



King County
Department of Development
and Environmental Services
 900 Oakesdale Avenue Southwest
 Renton, WA 98057-5212
206-296-6600 TTY Relay: 711

ABC Permit Pre-Screening Meeting Instructions & Request Form

For alternate formats, call 206-296-6600.

ABC Permit Pre-Screening Meeting - Instructions

To submit an application for an (ABC) Already Built Construction permit, the applicant must first request an ABC Permit Pre-Screening Meeting. This meeting is an opportunity to sit down with DDES staff to discuss your particular project. DDES staff will review your application information and provide you with an ABC Permit Submittal Checklist. The pre-screening meeting will determine what items you need to submit a formal building permit application. To schedule a pre-screening meeting, please contact the Appointment Desk at 206-296-6797. The fee for this meeting is \$652.05 and includes the Pre-Intake Review fee, the Permit Administration-Group1 fee, and a 5% fee surcharge. Payment of this fee is required at the time of the meeting.

ABC Permit Pre-Screening Meeting - Scheduling

- Complete the following "ABC Permit Pre-Screening Meeting-Request Form."
- Call the DDES Appointment Desk at 206-296-6797 and request an appointment date and time.

To make the ABC Permit pre-screening meeting successful, you must complete or obtain the following minimum requirements before the meeting. All of the items below are required at the meeting.

- One copy of the completed ABC Permit Pre-Screening Meeting Request Form.
- Photographs of the construction, interior and exterior.
- Site plan drawn to Engineer Scale, based on the Site Plan template included in this packet.
- One copy of the completed ABC Permit Pre-Screening Questionnaire for Already Built Construction.
- Other pertinent information, including but not limited to: letters from this department, building plans, legal description, site reports, correspondence with code enforcement, Public Health submittals.
- A check made payable to "King County Office of Finance" in the amount \$652.05.

During the pre-screening meeting, a fee estimate of the building permit fees will be prepared for the ABC Permit. (Construction that has occurred without benefit of a permit is subject to **double** permit fees). If DDES' WEB forms and bulletins fail to answer your questions about the ABC permit process, please contact Lisa Walker at 206-296-7086.

The purpose of a pre-application conference is to review and discuss the application requirements with the applicant and provide comments on the development proposal. Information provided by King County Department of Development and Environmental Services (DDES) staff, written or verbal, prior to, during or after pre-application processes is preliminary in nature and subject to changes in codes and regulations until such time that a formal building permit application is submitted and deemed complete. The applicant is responsible for determining whether a development proposal complies with applicable codes and regulations. The pre-application process is not a guarantee that your project will be approved by King County.

Services Available at DDES

The DDES offers many free bulletins that deal with construction and land-use issues, which may help to answer your questions. Bulletins are available:

- From the DDES Web site at www.kingcounty.gov/permits
- In the lobby at our main office
- By request by calling DDES Customer Service at 206-296-6600



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ABC Permit

Pre-Screening Meeting

Request Form

ABC Permit

Pre-Screening Meeting - Request Form

The intent of an ABC Pre-Screening Meeting is to allow the applicant to meet with a limited number of staff reviewers prior to preparing and submitting a formal application for an ABC building permit. This meeting is part of the ABC permit process and is preliminary in nature. Please complete the spaces below so appropriate staff is assigned to participate in the meeting.

To be filled out by King County DDES staff			
Pre-Application Number	Reviewer(s) Assigned	Date Assigned	Meeting Date

Please Print:

Applicant Name _____ Date _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

Project Description:

Project Address/Location: _____ Parcel Number(s): _____

At the ABC pre-screening meeting, a fee payment of \$652.05 will be required, per the current DDES permit fee schedule.

IF YOU HAVE A CODE ENFORCEMENT CASE OPEN, THIS WILL NOT SUPERCEDE THE TIMEFRAMES THAT CODE ENFORCEMENT MAY HAVE PLACED UPON YOU.

Critical Area Disclaimer. The undersigned applicant acknowledges:

1. That to the best of the applicant's knowledge, any critical areas on the development proposal site have not been illegally altered; and
2. That the applicant has not previously been found in violation of critical areas regulations for any property in King County, or alternatively, that if there have been any violations, such violations have been cured to the satisfaction of King County.

By signing this form, the applicant accepts financial responsibility for all fees associated with this action and any refunds or invoices will be mailed to the address above. The applicant also acknowledges that information provided at this meeting is subject to change, if undisclosed features and/or issues are discovered on the subject property at a later date.

Signature of Applicant _____ Print Name _____ Date _____

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