



# CITY OF SNOHOMISH

Founded 1859, Incorporated 1890  
116 UNION AVENUE · SNOHOMISH, WASHINGTON 98290 · TEL (360) 568-3115 FAX (360) 568-1375  
INSPECTION REQUEST LINE (360) 282-3172

## BUILDING / CONSTRUCTION PERMIT APPLICATION

<b>Date:</b>		<b>City Business License#</b>			<b>Permit #</b>	
<b>Job Address:</b>						<b>HISTORIC DISTRICT</b>
Land Use Designation:				Property Tax #:		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>APPLICANT:</b> <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Architect/Designer <input type="checkbox"/> Other:						
<b>Property Owner:</b>				<b>Tenant/Lessee:</b> <input type="checkbox"/> same as owner		
Address:				Address:		
City/St/Zip:				City/St/Zip:		
Phone:		Cell:		Phone:		Cell:
Email:				Email:		
<b>Architect/Designer:</b>				<b>State License#:</b>		Expires:
Address:				City/St/Zip:		
Phone:		Cell:		Email:		
<b>Contractor:</b>				<b>State License#:</b>		Expires:
Address:				City/St/Zip:		
Phone:		Cell:		Email:		
<b>CLASS OF WORK</b> (check all that apply)	<input type="checkbox"/> NEW <input type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> ROOF <input type="checkbox"/> TENANT IMPROVEMENT <input type="checkbox"/> MECHANICAL <input type="checkbox"/> PLUMBING <input type="checkbox"/> GRADING/CIVIL <input type="checkbox"/> DEMOLITION <input type="checkbox"/> FOUNDATION <input type="checkbox"/> FIRE <input type="checkbox"/> GARAGE <input type="checkbox"/> WALL <input type="checkbox"/> DECK <input type="checkbox"/> FENCE <input type="checkbox"/> OTHER:					
<b>SQ. FOOTAGE</b>	1 <sup>st</sup> Floor:	2 <sup>nd</sup> Floor:	Basement:	Garage:	Total:	
<b>LAND USE:</b>	<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> NON-RESIDENTIAL		Proposed Use:			
<b>Describe Work:</b>						
<b>Valuation:</b>		<b>PAID:</b> <input type="checkbox"/> PC <input type="checkbox"/> Total	<b>Receipt Amt:</b>	<b>Receipt Date:</b>	<b>Receipt #:</b>	

The applicant or his agent is solely responsible for verification of all property lines and setbacks for all construction that would change external dimensions of an existing structure, for construction or replacement of fences and all other circumstances subject to setback requirements and/or responsive to the location of property lines between one or more legal lots of parcels.

I hereby certify under penalty of perjury of the Laws of the State of Washington that I have read and examined the application and know that information contained herein is true and correct. I will comply with all provisions of law and ordinances governing this type of construction work, whether specified herein or not. I understand that the granting of a permit does not authorize me in any way to violate or cancel any of the provisions of state or local law regulating the construction or performance sought under this permit. I further certify under penalty of perjury of the Laws of the State of Washington, as applicant, that I am the owner of record, or that the proposed work is authorized by the owner of record and I have been authorized to make this application as his authorized agent, and as authorized agent of a duly formed and qualified corporate entity. By signing below, I agree to the terms and conditions regarding permit validity as outlined on page 2 of this application. I certify that I am one of the two following general categories of applicants:

- That I am currently registered and properly licensed as a general contractor or specialty contractor as defined under RCS 18.27.010 and 18.27.110 and am legally qualified to perform the work sought by this permit.
- That I am exempt from the requirements of the Contractor Registration Laws, RCW 18.27.010 and 18.27.110 and will do all my own work or use all registered and licensed contractors in connection with the work to be performed under the permit applied for.

Signature of Owner / Contractor / Authorized Agent  
Building / Construction Permit Application

Printed Name

Date

## VALIDITY OF PERMIT APPLICATIONS

### Time limitation of application.

**Corrections required.** Upon the issuance of a notice of required changes or corrections to a complete permit application, the applicant shall submit the necessary information to the City within 90 days. If not received within 90 days, the permit application shall be considered abandoned and expired by limitation. An extension of an additional 90 days may be granted upon written request of the applicant prior to the expiration of the 90-day period (SMC 14.55.065). All fees shall be forfeit upon permit expiration without approved extension.

**Approved applications (unissued permits).** Upon approval of a permit application, the application shall be deemed abandoned and expired by limitation 180 days after the date of decision, unless the applicant requests an extension in writing prior to expiration and demonstrates justifiable cause pursuant to 2009 IBC Section 105.3.2. In the case of justifiable cause, the Building Official may grant one or more extensions not exceeding 90 days each. All fees shall be forfeit upon permit expiration without approved extension.

## VALIDITY OF PERMITS

**Payment of fees.** A permit shall not be valid until the fees prescribed by law have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid. (2009 IBC Section 109.1)

**Permit expiration.** Every permit issued under the provisions of adopted codes shall expire by limitation and shall become null and void if: the work authorized by such permit is not commenced within 180 days from the date of issuance; if the work authorized by such permit is suspended or abandoned at any time after the work is commenced for a period of 180 days; or if the work authorized by the permit is not completed within 18 months after permit issuance and no permit renewal has been applied for and obtained as provided in SMC 19.04.180.

In the event that a permit has expired (including a renewal permit) and the work previously authorized under the permit has not been completed, any further work requires that a new permit shall be applied for and obtained. The new permit application shall include the payment of all applicable fees and submission of construction plans and other supporting documentation that reflects City ordinances regulating construction requirements, land use, design requirements, and/or other new applicable state and/or federal laws and regulations in place at the time of submission of the completed permit application. Revisions need only be made to those portions of the work not yet completed at the time of renewal.

**Permit renewals.** Permit Renewal. A valid permit that has not expired may be renewed one time for a period not to exceed 12 months. A renewal fee shall be assessed that is one half (1/2) of the amount as required for a new permit for such work, provided no changes have been made or will be made in the original plans and specifications. A permit renewal application must be submitted and received by the Building/Fire Official within 30 days prior to the permit expiration date. The renewal application shall demonstrate good and justifiable cause why the renewal is appropriate. The Building/Fire Official or designee will calculate the renewal fees, and upon payment of fees, the permit will remain valid for an additional 12 months. Permits which have already expired will not be considered for permit renewal.

**Deferred submittals.** Deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official within a specified period. Deferral of any submittal items shall have the prior approval of the building official. The registered design professional in responsible charge shall list the deferred submittals on the construction documents for review by the building official. (2009 IBC Section 107.3.4.2)

**Amended construction documents.** Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents. (2009 IBC Section 107.4)