

Seattle Permits

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

Master Use Permit (MUP) Extensions and Renewals

March 3, 2010

This Client Assistance Memo (CAM) is designed to help guide you through the extension and renewal process for Master Use Permits (MUPs). It provides general information on how to apply, what resources are available and what materials may be required as part of these processes. Master Use Permits (MUPs) result from land use decisions which approve, condition or deny a concept for future development. In most cases, the approval expires three years from the date a permit is approved for issuance. Shoreline permits are subject to different expiration and renewal regulations pursuant to state requirements. Please see Shorelines renewal information below.

Extensions expire 6 years from the date the original MUP was approved for issuance and do not require plans to be updated to meet current land use and environmental code provisions.

Renewals expire 5 years from the date the original MUP was approved for issuance and must conform to applicable land use and environmental regulations in effect at the time the renewal is sought. A request to **extend** or **renew** an issued MUP must be submitted prior to the expiration of the MUP permit. The expiration date of the MUP appears on the front of the original issued permit form.

EXTENDING YOUR MUP

Master Use Permits approved for issuance between June 1, 2006 and December 31, 2012 may have the expiration extended to 6 years from the original MUP approval date per SMC 23.76.032.

Projects eligible for a six year life include Type I or Type II MUPs which were approved for issuance June 1, 2006 through December 31, 2012, except:

- MUPs for Short Plats or Lot Boundary Adjustments (LBAs)
- MUPs for Variances
- MUPs with a Shoreline component (which are subject to WAC 173-27-090 and RCW 90.58.140), and
- MUPs for Temporary or Intermittent uses (SMC 23.42.040)

MUP extensions are not applicable to Type III, Type IV or Type V MUPs (Full Subdivisions, Rezones, Council Conditional Uses, public projects, etc).

How to apply for a MUP extension:

For issued MUPs, the MUP permit extension request (form is attached to this CAM) along with the \$125 payment should be mailed to:

Land Use Routing Coordinators,
Department of Planning & Development,
700 Fifth Avenue, Suite 2000
P.O. Box 34019
Seattle, WA 98124-4019

For MUPs that have not been issued, you may give the MUP permit extension request and \$125 payment directly to Plans Routing Staff at the time of permit issuance or bring your form and payment to the Public Resource Center, 20th floor of the Seattle Municipal Tower for processing.

RENEWING YOUR MUP

Renewal of a MUP is not necessary if a complete building permit application has been submitted at least 60 days before the MUP expires (see SMC 23.76.032.B.2 and CAM 124).

www.seattle.gov/dpd



The MUP must meet current regulations at the time the renewal is sought which may require revisions to the MUP. If changes have occurred to the land use and environmental regulations since the original MUP, you will be required to update the MUP to meet current regulations in order to renew the permit. Depending on the scope of the changes, you may be required to apply for a revision to your MUP.

Shoreline Permits

Additional rules apply to projects in shoreline zones, which are governed by the Shoreline Management Act (RCW 90.58), the City's Shoreline Master Program (SMP) (SMC 23.60), and the Washington Administrative Code (WAC). The state's rules relevant to shoreline permit and enforcement procedures are found in WAC 173-27.

Specific shoreline regulations regarding time limits for shoreline permits are found in SMC 23.60.074. Generally, substantial progress toward construction of a shoreline project must be commenced within two years of the effective date of a shoreline permit or the permit shall terminate, unless an extension is granted. The project construction must be completed within five years of the effective date of the shoreline permit or permit authorization will expire, unless an extension is granted.

HOW TO APPLY TO RENEW YOUR MUP

An application for MUP renewal or shoreline extension (attached) may be mailed to DPD (see address on the attached form), or brought into the ASC on the 20th floor of the Seattle Municipal Tower, 700 Fifth Avenue. No appointment is necessary, just sign in with the reception desk. The fee for a renewal application is \$666.00, which covers the first 2 hours of review and includes a processing fee. This renewal fee must accompany the application to renew the MUP.

Your renewal application will be assigned to a Land Use Planner for review. You will be notified of any corrections required, and / or of the approval or denial of the renewal request. You will be notified of any additional fees owed for review prior to issuance of the Renewal.

Access to Information

Links to electronic versions of DPD **Client Assistance Memos (CAMs)**, **Director's Rules**, and the **Seattle Municipal Code** are available on the "Publications" and "Codes" pages of our website at www.seattle.gov/dpd. Paper copies of these documents, as well as additional regulations mentioned in this CAM, 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.



City of Seattle

Department of Planning and Development
Applicant Services Center
700 – 5th Avenue, Suite 2000
P. O. Box 34019
Seattle, WA 98124-4019

REQUEST to RENEW or EXTEND a MASTER USE PERMIT

(To be filled out by the applicant)

Please RENEW Master Use Permit # _____ Expiration date of original permit _____

Please EXTEND Master Use Permit # _____ Expiration date of original permit _____

Property Address: _____

Does the MUP include a shoreline decision? Yes No
(If the answer is yes, please refer to SMC 23.60.074 for timelines for time limits for shorelines permits).

Describe the requirements and circumstances of the project which require the permit renewal or extension in the space below.
Feel free to attach additional pages as needed.

Is there a related issued construction permit? Yes No *If Yes:* Building Permit # _____
Has construction work commenced and is it currently underway? Yes No

Please check if owners/contact information has changed: Yes No

Owner/Lessee/Financially Responsible Party: *

*Provide a completed Financially Responsible Party form and Owner's Authorization form if contact information has changed.
Follow this link to [DPD Forms](#)

Contact Person: _____ Day Phone #: _____

Mailing Address _____

City: _____ State _____ Zip Code: _____

E-Mail: _____

I UNDERSTAND THAT THIS DOES NOT CONSTITUTE A PERMIT

Applicant's signature: _____ Date: _____

Please Print Name: _____

A fee of \$125.00 must accompany a MUP extension request

A fee of \$666.00 must accompany a MUP renewal or shoreline extension request