



**I. Fee waivers are granted at the discretion of the Permitting Director in accordance with KCC 27.02.020. Decisions on fee waiver requests are limited to the following criteria:**

- A fee may be waived if the service for which the fee was collected was not performed. The determination of the performance of the service shall be made by the Director.
- A fee may be waived at the discretion of the Director if, in his/her judgment, it duplicates another fee or it is an additional charge for a service for which a fee has already been collected.
- A fee may be waived at the discretion of the Director if the assessment of the fee is based on a professional error or unnecessary review by a Permitting employee.
- A fee may be waived by the Director as compensation to a customer who has incurred additional expenses due to a process error by Permitting staff. A process error by Permitting staff would include such circumstances as a lost application. A waiver of subsequent fees would be made in order to defray the additional costs experienced by the applicant which were directly attributable to a Permitting process error.
- Building permit fees may be waived at the sole discretion of the Director to replace, repair, abate or demolish a structure due to property damage caused by a natural disaster.

**II. Fees attributable to other agencies:**

Fees charged by the Department of Permitting for other governmental agencies, such as school districts or other King County departments, may be waived only through those procedures as established by King County Code.

**III. Submittal procedure**

For fee waiver/adjustment of fees requests forward this completed form to:

Jim Chan, Asst. Director for Permitting  
 Department of Permitting and Environmental Review  
 35030 SE Douglas Street, Suite 210  
 Snoqualmie, WA 98065-9266

For Financial Guarantee Management Unit (FGMU) fee waiver/adjustment of fees requests, forward this completed form to:

Finance  
 Department of Permitting and Environmental Review  
 35030 SE Douglas Street, Suite 210  
 Snoqualmie, WA 98065-9266

**Check out the Permitting Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)**