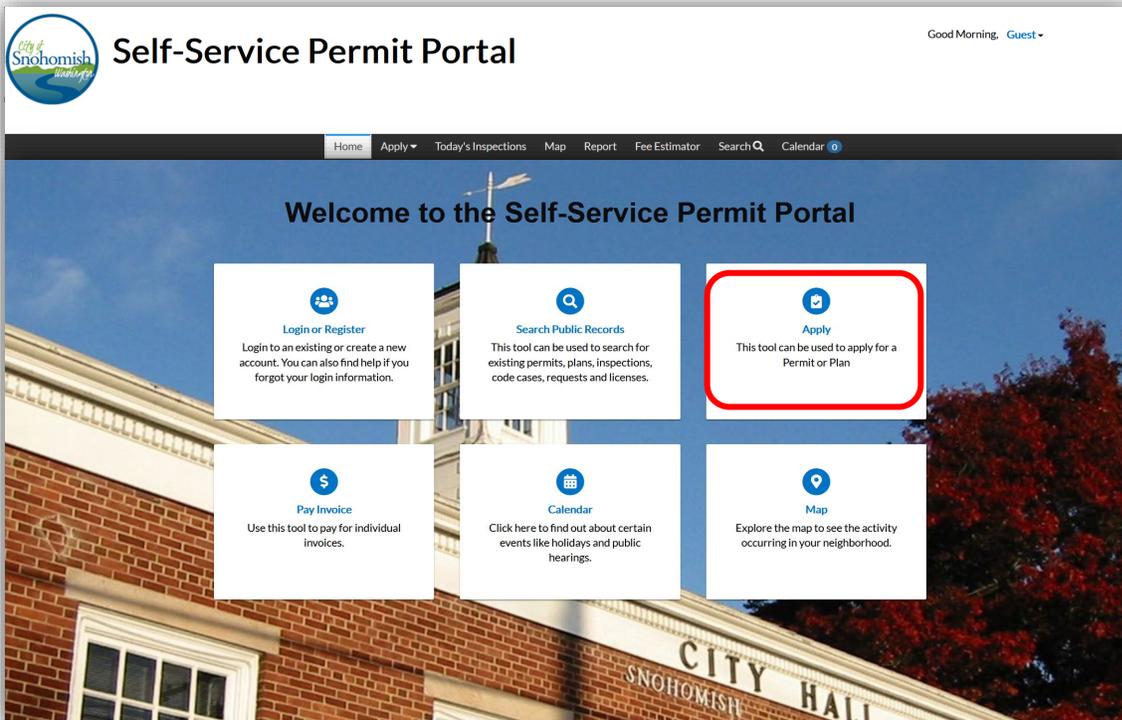
Permits include:

- Building permits
- Plumbing and mechanical permits
- Engineering permits (Right-of-Way, site civil construction, side sewer, etc.)
- Utility permits

Plans include:

- All land use approvals
- Site Development Plan approvals
- Preliminary and Final Plats and Short Plats
- Pre-Applications

On the Portal home screen, click **Apply** and log in.



The Application Assistant allows you to view all available application types, search for types using keywords (such as roof, fence, sign, addition, etc.), view your application history, and sort by category.

Click the **search bar** at the top to search by keyword. Click **Permits** or **Plans** to sort the list.

The screenshot shows the 'Application Assistant' interface. At the top, there is a search bar labeled 'Search for application names and keywords' with a magnifying glass icon. Below the search bar are five filter buttons: 'All', 'Trending', 'My History', 'PERMITS', and 'PLANS'. The 'PERMITS' and 'PLANS' buttons are highlighted with red boxes. Below the filters, there is a 'Show Categories' link and a 'Show My Templates' link. The main content area displays a list of application categories, each with a title, category name, description, and an 'Apply' button. The categories shown are: Commercial New Construction, Binding Site Plan, Boundary Line Adjustment, and Minor Variance.

Category Name	Description	Action
Commercial New Construction	Building permit for new commercial construction - requires approved SDP	Apply
Binding Site Plan	Map change to commercial or multi-family site	Apply
Boundary Line Adjustment	Adjustment to existing property lines that does not create new lots	Apply
Minor Variance	Approval for a variance from development regulations that does not exceed 10% of a standard (administrative approval)	Apply

Scroll down the list until you find the permit type you need and click **Apply**.

The screenshot shows a portion of the 'Application Assistant' interface, focusing on the list of application categories. The categories shown are: Sign Re-Face, Sign, and Banner Sign. The 'Sign' category's 'Apply' button is highlighted with a red box.

Category Name	Description	Action
Sign Re-Face	Re-face of existing sign	Apply
Sign	New sign (freestanding or wall-mounted)	Apply
Banner Sign	Temporary signs and banners (maximum 30 days)	Apply

Permit types are listed alphabetically.

Step 1: Project Address(es)

Click **Add Location**.

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Provide the appropriate site address(es) for this permit. Use the search function to find addresses in City of Snohomish jurisdiction.

Location

Add Location

+

REQUIRED

Create Template Save Draft Next

Enter the address (complete or partial) in the search bar and click the search icon to see a list of responsive addresses in city limits. Find the project site address and click **Add**.

Address Parcel

Add Address As Location

Search Enter Manually

Address Information

Search 116

Address	Action
1116 First St, SNOHOMISH, WA, 98290	Add
1116 Orchard Ave, SNOHOMISH, WA, 98290	Add
116 Avenue A, SNOHOMISH, WA, 98290	Add
116 Cedar Ave, SNOHOMISH, WA, 98290	Add
116 Maple Ave, SNOHOMISH, WA, 98290	Add
116 Tenth St, SNOHOMISH, WA, 98290	Add
116 Union Ave, SNOHOMISH, WA, 98290	Add

You can also search by parcel number. Click **Parcel** at the top of the page to enter the parcel ID number.

If the project includes multiple addresses, click **Add Location** again and continue. If not, click **Next**.

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

LOCATIONS

Provide the appropriate site address(es) for this permit. Use the search function to find addresses in City of Snohomish jurisdiction.

Type: Location
116 Union Ave,
SNOHOMISH, WA, 98290

Main Address

Parcel Number
00579500500400

Main Parcel

Remove

Location

Add Location

+

Create Template Save Draft Next

Step 2: Project Type

Enter details about your proposal and click **Next**.

The screenshot shows a multi-step process with seven steps: 1. Locations (checked), 2. Type (active), 3. Contacts, 4. More Info, 5. Attachments, 6. Signature, and 7. Review and Submit. The 'Type' step is active, and the 'Next' button is highlighted with a red box.

PERMIT DETAILS

PERMIT DETAILS

- * **Permit Type**: Sign
- * **Description**: Dibond wall sign
- * **Square Feet**: 60
- * **Valuation**: 3000

Buttons: Back, Create Template, Save Draft, **Next**

Step 3: Contacts

Assign contacts to the application. You will show up as the Applicant. Click **Add Contact** to add the property owner contractor, architect, engineer, tenant, etc. to the application.

The screenshot shows the 'Contacts' step in the application process. The 'Next' button is highlighted with a red box.

CONTACTS

Please add all contact types associated with your application from the drop-down menu provided then click on "Add Contact" and follow prompts on the next screen. When all applicable contact information has been entered, select NEXT. Note: All contractor information must be up to date. If your contractor(s) have not done work in Snohomish in the past 12 months you will need to provide their updated information (i.e., contractor's license and business license).

Applicant

Brooke Eidem (You)

116 Union Ave

Buttons: Back, Create Template, Save Draft, **Next**

Step 3: Contacts

Select the contact's role in the drop-down list next to **Add Contact As**.

Search for the contact by name or keyword in the **Search bar**.

Add the contact to your favorites list so you can bring them up more easily on future applications with the star icon. ★

To add the contact to your application, click **Add**.

Add Contact

Add Contact As: Owner/Applicant

Search: Enter Manually My Favorites

Search: city

Sort: Relevance

Favorite	First Name	Last Name	Address	Company	Email	Action
★			PO Box 1589 Snohomish WA 98291	City of Snohomish		Add

Results per page: 10 1 - 5 of 5

Continue adding contacts to your application and then click **Next**.

Locations Type **Contacts** More Info Attachments Signature Review and Submit

CONTACTS

Please add all contact types associated with your application from the drop-down menu provided then click on "Add Contact" and follow prompts on the next screen. When all applicable contact information has been entered, select NEXT. Note: All contractor information must be up to date. If your contractor(s) have not done work in Snohomish in the past 12 months you will need to provide their updated information (i.e., contractor's license and business license).

Applicant
Brooke Eidem (You)
116 Union Ave

Owner/Applicant
City of Snohomish
PO Box 1589, Snohomish, W...
Remove

Contractor
Fastsigns Everett
2802 Colby, Everett, WA, 98...
Remove

Add Contact

Back Create Template Save Draft **Next**

Step 4: More Info

The More Info page asks for specific information about the proposal.

Enter as much information as you can and click **Next**.

The screenshot shows a web form with a progress bar at the top. The progress bar has seven steps: 1. Locations (checked), 2. Type (checked), 3. Contacts (checked), 4. More Info (active), 5. Attachments, 6. Signature, and 7. Review and Submit. Below the progress bar, the form is titled 'MORE INFO' and has a sub-header 'Additional information'. The form is divided into two main sections: 'General Info' and 'Property Attributes'. The 'General Info' section includes a 'Sign Text' field with the value 'Welcome to the City of Snohomish', a 'Sign Materials' field with the value 'Dibond panel with vinyl graphics. Indirect, gooseneck lighting.', a 'Location on premise' field with the value 'Union Avenue facade above front door', and three numeric input fields for 'Sign Height' (6), 'Sign Width' (10), and 'Sign Length' (0). There is also a 'Sign Illuminated?' checkbox which is checked. The 'Property Attributes' section includes three input fields: 'Acres' (0.25), 'Flood Zone' (N/A), and 'Subdivision' (empty). At the bottom of the form, there are four buttons: 'Back', 'Create Template', 'Save Draft', and 'Next'. The 'Next' button is highlighted with a red box.

Locations Type Contacts **More Info** Attachments Signature Review and Submit

MORE INFO
Additional information

General Info [Next Section](#) | [Top](#) | [Main Menu](#)

Sign Text Welcome to the City of Snohomish

Sign Materials Dibond panel with vinyl graphics.
Indirect, gooseneck lighting.

Location on premise Union Avenue facade above front door

Sign Height 6

Sign Width 10

Sign Length 0

Sign Illuminated?

Property Attributes [Previous Section](#) | [Top](#) | [Main Menu](#)

Acres 0.25

Flood Zone N/A

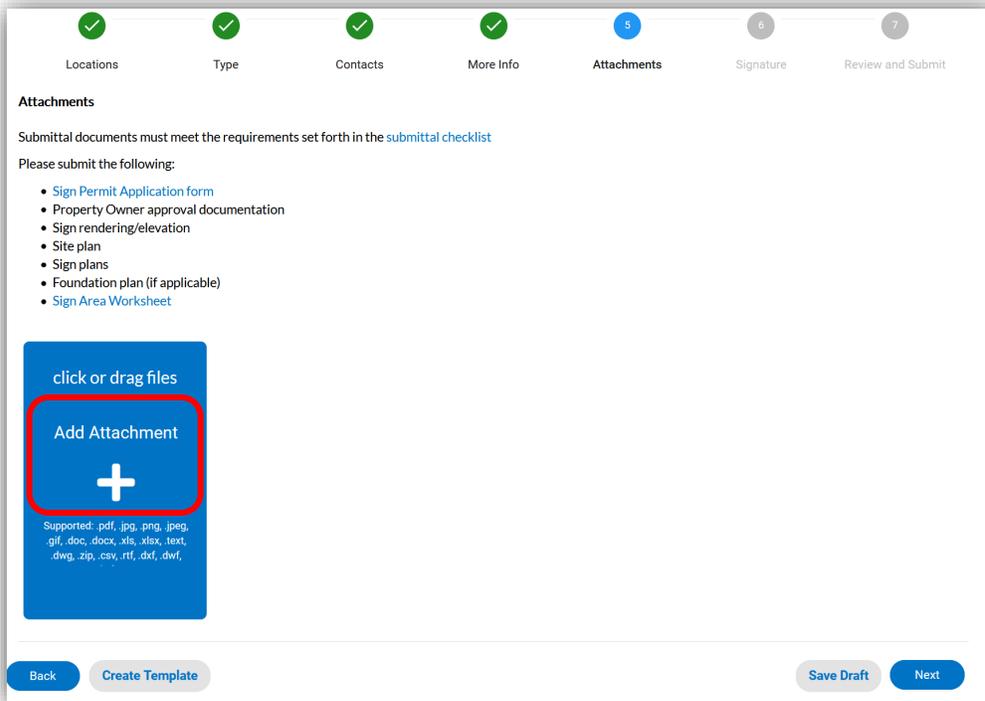
Subdivision

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

Step 5: Attachments

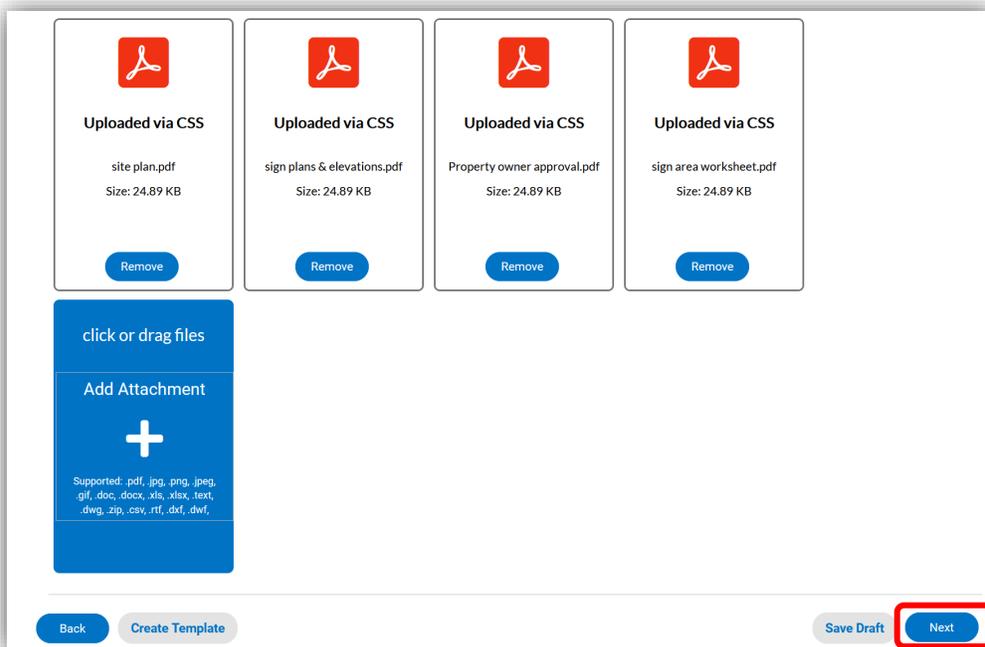
A simple submittal checklist is provided on the Attachments page. Blue text indicates a hyperlink. Click the submittal checklist link for the comprehensive list of required plans and documents.

Click **Add Attachment** to upload files from your computer.



The screenshot shows a progress bar at the top with seven steps: Locations, Type, Contacts, More Info, Attachments (highlighted with a blue circle), Signature, and Review and Submit. Below the progress bar, the 'Attachments' section contains a submittal checklist. The checklist text reads: 'Submittal documents must meet the requirements set forth in the [submittal checklist](#)'. Below this, it says 'Please submit the following:' followed by a bulleted list: 'Sign Permit Application form', 'Property Owner approval documentation', 'Sign rendering/elevation', 'Site plan', 'Sign plans', 'Foundation plan (if applicable)', and 'Sign Area Worksheet'. A blue box with a white plus sign and the text 'Add Attachment' is highlighted with a red border. Below the box, it lists supported file formats: pdf, jpg, png, jpeg, gif, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf. At the bottom of the page, there are buttons for 'Back', 'Create Template', 'Save Draft', and 'Next'.

Continue uploading all required materials and click **Next**.



The screenshot shows the 'Attachments' page after four files have been uploaded. Each file is represented by a red Adobe PDF icon, the text 'Uploaded via CSS', the filename, and the size (24.89 KB). The files are: 'site plan.pdf', 'sign plans & elevations.pdf', 'Property owner approval.pdf', and 'sign area worksheet.pdf'. Each file has a 'Remove' button below it. Below the list of files is the 'Add Attachment' box, which is identical to the one in the previous screenshot. At the bottom of the page, the 'Next' button is highlighted with a red border.

Step 6: Signature

Sign the application digitally by drawing your signature in the box, or **Enable Type Signature** to type it in. Be sure to enter your name in the electronic consent field. When finished click **Next**.

The screenshot shows the 'SIGNATURE' step of a permit application. At the top, a progress bar indicates steps 1 through 7, with 'Signature' (step 6) highlighted in blue. Below the progress bar, the word 'SIGNATURE' is displayed. A paragraph of text reads: 'APPLICANT'S ELECTRONIC STATEMENT: Under penalty of perjury, I declare that all the information contained in this permit application is true and correct and that I am the owner of record of the subject property or the owner's authorized agent. I further declare that I agree to the terms and conditions for the validity of permits per SMC 19.04.' Below this text is a red-bordered box containing the text '* Please type your name as consent to electronically sign this application.' and a text input field with the value 'Test McTestapplicant'. Underneath is a toggle switch for 'Enable Type Signature' which is currently turned off. A large rectangular box contains a handwritten signature in black ink. Below the signature box is a 'Clear' button. At the bottom of the form, there are four buttons: 'Back', 'Create Template', 'Save Draft', and 'Next'. The 'Next' button is highlighted with a red border.

Step 7: Review and Submit

Review the application (scroll down to see all categories) and click **Submit**.

The screenshot shows the 'Review and Submit' step of a permit application. At the top, a progress bar indicates steps 1 through 7, with 'Review and Submit' (step 7) highlighted in blue. Below the progress bar, the word 'Review and Submit' is displayed, followed by a blue 'Submit' button. The main content area is divided into three sections: 'Locations', 'Basic Info', and 'Contacts'. Each section contains a table of key-value pairs.

Locations	
Location	116 Union Ave, SNOHOMISH, WA, 98290
Parcel Number	00579500500400

Basic Info	
Type	Sign
Description	Dibond wall sign
Square Feet	60
Valuation	3000
Applied Date	02/10/2021

Contacts	
Applicant	Brooke Eidem 116 Union Ave . .
Owner/Applicant	City of Snohomish PO Box 1589, Snohomish, WA , 98291
Contractor	Fastsigns Everett 2802 Colby , Everett, WA , 98201

Review and Submit page continues

Step 7: Review and Submit

More Info

General Info [Next Section | Top | Main Menu](#)

Sign Text	Welcome to the City of Snohomish
Sign Materials	Dibond panel with vinyl graphics. Indirect, gooseneck lighting.
Location on premise	Union Avenue facade above front door
Sign Height	6
Sign Width	10
Sign Length	0
Sign Illuminated?	<input checked="" type="checkbox"/>

Property Attributes [Previous Section | Top | Main Menu](#)

Acres	0.25
Flood Zone	N/A
Subdivision	

Attachments

Attachment	site plan.pdf
Attachment	sign plans & elevations.pdf
Attachment	Property owner approval.pdf
Attachment	sign area worksheet.pdf

[Back](#) [Create Template](#) [Save Draft](#) [Submit](#)

Click **Submit** after you have reviewed the information.
Click **Back** to make revisions

The permit summary page is where you will access fees, monitor the permit progress, view City comments, and download the permit when it is issued. Click the tabs in the middle of the screen to see more information.

✓ Your permit application was submitted successfully. No fees are due at this time; we will review your application, and we will be in touch with you shortly. ✕

Permit Number: S21-0032 [Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Sign	Status: Submitted - Online	Project Name:
IVR Number: 4142	Applied Date: 02/10/2021	Issue Date:
District: N/A	Assigned To:	Expire Date:
Square Feet: 60.00	Valuation: \$3,000.00	Finalized Date:
Description: Dibond wall sign		

[Summary](#) [Locations](#) [Fees](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

Progress

0% Completed

Completed
In Progress
Not Started

Workflow

- Confirm application complete
- Permit Sign Review
- Issue Permit

Available Actions

No Actions

Fees

\$0.00

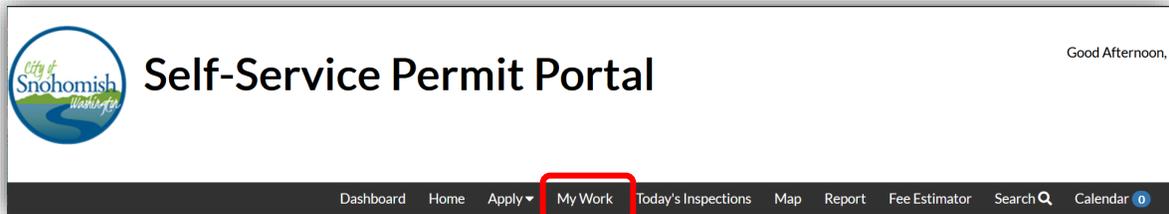
[View Details](#)

Success! Next Steps

City staff will receive the application and assess fees. An invoice will be generated and posted to your account for payment. *Plan review does not begin until the invoice is paid.*

At any point during the application process you may click **Save Draft** and leave the page. To access draft applications, click **My Work** from the SSPP home screen as shown below.

Next time you log in to SSPP, click **My Work** at the top of the screen to access the permit.



My Work contains a list of your active Invoices, Permits, Plans, and Inspections, shown in tabs.

Click **My Invoices** to go directly to invoices.

Click on a **Permit/Plan number** to see more information about the application, including permit details, contacts, attachments, inspections, review progress, fees, and available actions.

The screenshot shows the 'My Work' page with the 'MY PERMITS' tab selected. A table lists 11 records. The permit number 'S21-0032' is highlighted with a red box. The table includes columns for Permit Number, Project, Address, Permit Type, Status, and Attention Reason.

Permit Number	Project	Address	Permit Type	Status	Attention Reason
BC21-0039		141 Maple Ave SNOHOMISH, WA 98290	Commercial New Construction	Active, Recent	
CV21-0006		2000 Ludwig Rd SNOHOMISH, WA 98290	Plat (30+ lots) Site Civil	Recent, Pending	
CV21-0007		105 Cedar Ave SNOHOMISH, WA 98290	Short Plat Site Civil	Attention, Recent, Pending	Unpaid Fees
CV21-0008		2000 Ludwig Rd SNOHOMISH, WA 98290	Plat (5-29 lots) Site Civil	Recent, Pending	
CV21-0009		1525 Avenue D SNOHOMISH, WA 98290	Site Civil (Commercial/Multi-Family)	Recent, Pending	
S21-0031		116 Union Ave SNOHOMISH, WA 98290	Sign	Recent, Pending	
S21-0032		116 Union Ave SNOHOMISH, WA 98290	Sign	Recent, Pending	
WCF121-0003		1601 Avenue D SNOHOMISH, WA 98290	Wireless Communications Facility, Cat 1	Recent, Pending	