



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 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 schedule your already-built construction pre-screening meeting, you will need to provide the items listed on page 2 of this document.

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:

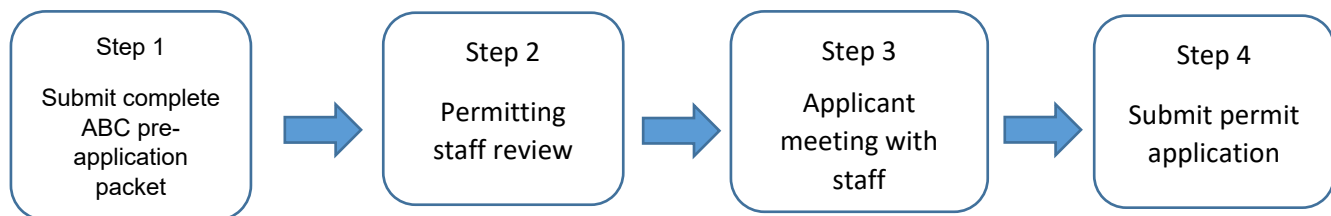
Code Enforcement deadlines are enforced separately from permit review and expiration timelines. The applicant is responsible for determining whether a development proposal complies with applicable codes and regulations. The ABC Pre-Screening Meeting is for informational and planning purposes only and is not the place to discuss the validity of the violation nor is it intended to provide assurances that a development proposal will be approved by King County.

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

Already-Built Construction Pre-Screening Submittal Checklist

Include 1 copy of each item or pdf file for electronic submittal ([Electronic Plan Review Requirements](#))

- Completed Already-Built Construction Pre-Screening Meeting Request Form and Questionnaire
- Detailed site plan on [King County site plan template](#) (see the [Computer Aided Design \(CAD\) Templates and Data Resources](#) packet for more information).
- [Completed Site Areas Worksheet](#), if included in your packet
- 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

- **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**.
- **Online:** Go to [MyBuildingPermit.com](#). If you don't already have one, create an account. Select King County from the jurisdiction list, then select: Building, Any Project Type, Preapplication Services, Already Built Construction. You will enter your Case number and upload all of your completed application materials. We will email you after we screen your application submittal.

Apply On-Line at [MyBuildingPermit.com](#)

Select: King County | Building | Any Project Type | Preapplication Services | Already Built Construction



Resources

[www.KingCounty.gov/permits](#) (Permitting)

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

[Code Enforcement](#)