



Planning & Community  
Development

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# Express Permit (1-5 Days) Residential

Express permits are reviewed and permitted within 1-5 business days. A 15 minute preview of your project in our office is recommended prior to setting up your EXPRESS appointment. Or, you may contact a building plans examiner by phone to discuss the scope of work. If the project exceeds the scope outlined you may be requested to submit a conventional application. The following guidelines identify the types of projects that may be accepted for an EXPRESS plan review.

Residential additions, remodels, garage/carports or decks may be eligible provided they are less than 500 square feet and meet the criteria below.

Acceptable for Express Permitting	Not Acceptable for Express Permitting
<ul style="list-style-type: none"> <li>• One Story</li> <li>• Trussed Roof (If applicable)</li> <li>• Prescriptive Structural</li> <li>• Prescriptive Energy (if applicable)</li> <li>• Not located near a Critical Area</li> <li>• Most Residential Demolition Permits</li> </ul>	<ul style="list-style-type: none"> <li>• SEPA Required</li> <li>• Change of Use</li> <li>• Change of Occupancy</li> <li>• Relocation of the Structure on the Property</li> <li>• Projects where work was started without permit</li> <li>• Structures on historic inventory</li> <li>• Projects on a critical area buffer</li> <li>• Accessory Dwelling Units</li> </ul>

**How do I make an appointment?**

Call the Planning and Community Development main line at (206) 801-2500 to schedule your appointment. Time slots will be made available in our office on Tuesday afternoons and Thursday mornings.

**What information should I bring to the EXPRESS Permit meeting?**

Please refer to the appropriate Checklist for requirements.

**If there are any missing, incomplete or outdated items the project will not be accepted for processing.**

**Hours of Operation:**

Monday 8:00 am-5:00 pm  
 Tuesday 8:00 am-5:00 pm  
 Wednesday 1:00 pm-5:00 pm  
 Thursday 8:00 am-5:00 pm  
 Friday 8:00 am-5:00 pm  
*Permit Processing Ends at 4:00 pm Daily*

**Who, from the City, will be at the meeting?**

At minimum, a building plans examiner will attend. Representatives from the stormwater, wastewater, and zoning planners may attend as needed

**Will the plans examiner help size structural members or otherwise help with my design?**

Please review the submittal requirements prior to the meeting. The plans examiner will review the submitted plans for compliance with the applicable codes. We cannot structurally design buildings.

**What happens if I can't make my appointment?**

Please let us know 24 hours in advance at (206) 801-2500 so we may let another applicant have your appointment.

**When do I get a permit?**

Complete submittals should receive the permit within 1 to 5 business days. Additional review time may be necessary based on the scope of the project. If the project is not accepted as a complete application, you may make another express appointment or use the regular permit process once you have made the necessary revisions.