



CITY OF MARYSVILLE

Permit Services

Permitting Procedure During Temporary Office Closure

Permit Intakes:

- **For Residential Over-The-Counter Permits** (Residential Electrical, Mechanical, Plumbing and Residential Re-Roofs), please apply online using the [Online Permitting Portal](#). If you are not comfortable using the Online Permitting Portal, you can email your [Permit Application](#) to msvlpermits@marysvillewa.gov and we will process and issue your permits via email and phone.
- **For Commercial Building & Electrical Permits, Residential Building Permits, Public Works Permits:** Please email your permit application to our permitting staff at msvlpermits@marysvillewa.gov to get a permit number assigned. You will be emailed instructions to do all of the following:

- Once you have a permit number:
 - You can drop off your plan review items (plans, calculation packages, reports, etc.) with your permit number attached, at a drop box located near our front door.
 - Or mail in your plan review items to:

City of Marysville
Public Works / Community Development
80 Columbia Avenue
Marysville, WA 98207

Permit Issuance:

If you have already been notified that your permit is approved and ready for issuance, call 360-363-8100 and inform the operator that you wish to pay for a permit that is ready to be issued. One of our staff will receipt your VISA or MasterCard payment over the phone and email a receipt to you. We will consider the following two options for the issuance of the permit:

- **For small plans** (8.5"x11" or 11"x17") – We will email your Permit, Inspection Card and Approved Job Site Plan Set.
- **For large plans and reports** – We will leave the permit package in the Will Call receptacle located outside our front door, and you can come pick them up. 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:

Permit Services staff can assist you from your home or office computer just as we do at the permit counter. All resources in our office are available online. Please reference our [Community Development Page](#) for all project & property questions, and to connect with staff via phone or email.

Please note that with a higher volume of calls and emails, and a modified permitting process, plan review timelines and response to questions will increase. We will respond to your inquiry in the order received.

We apologize for any inconvenience and encourage people to stay safe and healthy by following guidelines from the [Snohomish Health District](#).



80 Columbia Avenue
Marysville, WA 98207



360-363-8100
360-651-5099 fax



msvlpermits@marysvillewa.gov
[Building Services](#)