Steps to obtain a permit to complete work.

Q: My building permit has expired and the building permit cannot be extended. What do I need to do?
A: You will need to call our central scheduling at 425-388-3311 ext. 2790 to make an appointment with our office located on the 2nd floor of the Robert J. Drewel Building. There will be a consultation with our plan review staff who has expertise in building code regulations. A determination will be made as to whether or not new structural plans will be required or whether the work can be field checked in lieu of plans. Other determinations will be made as to whether or not additional field supporting documents, such as a site plan will be required. In some cases you may be able to apply for your new building permit during your visit. For more complex projects you may need to complete your building permit application, prepare supporting documents and plans, and return to the office at a later date with your application package completed.

In some cases it may be decided that an “inspection report” is necessary. The inspection report process initiates a visit to the site by our staff to view the condition of the structure in order to determine the appropriate course of action.

Q: How much will the fees be to obtain a new permit to complete work on an expired permit?
A: Fees are calculated using the current fee table. When a project with a building permit also has a permit from the Health District and the building permit expires, the Health District permit also expires. When you apply for a new permit you will also be required to obtain a new permit from the Health District and pay any fees required. All fees will be determined at time of application submittal.

Q: What happens if I am required to utilize the inspection report process? Is there a fee?
A: In most cases an inspection report will not be required. If you need an inspection report you will need to complete an “inspection report application,” the fee is $120 plus a 3% technology fee. The inspection report process will trigger a site visit to determine what requirements will be necessary to obtain a permit to complete the work.
Q: What requirements might be imposed on the inspection report by the inspector?
A: You may or may not be required to update plans. Work may have progressed far enough where the inspector may or may not be able to do a “field check in lieu of plans.” It all depends on the condition of the building, previous inspection records and type of building. There are numerous factors that will be considered.

Q: After the site inspection is completed, what happens?
A: A report will be prepared and mailed to you. You will need to schedule an appointment through our central scheduling (425-388-3311 ext. 2790). When you come to our office, bring your inspection report and any additional items noted in your inspection report to the PDS permit counter on the 2nd floor of the Robert J. Drewel Building, along with a complete building permit application. In some cases the permit may be issued the same day. Our staff will advise you of any potential time frames if additional reviews are required, such as plan review or approval from the Snohomish Health District.

Q: Once a new building permit is issued, how long is the permit good for?
A: The new permit is just like any other building permit. The permit is valid for 18 months and can be extended for another 18 months upon request, if necessary.