



# CITY OF SNOHOMISH

PO BOX 1589 · SNOHOMISH, WASHINGTON 98291 · (360) 282-3158 · WWW.SNOHOMISHWA.GOV

City Hall is temporarily closed to the public in order to slow the spread of the coronavirus/COVID-19, but you can still submit permit applications and receive approved permits during this time. Our temporary permitting process is outlined below.

## Permitting Process During Temporary Closure

### Permit Submittal / Intake

**Residential over-the-counter permits** (plumbing and mechanical): go to our [online application form](#).

**All other permit types** (including building permits and land use applications):

- Download and fill out the appropriate [application form](#). Give us a call if you're not sure which form you need to fill out.
- Submit the completed application form to the Permit Coordinator via [email](#).
- Staff will contact you with your permit fee amount and instructions on how to submit.

***Please note we are unable to process credit card payments; your submittal package must include a check.***

- To submit: you can drop off your permit submittal (including all plan review items: plans, calculations, reports, etc) at a drop-box located near the back door to City Hall.

### Permit Issuance

Staff will contact you to let you know your permit is ready to issue, and give you the final permit fee amount. The fee must be paid before the permit can be released. To pay the permit fee, you can either mail a check to:

City of Snohomish  
P.O. Box 1589  
Snohomish, WA 98291

Or, you can put the check in our utility payment drop-box on the south side of the City Hall building at 116 Union Avenue.

***Be sure to reference your permit number on the check***

- **For small plans** (up to 11"x17" paper size) – We will email your Permit and Approved Plan Set.
- **For large plans and reports** – We will leave the permit package in the drop-box outside City Hall. Please note, you will need to contact us via email or phone to let us know when you would like to pick up your plans so that we can ensure they are available before you arrive.

### Public Inquiries

All Planning Department staff members are still fully available to the public to answer questions and to provide information via [email](#) and telephone 8:00 a.m to 4:00 p.m. Go to the [Planning & Development Services web page](#) for contact information.

For more information contact the Permit Coordinator via [email](#) or by calling 360-282-3156.