



## COMMERCIAL CRITERIA FOR OVER THE COUNTER/EXPRESS PERMITS

If approved, an over the counter (OTC) permit can be issued while you wait. The Express permit is reviewed and permitted within 1-2 days. Following are guidelines of the types of projects that can be considered for the Express Permit process. Please obtain and read the applicable checklist and provide the required information in your submittal documents.

### OTC/Express Permits Types:

#### **Commercial Demolition Permit:**

- Complete removal of existing structures.
- Not located in critical areas
- < 50 cy of dirt is moved
- No structural shoring is used

#### **Commercial Mechanical Replacement :**

- Simple systems as defined by WSEC
- Less than 2000 cfm
- Equal to or less than the weight of the existing unit in the same location
- Minor modifications/additions to ductwork
- No fire or smoke dampers required
- No new shafts required

#### **Commercial Tenant Improvements:**

- Interior work only
- < 1000 Square Feet
- No change to the occupancy or use
- Minor wall reconfiguration
- Installation of T-bar ceiling
- Prescriptive envelope compliance

#### **Fire Systems Permits:**

- Sprinkler system has < 12 new or moved heads
- Alarm system has minor software changes

#### **Plumbing Permits:**

- All except schools and food service

#### **ROW Permit:** *(This permit may be issued without an appointment)*

- Utility Blanket Permit where the project is not on a state route or an arterial road

#### **Signs:**

- All

#### **Projects not acceptable for an Express permit:**

- Land use action
- Change of use
- Change of occupancy
- Projects in a critical area

### **This is a trial program – help us make it successful!**

Please be ready with the information required to submit your project. If the submittal information is incomplete or if the required information is not provided, we will not be able to use the Express services for you. Please use the “give us your comments” form once you have completed the process to give us feedback. We value your input. **For more information about permits, please call the City of Shoreline Planning and Development Services at (206) 546-1811.**

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## **Questions and Answers about Commercial Over the Counter/Express Permits**

### **How do I know if my project qualifies?**

We offer a 15 minute preview of your project prior to setting up your Express Permit appointment. Or, you may call and describe your scope of work to a building plans examiner to help with the determination. If the project is beyond the scope mentioned on the phone, the plans examiner will not accept the project during the Express Permit submittal, but may still accept your project through the regular permit process.

### **How do I make an appointment?**

Time slots are available on a first come basis on *Tuesday mornings, from 8:00a.m. to 12:30p.m., and Thursday afternoons, from 1:00p.m. to 4:00p.m.* Call (206) 546-1811 to make an appointment.

### **What do I need to bring to the Express Permit meeting?**

See the appropriate checklist, which can be obtained at the City Hall Annex or online at [www.cityofshoreline.com](http://www.cityofshoreline.com). If there are any missing items, the project will not be accepted and the plans examiner will give you direction on what is needed to create a complete submittal.

### **What happens if revisions are needed?**

The plans examiner will review your project and provide a list of corrections so you will have clear direction. You will then be able to resubmit through our regular process. Depending on the scale of your project, turn around times should be fairly quick.

### **Who from the City needs to be at the meeting?**

A plans examiner and possibly a planner. The plans examiner will be able to coordinate the appropriate reviewers for you.

### **Will the plans examiner be able to help me size structural members or otherwise help with my design?**

No. The submittal documents must be complete prior to the Express Permit meeting. The plans examiner checks for code compliance of your completed design.

### **What happens if I can't make my appointment?**

Please let us know 24 hours in advance at (206) 546-1811 so we may let another applicant have your appointment. We can reschedule your appointment at that time.

### **When do I get a permit?**

If the project is approved, you will receive your permit before you leave, or for an Express Permit, within 24 to 48 hours. If the project is not accepted, you may make another appointment or use the traditional permit route.

### **What fees are required at submittal?**

The plan review and permit fee and the Washington State Building Code fee are due at submittal with the balance of fees due when the permit is issued.