



Snohomish County
Planning and Development Services
Right-of-Way Use and Development Inspection
(425) 388-3385

**NOTIFICATION REQUIREMENTS
IF PROPERTY OWNERSHIP CHANGES
DURING LAND DEVELOPMENT ACTIVITIES**

The Department of Planning and Development Services requires that notification be provided to the department when property ownership changes during land development activities. Projects often require a number of different construction permits and it is important that the county know who is responsible for the project's construction and completion.

The county's road and bridge ordinance, SCC Title 13, prohibits a right-of-way use permit allowing construction in the public road right-of-way to be transferred, assigned or sublet. Therefore, if property changes hands prior to final approval of a land development activity, the new owner of the property shall be required to submit a new right-of-way use permit application, pay permit fees, and meet all bonding and insurance coverage required by county code. Please call (425) 388-3385 to request an application package.

If the right-of-way use permit fees were previously paid by the seller, the buyer and seller may request that Snohomish County honor the previous payment. The new owner shall be charged an application review fee to cover permit transferring costs. If the purchase price did not include reimbursement of permit fees, the seller has the option of requesting an 80% refund of the previously paid right-of-way use permit fees and then passing on the full permit fees to the buyer.

Notification of the change in ownership shall be made to the county in the form of a letter signed by both buyer and seller stating that the property has been sold. The letter needs to provide the new owner's name, address and phone number. Please send this notification letter to:

Shawn Toevs
Senior Permit Technician
Sno. Co. Dept. of Planning and Development Services
3000 Rockefeller, M/S 604
Everett, WA 98201

Reference the county project file number and provide the tax account number or legal description of the property in your letter's subject line.

Provide the name(s), mailing addresses and telephone numbers of the new owner's contact person and civil engineer, if applicable.

Associated permits such as grading, demolition or retaining wall permits may also be transferred to the new owner at the request of the seller and buyer. Please include this request in your change of ownership notification letter and complete, sign and have notarized the attached applicable Affidavits of Permit/Plans Transfer form(s).

All permits will be reissued showing the new owner as the permittee. If you have any questions, please call Shawn Toevs at (425) 388-3311, Ext. 2208.



**SNOHOMISH COUNTY
PLANNING AND DEVELOPMENT SERVICES**

AFFIDAVIT OF BUILDING PERMIT/PLANS TRANSFER

Permit Number(s): _____

Property Tax Acct. No.: _____

Name: _____

Date: _____

STATE OF WASHINGTON:

SS

COUNTY OF SNOHOMISH:

I, _____, swear or affirm that I am authorized to transfer Snohomish County Building Permit No.(s) _____

_____ and related construction plans to a new owner. I am (check one):

A. _____ the permit holder; or

B. _____ not the permit holder, but I am authorized to transfer the permit and plans for the reasons set forth below:

_____ The above-referenced building permit(s) and construction plans have been transferred to:

Permit Holder (or other authorized person)

SUBSCRIBED AND SWORN TO before me this ____ day of _____ 20__

NOTARY PUBLIC in and for the State of Washington, residing at: _____

My commission expires: _____

STATE OF WASHINGTON:

SS

COUNTY OF SNOHOMISH:

I, _____, swear or affirm that I am authorized to accept the above referenced building permit(s) and related construction plans.

I am: (check one)

A. _____ the new owner of the building permit(s) and related construction plans; or

B. _____ not the new owner, but I am authorized to accept the building permit(s) and related construction plans on behalf of the new owner for the reasons set forth below:

I acknowledge that all conditions and obligations of the subject permit(s) remain in effect.

New Permit Owner (or other authorized person)

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20__

NOTARY PUBLIC in and for the State of
Washington, residing at: _____
My commission expires: _____

County Acknowledgment of Receipt:

Date: _____

PERMIT INFORMATION

JOB SITE ADDRESS: _____

ADDRESS OF NEW PERMIT HOLDER: _____

PHONE NUMBER: _____



**SNOHOMISH COUNTY
PLANNING AND DEVELOPMENT SERVICES**

**AFFIDAVITS OF GRADING OR LAND DISTURBING ACTIVITY
PERMIT/PLANS TRANSFER**

Permit Number(s): _____

Property Tax Acct. No.: _____

Name: _____

Date: _____

STATE OF WASHINGTON:

SS

COUNTY OF SNOHOMISH:

I, _____, swear or affirm that I am authorized to transfer Snohomish County Permit No.(s) _____

_____ and related construction plans to a new owner. I am (check one):

A. _____ the permit holder; or

B. _____ not the permit holder, but I am authorized to transfer the permit and plans for the reasons set forth below:

_____ The above-referenced grading or land disturbing activity permit(s) and construction plans have been transferred to:

Permit Holder (or other authorized person)

SUBSCRIBED AND SWORN TO before me this ____ day of _____ 20__

NOTARY PUBLIC in and for the State of

Washington, residing at: _____

My commission expires: _____

STATE OF WASHINGTON:

SS

COUNTY OF SNOHOMISH:

I, _____, swear or affirm that I am authorized to accept the above referenced grading or land disturbing activity permit(s) and related construction plans.

I am: (check one)

A. _____ the new owner of the grading or land disturbing activity permit(s) and related construction plans; or

B. _____ not the new owner, but I am authorized to accept the grading or land disturbing activity permit(s) and related construction plans on behalf of the new owner for the reasons set forth below:

I acknowledge that all conditions and obligations of the subject permit(s) remain in effect.

New Permit Owner (or other authorized person)

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20__

NOTARY PUBLIC in and for the State of
Washington, residing at: _____
My commission expires: _____

County Acknowledgment of Receipt:

Date: _____

PERMIT INFORMATION

JOB SITE ADDRESS: _____

ADDRESS OF NEW PERMIT HOLDER: _____

PHONE NUMBER: _____