

# Seattle Permits

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

## Renewal and Reestablishment Process for Construction Permits

Updated March 25, 2020

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, you can renew your permit before its expiration date or reestablish it after the expiration date.

You may only apply to renew your permit within the 30-day period prior to the permit's expiration date.

If your permit has been expired for less than one year, it may be reestablished.

Your permit qualifies for renewal or reestablishment if it meets the following conditions:

- If your project has had an associated discretionary land use review, the land use approval has not expired per Seattle Municipal Code 23.76.032
- If you apply to renew or reestablish your permit more than 18 months after any Building Code changes have gone into effect or after applicable amendments to the Land Use Code or Environmental Critical Areas Ordinance have gone into effect, then you cannot renew or reestablish the permit unless one of the following apply:

1. The building official determines that the permit complies, or is modified to comply, with the codes in effect on the date of application for renewal/reestablishment
  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
  3. Starting or completing the work authorized by the permit is delayed by litigation, appeals, strikes or other related extraordinary circumstances, beyond the permit holder's control, subject to approval by the building official
- If an application for renewal is made on or after **January 1, 2017**, SDCI will not renew the permit unless one of the following applies:
    1. 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
    2. 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 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, we will need to conduct code analysis and review before approving a construction permit renewal or reestablishment.

We may require additional information, documents, and/or plans, depending on the circumstances. Changes in applicable codes, for example, may mean that you need to update your plan documents.

## OTHER 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, you may be able to find permit history for your property.

The Applicant Services Center (ASC) provides 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.