



Snohomish County
Planning and Development
Services

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ONLINE INFORMATION
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.

Residential Building Permit Process

Assistance Bulletin

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Keyword: Assistance Bulletins

Q: What happens to my application during the county's Residential Building Permit review process?

A: The general steps of the review process are outlined below. (Please be advised, however, that projects needing variances, major structural revisions or adjustments for Health District approval, Critical Area Regulations (CAR), SEPA, or Drainage requirements will involve additional review time and steps.)

Step 1—You or your agent must:

- Request information on the application and permit process from Planning & Development Services (PDS). By doing your homework ahead of time, you can be sure your application package contains all necessary information, drawings, etc.
- If the permit is proposed in a flood hazard area, surveyed existing ground elevations of the four corners of the proposed development shall be submitted with the plan review application. See PDS [Bulletin #42](#), Flood Hazard Areas, for further information. We recommend a Residential Pre-Application for residential building projects in a flood hazard area.
- Contact the Snohomish Health District, Sanitation Division at (425-339-5250) regarding septic tank requirements for the proposed project for lots not served by sewers. The Sanitation Division must approve plans for new construction to ensure that water supply and waste disposal methods meet health code requirements.
- Contact the Washington State Department of Labor & Industries, Electrical Division at (425-290-1309) regarding an electrical permit.
- All Residential Building Permit applications are now submitted by visiting MyBuildingPermit.com (MBP).
- If the project is in a flood hazard area, existing and finish grade elevations shall be shown on the elevation sheet of structural plans.

Step 2—PDS staff will:

- Check your application for completeness.
- Check zoning, legal building site, setbacks, plat conditions, etc.
- Determine and collect plan check and driveway/access fee. We will advise you of the permit fee and any possible school, park or road mitigation fees.
- Advise you of the approximate project review time.
- Invoice you for any required fees. All fees will be paid on MBP.

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.

Step 3—PDS staff will:

- Send a copy of your structural plans to a plan checker for review.
- Send a copy of your proposal to the Snohomish Health District if your lot utilizes a septic tank and drain-field.
- A PDS site reviewer will visit your lot to review site conditions.
- If the site reviewer or Health District determines there are concerns with the proposed home location, you will be contacted by letter, outlining the concerns and steps to comply with development regulations.
- Compare plans to standard building and mechanical codes.
- Approve plans or make correction notes on the plans.

Step 4—You or your agent may:

- Call to get an update. Call PDS (425-388-3311) for a progress update on reviewing your permit materials.

Step 5—PDS staff will:

- Have you correct plans if necessary by making necessary changes and uploading revised plans to MBP.
- Collect any park, school, or road mitigation fees, if applicable, via MBP.
- Issue the building permit.
- Send copies of the permit to the Building Division, Snohomish County Assessor, and Administration and Operations Division for microfilming.

Step 6—You or your agent must:

- Post a yellow inspection card at the construction site.
- Call PDS during construction for the necessary inspections. (You may call 425-388-3338, 24-hours a day.) You may refer to PDS [Bulletin #25](#), Residential Inspections, for details.
- Call Snohomish Health District, Sanitation Division (425-339-5250), for septic tank and drainfield inspection, if applicable.
- Call the Department of Labor and Industries, Electrical Division (425-290-1309) to inspect wiring prior to framing inspection.
- Make any corrections necessary for final approval.

Q: How can I make sure my building permit is reviewed promptly?

A: The most important thing you can do is to be sure your plans comply with county building codes, and provide neat, accurate, and detailed information when you first apply. Each county staff member who must review your application relies on accurate information from you in order to determine if your plans meet all requirements for residential construction. If you are careful to provide this information when you first submit your application, you can expect it to be processed in a minimum amount of time. The length of time required to process an application varies. Review times for applications filed during spring and summer months typically can take longer due to higher activity levels. Once the permit is issued, the permit is valid for 18 months.
