Permit and Land Use Process

Preliminary Application Meeting

(*Applicant will find preliminary requirements and forms online or call 206-973-4750)

Submittal of Permit Package

Permit Center Distributes Submittal Package for Review/Comments

Re-Submittal of Revised Plans

PLANNING DIVISION

REVIEWS:

- Annexations
- Comprehensive Plan Amendments
- Conditional Use Permits
- Rezones
- SEPA
- Shoreline Permits
- Short Plats
- Subdivisions
- Temporary Use Permits
- Variances
- Zoning Requirements (Landscaping, Parking, Signage)

ENGINEERING REVIEW DIVISION

REVIEWS:

- Frontage Improvements
- Land Entitlements
- Paving, Grading, and Drainage (PGD) Plans
- Right of Way Use Permits
- Roadway Plans
- Site Engineering Plans
- Traffic Plans
- Variances
- As-Built Plans

BUILDING DIVISION

REVIEWS:

- Accessibility Code
- Architectural Design
- Electrical Systems
- Energy Code
- Fire Alarm Systems
- Fire Suppression-Sprinkler Systems
- Fuel Tanks
- Mechanical Systems
- Plumbing Systems
- Signs
- Structural Design
- Washington State Building Codes

FIRE DEPARTMENT

REVIEWS:

- Emergency Vehicle Access
- Fire Hydrants
- Fire Protection Systems
- Hazardous Material
- International Fire Code
- Special Occupancies
- Water Main

POLICE DEPARTMENT

REVIEWS:

- CPTED Requirements (Crime Prevention Through Environmental Design Code)

Permit Center Compiles All Information and Sends Comment Letter to Applicant

NOT APPROVED

APPROVED

All Appropriate Fees Paid

Permits and Approvals ISSUED

*Inspections Required Through-out Project to Final Approval

Final Approval or Certificate Of Occupancy (if required)

*Issued Only After All City Departments Have Approved the Project

*ALL Fees Must Be Paid