



**Snohomish County**  
Planning and Development  
Services

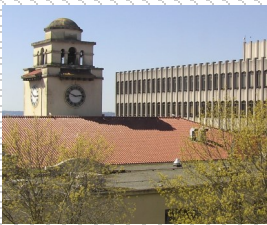
Visit us at :

2nd Floor Robert J. Drewel Bldg.  
3000 Rockefeller Avenue  
Everett, WA 98201

425-388-3311  
1-800-562-4367, ext. 3311



**ONLINE INFORMATION**  
[www.snohomishcountywa.gov/1190](http://www.snohomishcountywa.gov/1190)



This Assistance Bulletin only applies to property within unincorporated Snohomish County and does not apply to property within incorporated city limits.



# Permitting & Information Services

Assistance Bulletin

# # 1

Revised July 2021

**WWW.SNOCO.ORG**

**Keyword: Assistance Bulletins**

Planning & Development Services provides one-stop for customers seeking permits for building construction, land development and other associated permits within the unincorporated areas of Snohomish County.

The following is a list of services we currently provide:

- Residential Permit Services
- Commercial Permit Services
- Land Use Permit Services

All applications are now submitted at [MyBuildingPermit.com](http://MyBuildingPermit.com). For information on using our online permitting system, please see the following web page: <https://www.snohomishcountywa.gov/3920/Online-Permitting>. If you need additional assistance with the online process, please call our office at 425-388-3311.

## Permit Status

You can find the [status of your permit](#) at MyBuildingPermit.com (MBP). You will need to select Snohomish County as the jurisdiction and input your permit number. Please keep in mind that review times can vary depending upon the complexity of the review as well as the seasonal volumes. If you still have questions after looking at MBP, please call 425-388-3311 and ask to speak to the project manager.

## Information—What can I do with my property?

Before you come here to get those answers, you should look on-line. There are many sources to assist you on the County Website. You can find information about your property on the PDS Map Portal. Go to the following PDS web page:

[www.snohomishcountywa.gov/3752](http://www.snohomishcountywa.gov/3752) and search for your property on the Map Portal. There are instructions on how to use the Map Portal and search by property address or tax account/parcel number. There are several layers to the map that you can view including the zoning, comprehensive plan designation, fire district, locations of streams and lakes and much more. Just toggle on and off your selections.

Once you know the zoning, you may determine what uses are allowed. To find that you simply go to our on-line version of the code - Title 30. You can view a copy of Title 30 at [www.snohomishcountywa.gov](http://www.snohomishcountywa.gov). Under “Your Government” select “County Code” in the left column. Allowed uses for zones are contained in Chapter 30.22. Setback and other bulk regulations are contained in Chapter 30.23.

PDS has developed a helpful video on permitting titled “Mary’s Permitting Story” located on the following web page: <https://www.snohomishcountywa.gov/2908/Residential>.

This bulletin is intended only as an information guide. The information may not be complete and is subject to change. For complete legal information, refer to Snohomish County Code.

## General Information Assistance

You can come into our Customer Support Center and speak to one of our staff in person. Service hours are:

Monday, Tuesday, Wednesday and Friday	8:00 a.m. to 4:00 p.m.
Thursdays	Closed 8:00 a.m. to 10:00 a.m.
Thursdays	Open 10:00 a.m. to 4:00 p.m.

As an alternative, you can also submit an inquiry to Ask Permit Tech via our online web form. Go to the following web page and complete the online form: [AskPermitTech](#). You should receive a response within 7 to 14 days.

*If you are trying to determine the feasibility* of a future permit or project, you have two options available to you. One is to seek the assistance of a surveyor, engineer or land use consultant. The other option is to schedule a Pre-Application submittal appointment with staff. You will need to submit basic project information along with details about your proposal and specific questions you are seeking answers to. For residential and Land Use projects go to [www.snohomishcountywa.gov/1190/Permits-Forms](http://www.snohomishcountywa.gov/1190/Permits-Forms), and click on the link under “Pre-Applications” that applies to your project. For commercial projects, go to [www.snohomishcountywa.gov/1204/Commercial-Buildings](http://www.snohomishcountywa.gov/1204/Commercial-Buildings) and click on “Commercial Pre-Application Review” under “Other Commercial Forms.”

## Records Room - Viewing Public Records

Information about public records and PDS information can be found on the following web page: <https://www.snohomishcountywa.gov/2303/PDS-Public-Records-Information>.

We do our best to make all records available upon request. On occasion, materials may not be easily accessible (stored off site) or may be in use by staff. If that is the case we will set up an appointment for you to view the materials.

Do you need information on previous permits or are you looking for a site plan for your property? Want to review a project file? Need a title elimination for your manufactured home?

You can do all these things by contacting our Records Room. There are two ways to get building and permit records. The fastest and easiest way is to submit an information request via our online web form located here: [Information Request Form](#). You may also visit our Records Room during the following days/hours:

Monday, Tuesday, Wednesday & Friday	9:00 a.m. to Noon; 1:00 p.m. to 4:00 p.m.
Thursdays	10:00 a.m. to Noon; 1:00 p.m. to 4:00 p.m.

For copies of recorded documents, surveys, plats, etc., you can visit the Snohomish County Auditor’s website at [www.snohomishcountywa.gov/176/Auditor](http://www.snohomishcountywa.gov/176/Auditor) or you can visit their office which is on the 1st floor of the Robert J. Drewel Building.

For all appointments, permit submittal, information and to visit our Records Room, Please check in at our Customer Support Center located on the 2nd Floor of the Robert J. Drewel Building.

## Other sites you may find helpful

For on-site septic system permits or as-builts or if you have questions regarding wells contact the Snohomish Health District. Their website is at [www.snohd.org](http://www.snohd.org) or you can call them at 425.339.5200.

For the assessed value of a property including taxing districts, tax payer information, etc. you can visit the Assessor's website at [www.snohomishcountywa.gov/175/Assessor](http://www.snohomishcountywa.gov/175/Assessor). Included at this site are on-line maps which provide sales information for the past 3 years.

## Assistance Bulletins

PDS has a library of Assistance Bulletins provided to the public for reference purposes. They should not be used in lieu of the Snohomish County Code. Assistance Bulletins may be found online at the following web page: <https://www.snohomishcountywa.gov/1479/Assistance-Bulletins>. Below are links to some of the more frequently referenced bulletins.

<a href="#">Bulletin #50</a>	Frequently Asked Questions
<a href="#">Bulletin #38</a>	Administrative Conditional Use Permits
<a href="#">Bulletin #39</a>	Conditional Use Permits
<a href="#">Bulletin #74</a>	Common Permit Exemptions
<a href="#">Bulletin #15</a>	Critical Area Regulations for Residential Projects
<a href="#">Bulletin #21</a>	Decks (porches and steps)
<a href="#">Bulletin #20</a>	Dock Repair Projects
<a href="#">Bulletin #19</a>	Docks
<a href="#">Bulletin #89</a>	Drainage Review
<a href="#">Bulletin #6</a>	Fences
<a href="#">Bulletin #66</a>	Filling Roadside Ditches
<a href="#">Bulletin #4</a>	Fire Damage Repair
<a href="#">Bulletin #42</a>	Flood Hazard Areas
<a href="#">Bulletin #26</a>	Garages and Storage Buildings
<a href="#">Bulletin #35</a>	Grading Permits for Projects Vested Prior to September 30, 2010
<a href="#">Bulletin #87</a>	Land Disturbing Activity Permits
<a href="#">Bulletin #22</a>	Low Impact Development Best Management Practices (LID BMPs)
<a href="#">Bulletin #10</a>	Home Occupations
<a href="#">Bulletin #36</a>	Manufactured/Mobile Home Permit Process
<a href="#">Bulletin #23</a>	Residential Building Permit Process
<a href="#">Bulletin #18</a>	Residential Building Permit Fees
<a href="#">Bulletin #58</a>	Building Height Calculation
<a href="#">Bulletin #40</a>	Retaining Walls
<a href="#">Bulletin #44</a>	Rural Cluster Subdivisions
<a href="#">Bulletin #17</a>	Swimming Pools
<a href="#">Bulletin #49</a>	Temporary Dwellings

## MORE INFORMATION AVAILABLE ONLINE

Please review the land use and development regulations contained within Snohomish County Code Title 30 in their entirety prior to making any decisions regarding the purchase and/or development of your property. You can view these regulations by going to: [www.snohomishcountywa.gov](http://www.snohomishcountywa.gov) and under “Your Government” select “County Code” in the left column.

While Planning & Development Services staff is here to provide you with general guidance and information related to land use and development, we cannot provide you with specifics regarding design and use potential for your property. Please consult a land use professional for assistance.