



Snohomish County  
Planning and Development  
Services

Visit us at :

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

425-388-3311  
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#### 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.

# Structures Built without Required Permits and/or Inspections

Assistance Bulletin

# #83

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[WWW.SNOCO.ORG](http://WWW.SNOCO.ORG)

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Please note that in some cases Snohomish County PDS may not be able to approve a permit for your structure. Allowable uses, setbacks to property lines, wetland issues, shoreline requirements, building height limits, maximum lot coverage, Health District disapproval, and flood hazard requirements are examples of items that may pose restrictions preventing permit issuance. Removal of the non-permitted structure may be the only option for compliance. Please check for any possible problems before obtaining structural plans and any required reports.

When applying for a permit, bring a completed residential building permit application, a site plan drawn to scale, and one copy of structural plans to your scheduled appointment. Call 425-388-3311 ext. 2790, or email us at [pdsappointments@snoco.org](mailto:pdsappointments@snoco.org) to schedule an appointment. Please note per County Code, Title 30, Section 30.86.400(9) a fee is charged (Investigation Fee 100% of permit fee) for work requiring a permit, which is commenced without first obtaining said permit. This fee shall be collected regardless of whether a permit is subsequently issued or not.

For application forms and minimum submittal requirement checklists, go to our website page for [Residential Building Permit Application Package](#).

Also provide the following as applicable:

A Washington state licensed engineer must inspect the building for all structural requirements, *including both lateral and gravity loads*. The engineer may require removal of portions of siding and/or sheetrock or other invasive inspections to certify the structure meets minimum structural requirements. The engineer must provide a report stating the structural portions meet minimum building code requirements of the current adopted *International Building Code*, or list any deficiencies and provide a design to correct them. The report must be submitted before a permit for the work is issued. (It is possible that this requirement may be waived by the plans examiner if the structure is very small and all of the structural work is exposed, or the project is a simple garage conversion to living space.)

If any electrical work has been performed, an electrical permit from Washington State Labor and Industries (L & I) must be on site. The electrical work must be inspected and final approval signed by L & I before the building Final inspection can be requested.

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.

## Structures Built without Required Permits and/or Inspections

If plumbing work, such as adding fixtures or moving the kitchen sink has been done, a report, noting that the work complies with the current adopted *Plumbing Code*, from a Licensed Plumber must be provided prior to a permit being issued.

If mechanical work, such as installing a new furnace or fireplace has been done, a report from a Licensed Mechanical installer is needed. The report shall note that all aspects of the work complies with the equipments' listing and installation requirements, the mechanical portion of the current adopted *International Residential Code* and/or the *International Fuel Gas Code*. The report must be provided prior to a permit being issued. (Mechanical work that includes minor changes such as adding a heat supply duct or a bathroom fan may not require a mechanical report.)

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