



**City of Lake Forest Park  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155  
206-368-5440**

## **BUILDING PERMIT APPLICATION INFORMATION**

### **APPLICATION INTAKE SCHEDULE:**

Building permit application and plans can be received during the business hours of 9:00AM to 5:00PM Monday through Friday. The Building and Planning Staff will also be available to answer questions and can be reached at 206.368.5440 Monday through Friday, 9:00AM to 5:00PM.

### **CHECKLIST:**

The checklist identifies the minimum requirements for acceptance of an application for a building permit. The permit technician and the applicant will go over the checklist together to confirm that all required material and that the permit application(s) are complete. Additional information may be required during the review process.

### **APPLICATION:**

The building permit application must be completed, signed and dated by the property owner or the owner's representative. There must be an authorization form signed by the owner of record and notarized by a notary public **if** an owner's representative submits the building permit application.

### **TERM OF PERMIT APPLICATIONS:**

**Building permits expire** one year from date of approval **or if** work or construction authorized does not commence within 180 days, **or if** work of construction authorized is suspended or abandoned for a period of 180 days.

**Demolition permits** expires ninety (90) days from date of approval.

**Prior to expiration**, a building permit may be renewed for an additional year at one-half (1/2) of the original building permit fee plus the \$4.50 State Surcharge.

**An extension of an additional 180 days** may be granted by the building official, **this is a one time only extension and must be requested in writing prior to the expiration date.**

**A new building permit will be required** for any work that remains to be done at the time of expiration.

**Applications for which no permit has been issued** within 180 days following the date of the application submittal will expire.

**FEES:**

The 2003 International Building Code fee table is used to calculate the building permit fees and fees are based on the value of the project.

**For construction where square footage is added(new construction/remodel).** The value is based on square footage, using the Building Valuation Data Table.

**For remodel/repair projects, where no additional square footage is added,** the fee is based upon the contractor's bid **or** if work is to be done by owner/builder the value of material and labor will be multiplied by two (2) for fair market value.

**The plan check fee is 65% (percent) of the building permit fee** and is due at the time the permit application is submitted. The outstanding balance of the building permit fee is due when the permit is issued.

**A State Surcharge of \$4.50 is added to all building permits.**

**Surface water and drainage plan review fees** will be charged as applicable.

**Drainage plan review fees are required** where square footage is added, for rockeries and walls over four (4) fee in height and fees are based on the square footage. The applicable fees are:

**Structural projects with less** than 1,000 square feet of impervious surface.....\$200.00  
**Structural projects with more** than 1,000 square feet of impervious surface .....\$450.00

**ELEVATION PLANS:**

**The site plan must include elevation calculations.** Lake Forest Park Municipal Code 18.16.160 defines height as the vertical distance from the average existing grade of the undisturbed soil of the site covered by a structure, measured to the highest point of the structure. The average level is determined by averaging the elevations of the downward projections of the four corners of the smallest rectangle, which will enclose all of the building, excluding a maximum of 30-inches of eaves. A site plan must show the line of the average existing grade on all views.

**FIRE SPRINKLER SYSTEMS:**

**Fire sprinkler systems are required** if the fire flow or property access does not meet the minimum requirements of the Bothell Fire Marshal's Office. Fire sprinkler system permits and approvals are obtained from North Shore Fire Dept. 18030 73<sup>rd</sup> Ave. NE, Kenmore, WA 98028, business office telephone 425.486.2784. **Projects required to install a sprinkler system shall have the system approved by North Shore Fire Dept., prior to calling the City for a framing inspection.**

**ELECTRICAL PERMITS:**

**Electrical permit and inspection are obtained** from Washington State Labor and Industries (L&I) at 425.990.1400. Projects requiring an electrical permit shall have an approval from L&I, prior to calling the City for a framing inspection.

**PLUMBING AND MECHANICAL PERMITS:**

The building clerk issues plumbing and mechanical permits over the counter. Fee schedules are attached.

**DEMOLITION PERMITS:**

The fee for a demolition permit is \$50. Federal law administered by the Occupational Safety and Health Administration (OSHA) requires building owners to identify asbestos-containing materials (ACMs) in their buildings and to arrange for their proper removal. The Washington State Dept. of Labor and Industries (L&I) and the Puget Sound Air Pollution Control Agency (PSAPCA) locally enforce this law. A case number from PSAPCA will be required by the City Building Dept. prior to issuing a demolition permit for buildings possibly containing ACMs. Further information is available from PSAPCA at 206.689.4058 or L&I at 425.281.5325.

**SAMPLES OF SITE PLANS, ELEVATION PLANS, STRUCTURAL PLANS, AND DRAINAGE PLANS ARE ATTACHED AS WELL AS FEE SCHEDULE FOR PLUMBING AND MECHANICAL PERMITS.**