



**Snohomish County**  
Planning and Development  
Services

Visit us at :

2nd Floor Robert J. Drewel Bldg.  
3000 Rockefeller Avenue  
Everett, WA 98201

425-388-3311  
1-800-562-4367, ext. 3311



#### PERMIT SUBMITTAL

Appointment  
425.388.3311  
Ext. 2790



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

# Permitting & Information Services

Assistance Bulletin

# # 1

Effective September 30, 2010

**WWW.SNOCO.ORG**

**Keyword: Assistance Bulletins**

Planning & Development Services provides one-stop for customers seeking permits for building construction, land development and other associated permits within the unincorporated areas of Snohomish County.

The following is a list of services we currently provide:

## Residential, Commercial and Land Use Permit Services

All applications are now submitted by appointment only. Contact 425-388-3311 ext. 2790 to make an appointment, or if you prefer you can use our on-line form. Go to [www.snoco.org/departments/PDS](http://www.snoco.org/departments/PDS) and under Permits click on Appointments.

Appointments are made on a first come first served basis. Once we receive your request you will be contacted within 2 business days by staff to finalize scheduling.

## Permit Status

Want to follow the status of your permit? Go on-line to [www.snoco.org/departments/PDS](http://www.snoco.org/departments/PDS) and under Permits click on Status. You can enter in either the project tracking number, tax account number (aka parcel number) or the address. Please look here before you call. This information is updated daily. If you still have questions, call 425.388.3311 and ask to speak to the project manager. Please keep in mind that review times can vary depending upon the complexity of the review as well as the seasonal volumes.

## Information—What can I do with my property?

Before you come here to get those answers, you should look on-line. There are many sources to assist you on the County Website. What you need is a tax account number to get started. If you don't have or know the tax account number you can go to the Assessor's webpage - [www.snoco.org/departments/Assessor](http://www.snoco.org/departments/Assessor) On this page click on Property Info. Here you can enter the address and it will take you to their information regarding the property which will include the tax parcel number.

Once you have that number go to the PDS home page ([www.snoco.org/departments/PDS](http://www.snoco.org/departments/PDS)). From here you can determine the property zoning.

**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.**

Click on the Permit Zoning Map. When the viewer opens, type in the tax parcel number (without dashes) in the Find Parcel ID box to your left. Click GO and you will see your parcel. There are several layers to the map that you can view including the zoning, comprehensive plan designation, fire district, locations of streams and lakes and much more. Just toggle on and off your selections.

Once you know the zoning, you may determine what uses are allowed. To find that you simply go to our on-line version of the code - Title 30. You can view a copy of Title 30 at [www.snoco.org](http://www.snoco.org). On the left hand side, Click on County Code. Allowed uses for zones are contained in Chapter 30.22. Setback and other bulk regulations are contained in Chapter 30.23.

## General Information Assistance

You can come into our Customer Support Center and speak to one of our staff in person. Service hours are:

Monday through Wednesday & Friday	8:00 a.m. to Noon
	Closed Noon to 1:00 p.m.
	1:00 p.m. to 3:00 p.m.

As an alternative, you can also send us an email. Send it to: [AskPermitTech@snoco.org](mailto:AskPermitTech@snoco.org). You will get a response within 7 to 14 days.

*If you are trying to determine the feasibility* of a future permit or project, you have two options available to you. One is to seek the assistance of a surveyor, engineer or land use consultant. The other option is to have a Pre-Application meeting with staff. You will need to submit basic project information along with details about your proposal and specific questions you are seeking answers to. Go to [www.snoco.org/departments/PDS](http://www.snoco.org/departments/PDS), and in the search box type pre- application meeting to find the pre-application meeting that best suits your needs.

## Records Room - Viewing Public Records

We do our best to make all records available upon request. On occasion materials may not be easily accessible (stored off site) or may be in use by staff. If that is the case we will set up an appointment for you to view the materials.

Do you need information on previous permits or are you looking for a site plan for your property? Want to review a project file? Need a title elimination for your manufactured home?

You can do all these things in our records room. Our Records Room is open to the public:

Monday through Wednesday & Friday	8:00 a.m. to Noon
	Closed Noon to 1:00 p.m.
	1:00 p.m. to 3:00 p.m.

For all appointments, permit submittal, information and to visit our Records Room, Please check in at our Customer Support Center 2nd Floor Robert J. Drewel Building.

## Internet Permits available

Do you simply need a residential plumbing, mechanical or re-roof permit? All of these can be obtained on-line. Go to [www.MyBuildingPermit.com](http://www.MyBuildingPermit.com) and get your permit without having to come in.

## Other sites you may find helpful

For on-site septic system permits or as-builts or if you have questions regarding wells contact the Snohomish Health District. Their website is at [www.snohd.org](http://www.snohd.org) or you can call them at 425.339.5200.

For copies of recorded documents, surveys, plats, etc., you can visit the Snohomish County Auditor's website at [www.snoco.org/departments/Auditor](http://www.snoco.org/departments/Auditor) or you can visit their office which is on the 1st floor of the Robert J. Drewel Building.

For the assessed value of a property including taxing districts, tax payer information, etc. you can visit the Assessor's website at [www.snoco.org/departments/Assessor](http://www.snoco.org/departments/Assessor). Included at this site are on-line maps which provide sales information for the past 3 years.

**PLEASE REMEMBER** that priority service is given to fee paying customers. All other services are provided as time and resources are available

<b>Other Bulletins you may find helpful: All available online</b>	
Bulletin #74	Common Permit Exemptions
Bulletin #15	Critical Area Regulations for Residential Projects
Bulletin #21	Decks (porches and steps)
Bulletin #66	Filling Roadside Ditches
Bulletin #19	New Residential Docks
Bulletin #20	Dock Repair Projects
Bulletin #18	Residential Building Permit Fees
Bulletin #6	Residential Fences
Bulletin #42	Flood Hazard Areas
Bulletin #50	Frequently Asked Questions
Bulletin #26	Garages and Storage Buildings
Bulletin #35	Grading Permits for Projects Vested Prior to September 30, 2010
Bulletin #87	Land Disturbing Activity Permits (Projects vested on or after September 30, 2010)
Bulletin #10	Home Occupations
Bulletin #36	Manufactured/Mobile Home Permit Process
Bulletin #23	Residential Building Permit Process
Bulletin #40	Retaining Wall
Bulletin #44	Rural Cluster Subdivisions
Bulletin #39	Conditional Use Permit
Bulletin #38	Administrative Conditional Use Permits

## MORE AVAILABLE ON LINE

Please review the land use and development regulations contained within Snohomish County Code Title 30 in their entirety prior to making any decisions regarding the purchase and/or development of your property.

While Planning & Development Services staff is here to provide you with general guidance and information related to land use and development, we cannot provide you with specifics regarding design and use potential for your property. Please consult a land use professional for assistance.

This assistance bulletin is intended to provide general information and guidance, and should not be considered all inclusive.

Specific regulations governing land use and development are contained within Snohomish County Code Title 30. You can view these regulations by going to: [www.snoco.org](http://www.snoco.org) and click on County Code.

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