



Snohomish County
Planning and Development
Services

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ONLINE INFORMATION
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.

Residential Building Permit Process

Assistance Bulletin

#23

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Keyword: Assistance Bulletins

Q: What happens to my application during the county's Residential Building Permit review process?

A: The general steps of the review process are outlined below. (Please be advised, however, that projects needing variances, major structural revisions or adjustments for Health District approval, Critical Area Regulations (CAR), SEPA, or Drainage requirements will involve additional review time and steps.)

Step 1—Preparation

You or your agent must:

- Review the PDS [Residential Building Permit Requirements](#) webpage. Here you will find links under the “How To Guide” for the residential permit application checklist, and more information on the required submittal documents for residential permit applications.
- Request information on the application and permit process for your specific project type from Planning & Development Services (PDS). By doing your homework ahead of time, you can be sure your application package contains all necessary information, drawings, etc.
- If the permit is proposed in a flood hazard area, surveyed existing ground elevations of the four corners of the proposed development shall be submitted with the plan review application. If the building is located in a flood hazard area, existing and finish grade elevations shall be shown on the elevation sheet of structural plans. See PDS [Bulletin #42](#), Flood Hazard Areas, or the [Flood Hazard web page](#) for further information. We recommend a Residential Pre-Application for residential building projects in a flood hazard area.
- Contact the Snohomish Health District, Sanitation Division at (425-339-5250) regarding septic tank requirements for the proposed project for lots not served by sewers. The Sanitation Division must approve plans for new construction to ensure that water supply and waste disposal methods meet health code requirements.
- Contact the Washington State Department of Labor & Industries, Electrical Division at (425-290-1309) regarding an electrical permit. Snohomish County PDS does not issue permits for, or inspect, any electrical work.

Step 2—Application

Permit applications should be submitted online at 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.

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.

Step 3—Intake

PDS staff will:

- Check your application for completeness.
- Check zoning, legal building site, setbacks, plat conditions, etc.
- Determine and collect plan check and driveway/access fees. We will advise you of the permit fee and any possible school, park or road mitigation fees to be collected upon review approvals, prior to permit issuance.
- Advise you of the approximate project review time.
- Invoice you for any required plan check and driveway/access fees. All fees may be paid on MyBuildingPermit.com.

Step 4—Review

PDS staff will:

- Assign your project to a plans examiner, site reviewer, and drainage reviewer as necessary for review.
- Send a copy of your proposal to the Snohomish Health District if your lot utilizes an on-site septic system.
- A PDS site reviewer, if assigned/necessary, will visit your lot to review site conditions.
- If the PDS site reviewer or Health District determines there are concerns with the proposed home location, you will be contacted by letter, outlining the concerns and steps to comply with development regulations.
- A PDS plans examiner will compare the submitted plans to standard building and mechanical codes.
- A PDS drainage reviewer will compare the submitted application to state and county drainage codes.
- The plans examiner and drainage reviewer will approve the plans, or make correction notes on the plans and issue a plan disapproval letter.

During the review process, you or your agent may check the status of your permit by logging into your dashboard on MyBuildingPermit.com.

Step 5—Permit Issuance

PDS staff will:

- Have you or your agent correct any disapproved plans or documents per the instructions provided in the Review Completion Letter by making necessary changes and uploading revised plans to MBP for review.
- Collect any park, school, or road mitigation fees, if applicable, via MBP.
- Issue the building permit upon completion of all review approvals and collection of all remaining fees.
- The Assessor's Office will receive electronic notification when your permit is issued.

Step 6—Construction

You or your agent must:

- Print out a copy of all approved documents (permit, calculations, construction plans, etc.) and have these available at the job site for the inspectors. Note that all plans must be printed at full size to scale (generally 22x34).
 - Post the inspection card at the construction site.
 - During construction, schedule your inspections through MyBuildingPermit.com. You may refer to PDS [Bulletin #25](#), Residential Inspections, for more details.
 - Call Snohomish Health District, Sanitation Division (425-339-5250), for septic tank and drain field inspection, if applicable.
 - Call the Department of Labor and Industries, Electrical Division (425-290-1309) to inspect wiring prior to framing inspection.
 - Make any corrections necessary for final approvals.
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Q: How can I make sure my building permit is reviewed promptly?

A: The most important thing you can do is to be sure your plans comply with county building codes, and provide neat, accurate, and detailed information when you first apply. Each county staff member who must review your application relies on accurate information from you in order to determine if your plans meet all requirements for residential construction. If you are careful to provide this information when you first submit your application, you can expect it to be processed in a minimum amount of time. The length of time required to process an application varies. Review times for applications filed during spring and summer months typically can take longer due to higher activity levels.

Q: When does my permit expire?

A: Once the permit is issued, the permit is valid for 18 months. If you have not completed construction within that time frame, you must renew the permit before it expires. You can renew your permit before it expires and it is good for another 18 months. It can only be renewed one time. The fee for the permit extension includes a percentage of the original permit fee equal to the percentage of work to be completed. To renew a permit, call 425-388-3311 and you can renew the application with a Permit Technician. They will issue a new permit with the updated expiration dates.

See [Bulletin #71](#) for information on Expired Permits.
