



Document recording, options & instructions

Certain documents that are required to be recorded as part of the permitting process can be submitted at the Department of Local Services, Permitting Division (Permitting) office in Snoqualmie. Upon receipt of a Permit Approval Notice, please follow the applicable instructions below.

Printing Instructions

- Do not change document formatting.
- Print on white paper. Single-sided. No streaks, shading, or illegible print.
- Documents that must be printed on 8.5 x 14 size paper are formatted as such.

Please contact the Permitting to receive a printed Permit Approval Notice, or if any information on the document is incorrect.

Notarization Instructions

- The Permitting office offers signature notarization at no charge.
- Documents must be signed by the current owner(s)/principal of the property.

PLEASE NOTE: If the property owner/principal is not the party that is obtaining permit issuance, signatures must be notarized prior to being submitted OR follow the steps below to submit at the Recorder's Office prior to issuance.

IMPORTANT - Do not alter the content or make any marks in any of the margins. Documents that do not meet formatting and legibility requirements will not be considered acceptable for recording.

To submit at the Department of Local Services, Permitting Division, Snoqualmie Ridge office:

1. Bring the required documents and the [recording fee](#) to Permitting at the time of permit issuance along with all other requirements noted on the Permit Approval Notice.
2. Permitting will submit completed documents to the Recorder's Office and obtain the recording number.
3. To receive a copy of the recorded document, mail a request along with a fee or go to [the Recorder's Office web page and search based on the parcel number](#). Please note that there may be a delay in the availability of imaged documents.

Document recording, options & instructions, continued

To Submit at the King County Recorder's Office, Seattle:

- Documents must be completed and properly formatted and notarized.
- Take the completed document and the recording fee to:

King County Recorder's Office
500 Fourth Avenue, 4th Floor, Room 430
Seattle, WA 98104

The Recorder's Office is located on the third floor of the King County Administration Building.

- Obtain a copy of the recorded document with the recording number and bring or mail the document(s) to the DPER office.

Additional Resources and Information

King County

[Department of Local Services, Permitting Division](#)

[Contact, Office Hours and Location](#)

[Records and Licensing Services Division](#)

[Recording Fees](#)

