



Re-Pipe Fee-For-Service Policy

Policy Issue Date: 4/15/2024 Last Update: 12/30/2024

Plumbing & Gas Piping Program

Applies to: Permit Staff and Senior Plumbing Staff

The purpose of this policy is to define, through a shared agreement with a permit applicant, an appropriate fee-for-service based inspection fee to accommodate re-pipe projects. These projects involve either all or portions of a building water supply or drainage system being removed and re-piped with new piping of the same or different material. The re-pipe scope of work may or may not include removing or replacing existing plumbing fixtures.

A re-pipe project will typically require more inspection visits than a standard remodel or new construction project, particularly when tenants are present in the building. Under SMC Chapters 22.504 and 22.900G and K.C.C. Chapter 16.32, fees charged for plumbing and gas piping inspection and related services shall be commensurate with the cost of providing the requested services. Accordingly, the following policy guidelines and procedures are adopted effective April 15, 2024 including any subsequent revisions.

Policy Guidelines (plan reviewed projects only)

- Plan Review intake staff shall inform the Senior Plumbing Inspectors and Senior Plans Examiner when a re-pipe project has been submitted.
- All re-pipes totaling 3 or more stories of work (per building) shall be subject to plan review with the following exceptions:
Single-Family Residences, Duplexes, Triplexes, Townhouses, Live/Work Units

Note: 3 story or taller buildings that require plan review for a re-pipe will still require plan review if separate permits are pulled for separate floors or parts of the project.

Plan review may be required for large or complex projects less than 3 stories in height at the discretion of PHSKC.

- In addition to the Base Permit Fee and Re-Pipe Fixture Fee(s), a representative from PHSKC shall establish a supplemental permit fee based on the total number of anticipated inspections.
- If the total number of inspections performed is fewer than the number of agreed upon inspections, no refund shall be provided to the applicant.
- Inspections exceeding the number of inspections agreed upon shall result in additional fees being assessed equal to the Program Hourly Operating Rate multiplied by the number of additional inspections required.

Procedure

- During or after plan review and prior to a permit being issued, the permit applicant and a representative from PHSKC shall establish an agreed upon number of anticipated inspections.
- The total permit cost will include the Base Permit Fee plus Re-pipe Fixture Fee(s) in addition to a supplemental permit fee determined by multiplying the Program Hourly Operating Rate by the number of inspections agreed upon between PHSKC and the permit applicant. This supplemental fee will be documented using the R-20 calculation worksheet.
- Prior to permit issuance, document R-20 shall be completed by both a representative from PHSKC and the permit applicant.

Note: The R-20 document will indicate the number of inspections anticipated and the total supplemental permit cost agreed upon by both parties (PHSKC and permit applicant) along with general project information.

- A representative from PHSKC will sign and submit the preliminary R-20 document to the Permit Tech Administrator who will then create an invoice for the total permit fee.
- A permit technician will provide the applicant with the preliminary copy of the R-20 document and notify them of the final invoice amount.
- After all fees are paid by the applicant, a permit may be issued. The final R-20 document noting the date the supplemental fee was paid will be uploaded to the permitting database and attached to the permit by the Permit Tech Administrator.
- A representative from PHSKC shall confirm document R-20 has been attached to the permit prior to any inspections being conducted.