



Planning & Community  
Development

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# Express Permit (1-5 Days) Commercial

Express permits are reviewed and permitted within 1-5 business days. The following are the types of projects that can be considered for the Express Permit process. Please obtain and read the applicable checklist and provide the required information in your submittal documents. The checklists can be found on the City website: [www.shorelinewa.gov](http://www.shorelinewa.gov).

**Express Permits Types:**

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|--|---|
| <b>Commercial Demolition Permit:</b>   | <b>Fire Systems Permits:</b>  |
| <ul style="list-style-type: none"> <li>• Complete removal of existing structures</li> <li>• Not located in critical areas or buffers</li> <li>• Less than 50 cubic yard of dirt is moved</li> <li>• No structural shoring is needed</li> <li>• Not listed on historic inventory</li> </ul>   | <ul style="list-style-type: none"> <li>• Sprinkler system modification having six or less new or moved heads (with Advanced Fire Dept. Approval)</li> <li>• Alarm system modification to relocate or install less than six devices</li> </ul> |
| <b>Commercial Mechanical Replacement:</b>  | <b>Commercial Plumbing Permits:</b>   |
| <ul style="list-style-type: none"> <li>• Simple systems as defined by WSEC</li> <li>• Less than 2,000 cfm</li> <li>• Equal to or less than the weight of the existing unit in the same location</li> <li>• Minor modifications/additions to ductwork</li> <li>• No fire or smoke dampers required</li> <li>• No new shafts required</li> </ul> | <ul style="list-style-type: none"> <li>• All except schools and food service</li> </ul>   |
| <b>Commercial Tenant Improvements:</b>   | <b>Not acceptable for an Express Permit:</b>  |
| <ul style="list-style-type: none"> <li>• Interior work only</li> <li>• Less than 1,500 square feet</li> <li>• No change to the occupancy or use</li> <li>• Minor wall reconfiguration</li> <li>• Installation of T-bar ceiling</li> <li>• Prescriptive energy code compliance</li> </ul>   | <ul style="list-style-type: none"> <li>• Change of use</li> <li>• Change of occupancy</li> <li>• Projects in a critical area or buffer</li> <li>• Construction types other than V-B</li> <li>• Structures on historic inventory</li> </ul>    |

**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*

Please be ready with the information required to submit your project as found in the permit checklist. If the submittal information is incomplete or if the required information is not provided, the application will not be accepted.

### **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.

### **How do I know if my project qualifies?**

We offer a 15 minute preview of your project prior to setting up your Express Permit appointment. Or, you may call and describe your scope of work to a building plans examiner to help with the determination. If the project is beyond the scope mentioned on the phone, the plans examiner will not accept the project during the Express Permit submittal, but may still accept your project through the regular permit process.

### **What do I need to bring to the Express Permit meeting?**

See the appropriate permit checklist, which can be obtained at the City Hall or online at [www.shorelinewa.gov](http://www.shorelinewa.gov). If there are any missing items, the project will not be accepted and the plans examiner will give you direction on what is needed to create a complete submittal.

### **What happens if revisions are needed?**

The plans examiner will review your project and provide a list of corrections so you will have clear direction. You will then resubmit during another appointment. Depending on the scale of your project, turn-around times should be fairly quick.

### **Who from the City needs to be at the meeting?**

A plans examiner and possibly a planner. The plans examiner will be able to coordinate the appropriate reviewers for you.

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

No. The submittal documents must be complete prior to the Express Permit meeting. The plans examiner checks for code compliance of your completed design.

### **What happens if I cannot make my scheduled appointment time?**

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.