

I. Fee waivers are granted at the discretion of the DDES Director in accordance with K.C.C. 27.02.020. Decisions on fee waiver requests are limited to the following criteria:

- A fee may be waived if the service for which the fee was collected was not performed. The determination of the performance of the service shall be made by the Director.
- A fee may be waived at the discretion of the Director if, in his/her judgment, it duplicates another fee or it is an additional charge for a service for which a fee has already been collected.
- A fee may be waived at the discretion of the Director if the assessment of the fee is based on a professional error or unnecessary review by a DDES employee.
- A fee may be waived by the Director as compensation to a customer who has incurred additional expenses due to a process error by DDES staff. A process error by DDES staff would include such circumstances as a lost application. A waiver of subsequent fees would be made in order to defray the additional costs experienced by the applicant which were directly attributable to a DDES process error.
- Building permit fees may be waived at the sole discretion of the Director to replace, repair, abate or demolish a structure due to property damage caused by a natural disaster.

II. Fees attributable to other agencies:

Fees charged by DDES for other governmental agencies, such as school districts or other King County departments, may be waived only through those procedures as established by King County Code.

III. Submittal procedure

For fee waiver/adjustment of fees requests for building pre-applications or permits, forward this completed form to:

Jim Chan, Division Director
DDES Building and Fire Services Division
900 Oakesdale Avenue S.W.
Renton, WA 98057-5212

For fee waiver/adjustment of fees requests for land use pre-applications or permits, forward this completed form to:

Randy Sandin, Division Director
DDES Land Use Services Division
900 Oakesdale Avenue S.W.
Renton, WA 98057-5212

For Financial Guarantee Management Unit (FGMU) fee waiver/adjustment of fees requests, forward this completed form to:

DDES
Finance Section
900 Oakesdale Avenue S.W.
Renton, WA 98057-5212

Check out the DDES Web site at www.kingcounty.gov/permits