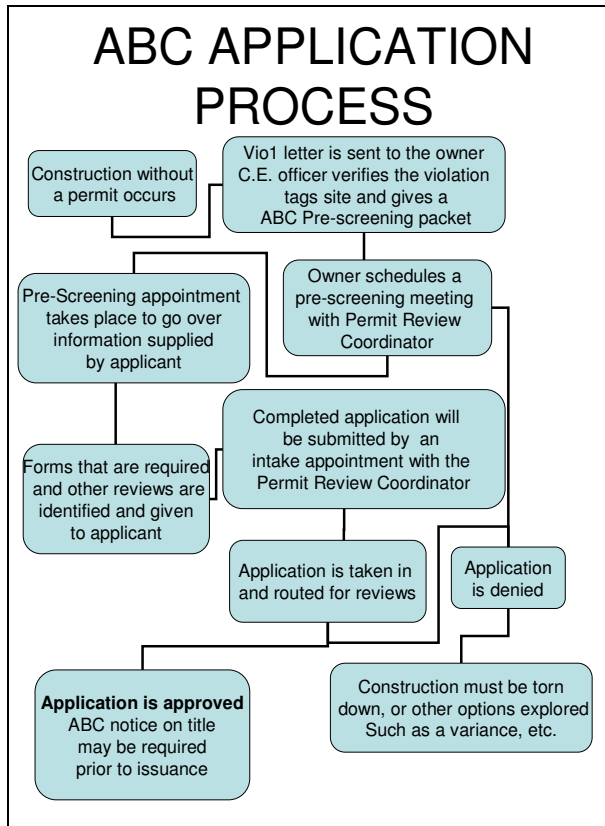


# The ABC (Already Built Construction) Permit Application Process

## So I need a permit, what is the next step?



### THE PROCESS

When construction has occurred without the benefit of some or all of the permits required, there are two options a person can use to obtain a permit or resolve the concerns and problems. This process applies to property currently located in unincorporated King County. Construction that has occurred without benefit of a permit is subject to double permit fees.

The cost of the required ABC pre-screening meeting is \$473.55 which includes the Pre-Intake Review fee and the Permit Administration fee.

**Option 1** - The applicant or property owner can choose to remove the construction or work that occurred without a permit and return the site to its preconstruction state. (See DDES Customer Information Bulletin # 3 - Demolition permits.)

**Option 2** - If construction has already occurred, you can choose to use the ABC (Already Built Construction) Permit process.

**Q: I do need the ABC permit, so what's next?**

#### Additional information about Option 2

This ABC Process will assist applicants in obtaining the necessary permits where construction has occurred without first obtaining a building permit where required by the King County Code. During this process you will work with the staff at the Department of Development and Environmental Services (DDES) to determine what the requirements will be needed to obtain a permit. This will include what will be required to bring the structure into compliance with fire, life and safety requirements. There may be instances where a permit cannot be granted, and in such cases Option 1 above must be followed. This process is designed to help in resolution of existing violations but may not solve all of them.

The steps that need to occur in this process are:

1. Review and complete the Already Built Construction (ABC)-Pre-Screening Meeting Request form.
2. Review and complete the Pre-Screening Questionnaire for ABC form.
3. Prepare and compile a copy of the completed pre-screening worksheet, a site plan drawn to engineer scale on letter or legal size paper, pictures (inside and out of building/structure), and any additional information that will assist in screening your project (i.e., Public Health approval

and/or application, building plans and any correspondence from this department). Fee payment in the amount of \$473.55 is required at the pre-screening meeting, which includes the Pre-Intake Review fee and the Permit Administration fee.

4. Once the above forms have been completed you will need to schedule your pre-screening meeting. You can schedule this meeting by calling the DDES Appointment Line at 206-296-6797. At the time of your pre-screening meeting, your submittal will be entered into our computer system and given a pre-screening number.
5. At the pre-screening meeting you will meet with a Plans Examination Engineer, a Permit Review Coordinator, the assigned Code Enforcement Officer, and other staff as necessary. At the end of the meeting you will receive an ABC permit submittal checklist that lists the items needed to submit a complete ABC permit application.
6. A building intake appointment is required to submit your building application. You can schedule your intake appointment by calling the DDES Appointment Line at 206-296-6797.
7. Once you submit a complete application, a permit application number will be given. The permit will then be routed for the necessary reviews to begin.
8. Once your permit has been reviewed you will be given a Notice of Conditional Permit Issuance that will need to be recorded with the King County Office of Records and Elections on the property prior to permit issuance.
9. When you come in to pick up your building permit you will need to bring a recorded copy of the Notice of Conditional Permit Issuance. You may also need to bring any other items noted on the permit approval notice.

10. Once the permit has been issued you will need to call and schedule an inspection.

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**Q: How much will it cost?**

A: The cost of the ABC pre-screening meeting is \$473.55 which includes the Pre-Intake Review fee and the Permit Administration fee. This pre-application fee is required at the time of the meeting, and includes the 5% fee surcharge. The Pre-Intake Review fee of \$357.00 is eligible to be credited towards the building permit fees if the formal building permit application is made within 60 days [or other timeline directed by the Code Enforcement Officer in writing].

At the end of the ABC pre-screening meeting you will be provided with an estimate of the building permit fees. The building permit fees will be based on the DDES fee ordinance in effect at the time of building permit application. Usual charges include permit administration, plan review, engineering review, site review, and inspection fees. A portion of these fees will be required at building permit intake with the remainder of the fees due at building permit issuance.

Construction that has occurred without benefit of a permit is subject to double permit fees. The ABC pre-screening meeting process does not eliminate the double fee.

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**Q: What codes will apply?**

A: After a complete permit application has been submitted, DDES will begin review of your application. Your permit application may be reviewed to the code requirements in effect at the time of permit application. However, DDES may consider whether modifications to applicable codes are warranted due to the age of the construction. Modifications to current code requirements will be considered only if they do not lessen any fire-protection requirements or degree of structural integrity and environmental review is dependent of the degree of environmental impacts presented by the project.

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**Q: If I have an open code enforcement case, how does it relate to the ABC process?**

Any correspondence that you receive from the ABC Permit Review Coordinator is also sent to the Code Enforcement Officer to be included in your case file. Code enforcement staff will coordinate enforcement activity with the ABC Permit Review Coordinator to streamline your efforts to obtain the necessary permits.

**\*\*\*IF YOU HAVE AN OPEN CODE ENFORCEMENT CASE, THE PRE-APPLICATION MEETING DOES NOT SUPERCEDE THE TIMEFRAMES THAT CODE ENFORCEMENT MAY HAVE PLACED UPON YOU TO SUBMIT A COMPLETE ABC APPLICATION.\*\*\***

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**Still have questions or don't know where to look for more information?**

Check the DDES Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits) for customer information bulletins and other DDES publications.

For pre-screening meeting appointments, call 206-296-6797. Be sure to provide your Code Enforcement Case number.

For general property information questions, call DDES customer service at 206-296-6600.

If you have read the pertinent bulletins and you still have questions about the ABC process please contact Lisa Walker at 206-296-7086 or your assigned Code Enforcement Officer.

# The ABC Permit Application Process

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*Essential information to help the ABC permit process run smoothly*



**King County**

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**206-296-6600** TTY Relay: 711

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**Department of Development and Environmental Services**

Building Services Division

**For alternative formats, call 206-296-6600.**