

Seattle Permits

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

Master Use Permit (MUP) Renewals and Shoreline Substantial Development Permit Extensions

Updated October 9, 2019

This Tip is designed to help guide you through the renewal process for Master Use Permits (MUPs) and extensions of Shoreline Substantial Development Permits. 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.

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 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.

RENEWING YOUR MUP

Renewal of a MUP is not necessary if a complete building permit application has been submitted before the MUP expires (see SMC 23.76.032.A.2 and Tip 124, *Renewal and Reestablishment Process for Construction Permits*).

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. (See Tip 224B, *Master Use Permit (MUP) Revisions*.)

Shoreline Permit Extensions

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 23.60A), 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 23.60A.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.

The Shoreline Permit does not get extended by a building permit and does not assume the life of the building permit.

HOW TO APPLY TO RENEW YOUR MUP

Use the Seattle Services Portal at <https://cosaccela.seattle.gov/Portal/> to submit your request to renew MUP. For more information, read *How Do I Renew a Permit*, <https://seattlegov.zendesk.com/hc/en-us/articles/360006418273-How-Do-I-renew-a-Permit->

The renewal application fee covers the first 2 hours of review and includes a processing fee. This renewal fee must accompany the application to renew the MUP.

The form attached to this Tip will help you prepare the information you need to submit your application and for



SDCI to review your request. Complete the form and upload it to the Seattle Services Portal.

There is an hourly review fee for renewal requests. You must pay the minimum review fee when you apply; it is non-refundable once we begin review of the request.

Your renewal application will be assigned to a land use planner for land use and zoning 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 SDCI **Tips**, **Director's Rules**, and the **Seattle Municipal Code** are available on the "Tools & Resources" page of our website at www.seattle.gov/sdcj. Paper copies of these documents, as well as additional regulations mentioned in this Tip, 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.



**Request to Renew a Master Use Permit or
Extend a Shoreline Substantial Development Permit**

Please RENEW Master Use Permit # _____ Original expiration date _____

Please EXTEND Shoreline Substantial Development Permit # _____ Original expiration date _____

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 [SDCI Forms](#)

Contact Person: _____ Day Phone #: _____

Mailing Address _____

City: _____ State _____ Zip Code: _____

E-Mail: _____