



**Snohomish County**  
Planning and Development  
Services

Visit us at :

2nd Floor Robert J. Drewel Bldg.  
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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.

# Residential Building Permit Process

Assistance Bulletin

# #23

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**WWW.SNOCO.ORG**

**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—You or your agent must:**

- Request information on the application and permit process 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. See PDS Bulletin No. 42, Flood Hazard Areas, 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.
- All Residential Building Permit applications are now submitted by visiting the Customer Support Center, 2nd Floor Robert J. Drewel Building. To get forms online, go to [www.snohomishcountywa.gov/1190](http://www.snohomishcountywa.gov/1190). Submit completed application, site plan, and one set of structural drawings to the Customer Support Center, 2nd Floor, Robert J. Drewel Bldg., 3000 Rockefeller, in downtown Everett. (Be sure to include your Assessor property tax number and a copy of the legal description of your property.)
- If the project is in a flood hazard area, existing and finish grade elevations shall be shown on the elevation sheet of structural plans.

### **Step 2—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 fee. We will advise you of the permit fee and any possible school, park or road mitigation fees.
- Advise you of the approximate project review time.
- Collect the permit fee.

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—PDS staff will:**

- Send a copy of your structural plans to a plan checker for review.
- Send a copy of your proposal to the Snohomish Health District if your lot utilizes a septic tank and drain-field.
- A PDS site reviewer will visit your lot to review site conditions.
- If the 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.
- Compare plans to standard building and mechanical codes.
- Approve plans or make correction notes on the plans.

**Step 4—You or your agent may:**

- Call to get an update. Call PDS (425-388-3311) for a progress update on reviewing your permit materials.

**Step 5—PDS staff will:**

- Have you correct plans if necessary. If plans cannot be corrected at the Permit Counter, you will need to make necessary changes and return the corrected plans to the office.
- Collect any park, school, or road mitigation fees, if applicable.
- Issue the building permit.
- Send copies of the permit to the Building Division, Snohomish County Assessor, and Administration and Operations Division for microfilming.

**Step 6—You or your agent must:**

- Post a yellow inspection card at the construction site.
- During construction schedule the necessary inspections online at [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com). Please refer to PDS [Bulletin No. 25](#), Residential Inspections, for details.
- Call Snohomish Health District, Sanitation Division (425-339-5250), for septic tank and drainfield 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 approval.

**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. Once the permit is issued, the permit is valid for 18 months.

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