



**Snohomish County**  
Planning and Development  
Services

Visit us at :

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**ONLINE INFORMATION**  
[www.snohomishcountywa.gov/1190](http://www.snohomishcountywa.gov/1190)



This Assistance Bulletin only applies to property within unincorporated Snohomish County and does not apply to property within incorporated city limits.

# Expired Building Permit

Assistance Bulletin

# #71

Revised January 2023

**WWW.SNOCO.ORG**

**Keyword: Assistance Bulletins**

**Q:** For how long is my building permit valid and when does it expire?

**A:** Issued building permits are valid for 18 months. Prior to expiration, a permit can be extended for another 18 months for a fee. Contact the Customer Support Center at 425-388-3311 for assistance with this process. If your building permit expires prior to final inspection, there are steps you can take to obtain another permit to complete the work. These steps are set forth below.

**Q:** My building permit has expired. What do I need to do?

**A:** You will need to speak with a Zoning Specialist or Land Development Specialist so we can determine the best course of action for your situation. Please either call our Customer Support Center at 425-388-3311, submit your inquiry electronically through [Ask A Permit Tech](#), or come into our office.

Staff will review your previous permits and make a determination of the documents that will be needed to obtain a new permit to continue work on the expired permit based on the type of permit, building code applicable to the original permit, and percentage of work completed. Based on these factors, the following guidelines apply:

- **Mobile/Manufactured Homes:** If all inspections have been approved except for the final inspection, the applicant will be asked to apply for an “Inspection Report (IR)” and will be charged the fees for that service. If more than the final inspection is needed, a determination will be made as to the level of review needed and which documents may be required such as new installation plans, a letter from a structural engineer, and/or a site plan. The applicant will be charged the applicable permit fees for another new mobile home permit.
- **Residential Building Permits (RBP):** A determination will be made as to the level of review needed, including whether or not new structural plans will be required or whether the work can be field checked in lieu of plans. Additional supporting documents, such as a site plan, may be required. In some cases, an “Inspection Report (IR)” may be necessary prior to issuing the new permit to continue work, so that an inspector can perform a site visit to verify construction status, condition of the structure, and level of review needed, depending on the building code in effect. The inspector will recommend a particular course of action. The applicant will then need to apply for the new residential building permit. When the new building permit is issued, the permit fees will be prorated based on the percentage of work completed. Fees are based on the current building valuation table and fee table.

This bulletin is intended only as an information guide. The information may not be complete and is subject to change. For complete legal information, refer to Snohomish County Code.

**Q: What happens next?**

**A:** Once PDS staff has determined the required documents and applicable “permit path” on MyBuildingPermit.com, you will need to go online and apply for the permit as instructed by PDS staff. All applications are now submitted online at [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com). Please be sure to reference in the narrative that you are applying to complete work on an expired permit. You will then upload any documents that were determined to be needed in order to obtain the new permit.

**Q: What if other related permits have also expired?**

**A:** When a project with a building permit also has a permit from the Health District, and the building permit expires, the Snohomish County Health Department permit also expires. When you apply for a new permit, you will also be required to obtain a new permit from the Snohomish County Health Department and pay any fees required. All fees will be determined at time of application submittal.

In addition, if you have an expired Driveway/Access (D1) permit, Land Disturbing Activity (LDA) permit or Flood Hazard permit, and those permits have also expired without a final inspection, you will need to re-apply for those on [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com).

**Q: Once a new building permit is issued, how long is the permit good for?**

**A:** The new permit is just like any other building permit. The permit is valid for 18 months and can be extended for another 18 months upon request, if necessary.

**Q: Who should I contact if I have questions?**

**A:** You may contact us if you have any questions via:

Online: [Ask A Permit Tech](#)

Telephone: 425-388-3311

Visit us at: 2nd Floor, Administration East, Robert J. Drewel Building, 3000 Rockefeller Avenue, Everett

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