



Already-Built Construction (ABC) Pre-screening meeting—instructions

The first step in applying for an Already-Built Construction Permit is to request a pre-screening meeting with King County Local Services Permitting Division staff members to talk about your project. This meeting and the information you provide with your application will help us understand what items you will need in order to submit a complete permit application.

At the end of the pre-screening meeting, we will give you a Permit Submittal Checklist listing the fees and other things you need to submit as part of your Already Built Construction Permit application.

If you file your Already Built Construction Permit application with 180 days of the pre-screening meeting, or within 60 days of receiving approval by the public health department or other required agency, the fee(s) you pay for this pre-screening meeting will count toward the fee for your permit.

Pre-application reviews are based on the best information available at the time of the meeting. If more information becomes available during or after the permit application process, or if regulations have changed between the time of this meeting and the time when you file a complete application, we may impose additional conditions or requirements.

Getting started

To start the already-built construction pre-screening meeting process, provide all the items listed on page 2 of this document. When we have received all of these items, we will contact you to schedule your pre-screening meeting at our office in Snoqualmie.

Note: Any items—including fees—that are missing from your already-built construction pre-screening submittal may cause meeting and/or project delays.

Questions? Please contact your assigned Code Enforcement Officer via the contact information listed in the violation letter.

IMPORTANT LEGAL NOTE:

Code enforcement timelines override permit expiration dates. The applicant is responsible for determining whether a development proposal complies with applicable codes and regulations. The already-built construction pre-screening meeting is for informational and planning purposes. It is not the place to dispute the violation, and it does not guarantee that King County will approve a development proposal.

Already-Built Construction (ABC) pre-screening meeting instructions, continued

Already-Built Construction Pre-Screening Submittal Checklist

(include 1 copy of each item)

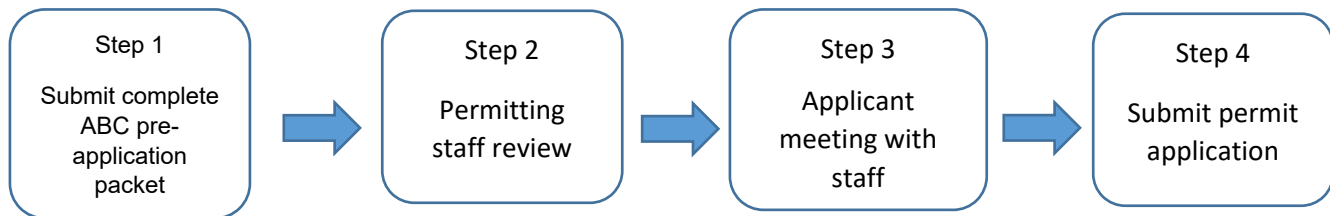
Completed Already-Built Construction Pre-Screening Meeting Request Form and Questionnaire

Detailed site plan on site plan template (see instructions)

Table A if included in your packet (see instructions)

Photographs showing all construction that needs permits as well as current site conditions. Please be able to show us on your site plan where the photos were taken.

Building floor plans, to architect scale, for any structures to be included in permit application



Fees (2019-2020):

Residential - \$733

Non-Residential/Commercial - \$2,931

How to request an already-built construction pre-screening meeting

- **In person:** Applications and payment by check, cash, or credit card (VISA or MasterCard) may be submitted in person at the King County Permits office (see address at bottom of this page or visit www.kingcounty.gov/permits and choose “About us” for detailed location information and office hours). No appointment is necessary.
- **By U.S. mail:** Applications and payment by check may be mailed to us at the address listed at the bottom of this page. Please make checks payable to **King County Office of Finance**.

Resources

www.KingCounty.gov/permits (Permitting)

[About Permitting](#) (contact information, address and driving directions)

[Code Enforcement](#)

[On-line Permit Status](#)

Inspection Scheduling, IVR line, 1-888-546-7728 ([IVR Inspection Codes](#)), or [Online](#)