



RESIDENTIAL CRITERIA FOR OVER THE COUNTER PERMITS

The following are guidelines for the types of projects that can be accepted for an over the counter (OTC) review.

Acceptable for OTC:

- Residential addition, remodel, garage/carport or deck provided it is less than 500 square feet w/
 - One story
 - Trussed roof (if applicable)
 - Prescriptive structural
 - Prescriptive energy (if applicable)
- Residential Demolition Permit
- Residential Mechanical Permit
- Plumbing Permits

Not acceptable for OTC:

- In a Critical Area
- Land use action
- With SEPA required
- Change of Use
- Change of Occupancy
- Relocation of the structure on the property

Questions and answers

- How do I know if my project qualifies?
We recommend a 15 minute preview of your project prior to setting up your OTC 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 over the scope mentioned on the phone, the plans examiner may reject the project during the OTC meeting.
- How do I make an appointment?
1-½ hour time slots are available on Tuesday mornings, from 8:00a.m. to 12:30p.m., and Thursday afternoons, from 1:00p.m. to 4:00p.m.
Call 206-546-0777 to make an appointment.
- What do you need to bring into the OTC meeting?
See the appropriate Checklist. If there are any missing or outdated items the project will not be approved.
- Who, from the City, needs to be at the meeting?
A building plans examiner and a zoning plans examiner.
- 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 OTC meeting. The plans examiner checks for code compliance of the completed building plans.
- What happens if I can't make my appointment?
Please let us know 24 hours in advance so we may let another applicant have your appointment. We can reschedule for you at that time.
- When do I get a permit?
If the project is approved, you will receive your permit the same day. If the project is not approved, you may make another appointment or use the traditional submittal process once you have made the necessary revisions.