

# Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

## Renewal and Reestablishment Process for Construction Permits

Updated June 24, 2019

This Tip is designed to help guide you through the permit renewal and reestablishment process. It provides general information on how to apply, what resources are available, and what materials may be required as part of this process. This Tip affects the following types of permits: construction demolition, mechanical, and grading. For information on renewing or revising a MUP/land use permit, please see Tip 224A, *Master Use Permit (MUP) Extensions and Renewals*, and Tip 224B, *Master Use Permit (MUP) Revisions*.

### Qualifying Requirements

Construction permits typically expire 18 months after the date of issuance. However, they can be renewed before that expiration date or reestablished if the expiration date has passed.

An application for a renewal can only be made within the 30-day period immediately preceding the date of expiration of the permit.

A permit that has been expired for less than one year may be reestablished.

A permit can be renewed or reestablished if the following conditions are met:

1. If the project has had an associated discretionary Land Use review, the land use approval has not expired per Seattle Municipal Code 23.76.032; and
2. If an application for renewal/reestablish is made more than 18 months after the date of mandatory compliance with a new or revised edition of the Building Code after the effective date of an amendment to applicable provisions of the Land Use Code

or the Environmentally Critical Areas Ordinance (Chapter 25.09 of the Seattle Municipal Code), the permit shall not be renewed or reestablished unless:

- 2.1. The building official determines that the permit complies, or is modified to comply, with codes in effect on the date of application for renewal/reestablishment; or
  - 2.2. The work authorized by the permit is substantially underway and progressing at a rate approved by the building official. “Substantially underway” means that normally required building inspections have been approved for work such as foundations, framing, mechanical, insulation and finish work that is being completed on a continuing basis; or
  - 2.3. Commencement or completion of the work authorized by the permit is delayed by litigation, appeals, strikes or other extraordinary circumstances related to the work authorized by the permit, beyond the permit holder’s control, subject to approval by the building official; and
3. If an application for renewal is made on or after January 1, 2017, the permit shall not be renewed unless:
    - (a) the building official determines that the permit complies, or is modified to comply, with the Seattle Stormwater Code in effect on the date of application for renewal; or
    - (b) construction has started. For purposes of this provision, “started construction” means the site work associated with and directly related to the approved project has begun. For example, grading the project site to final grade or utility installation constitutes the start of construction; simply clearing the project site does not.

For more information, contact a permit specialist at the Applicant Services Center (ASC) located on the 20th floor of the Seattle Municipal Tower.

### HOW TO APPLY

Use the Seattle Services Portal at <https://cosaccela.seattle.gov/Portal/> to submit your request to renew

[www.seattle.gov/sdci](http://www.seattle.gov/sdci)



or reestablish your permit. Read *How Do I Renew a Permit*, <https://seattlegov.zendesk.com/hc/en-us/articles/360006418273-How-Do-I-Renew-a-Permit>, for more information.

If work has not started or the progress has stalled, renewals and reestablishments of construction permits require code analysis and review before approval.

Additional information, documents, and/or plans may be required, depending on the circumstances. Changes in applicable codes, for example, may require plan documents to be updated.

## INFORMATION AND RESOURCES

The Public Resource Center (PRC) is SDCI's general information center, and provides information, documents, and codes. The PRC is also the home of the Microfilm Library, where permit history may be available for your property.

The Applicant Services Center (ASC) provides application assistance for all applications to SDCI, including land use permits, construction permits, and associated permits such as electrical, furnace, boiler, and sign permits. The PRC and ASC are located on the 20th floor of Seattle Municipal Tower, 700 Fifth Avenue, Suite 2000.

- ASC phone number: (206) 684-8850
- PRC phone number: (206) 684-8467 (message line)
- Website: [www.seattle.gov/sdci](http://www.seattle.gov/sdci)

## Access to Information

Links to electronic versions of SDCI **Tips**, **Director's Rules**, and **Forms** are available on the "Resources" pages of our website at [www.seattle.gov/sdci](http://www.seattle.gov/sdci). Paper copies of these documents are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.