



Unpermitted Existing Residential Buildings

Bulletin #42

For 2018 International Codes

This bulletin provides guidance for how to permit residential structures that were built without proper permitting. This includes new buildings, remodels, additions, etc. for residential properties only.

If your building has a **Stop Work/Notice of Violation or Non-Compliance** recorded to title, please see the applicable bulletins for these issues.

You must have a permit issued to do any construction or demolition

Step One: Request a Submittal Standard

Use [Ask the Development Center](#) to request a Submittal Standard. See [Bulletin 72](#) for more information.

Your Submittal Standard will help ensure that all potential issues, including construction, critical areas, wetlands, grading, zoning, septic or sewer are addressed so you know exactly what action you must take to permit your structure.

Step Two: Apply for Permits

Your submittal standard will tell you which permits you will need from each division. Please be aware you may need permits from more than one division (example: Building permit, Septic permit, Site Development permit, etc.).

For Building compliance, there are generally two options:

1. Remove the area of unpermitted work through one of the following applications:
 - **Complete Demolition** - Submit the following for application:
 - Residential Building Application form; apply for a *Demolition Permit*.
 - Complete Site Plan showing which building will be removed.
 - Fees paid (see below).
 - **Partial Demolition/Remodel** - Submit the following for application:
 - Residential Building Application form; apply for a *Remodel/Partial Demolition*.
 - Complete Site Plan showing area of removal.
 - Construction documents/plans of the completed floor plans (after demolition is complete). If *only interior* demolition work is being done, please provide a “before” and “after” floor plan.
 - If any structural components of the existing building will be altered or repaired, a *Structural Investigation Report* prepared by a WA State registered Engineer may be required.
2. Permit the existing unpermitted construction through our regular permitting process:
 - **Apply for a building permit** - Submit the following for application:
 - Residential Building Application form
 - Construction documents/plans of the unpermitted work, including floor plans. If more work is planned, this should also be clarified on the plans.
 - *Structural Investigation Report* prepared by a WA State registered Engineer for the work already completed. Some work may not require this so be sure to refer to your **Submittal Standard** for building’s comment on your specific situation.
 - Energy Forms (for new square footage in a dwelling area).

- Fire Flow Certificate of Water Availability or Checklist if required by Fire in your **Submittal Standard**.
 - Heated/habitable spaces must meet current Energy code.
 - Fire/life/safety components all must meet current codes. (ex. smoke detectors, guard rails, egress, etc.)
 - All other department and division regulations are to be reviewed to current regulations including fire flow, wetlands, erosion control, etc. with the new application.
 - Review and permitting for critical areas, wetland issues, shoreline requirements and erosion control issues may apply.

Step Three: Pay Fees

- Demolition Permit
 - Flat fee: \$150.00
 - State Fee: \$6.50
- Building /Remodel Permit
 - Fees are based on the scope of the work. A permit technician will calculate these fees at time of submittal.
 - Impact fees may apply depending on your scope of work to be permitted.

Step Four: Application Review

Application is reviewed, approved, and issued. All your approved documents and permit will be emailed to the applicant on record. You must print these and have them available on-site for inspection.

Step Five: Inspections

See [Bulletin 32](#)

- If the building is partially completed, call for the inspection that best meets your current state of construction.
- Check to see if your permit has any holds on it. These all need to be signed off prior to final inspection.
- If the building area is already completed, and all your holds have been addressed, you may call for a final inspection.

Step Six: Certificate of Occupancy

Once your inspector has completed your final inspection, you may print off your Certificate of Occupancy through your PALS permitting portal under the Documents tab.