1) Pre-application consultation.

2) Planning Review - (may involve more than one permit).
   - Environmental review (SEPA)
   - Zoning review:
     - zoning certification;
     - administrative use permit; or,
     - conditional use permit.
   - Public participation
   (concurrent review)

3) Building / Life & Safety Review
   - Structural review
   - Fire safety review
   - Sewer & health department review

3) Site Development Permit Review
   - Stormwater management
   - Clearing & grading

Permits Issued

4) Project Construction: inspections conducted as work progresses.

5) Project Completion: final inspection of project and business license issued.
Your Application - Helpful tips to ensure successful projects.

- Pre-application consultation - this is where you get answers to your questions & information about fees & anticipated project cost.
  - The more information you provide, the better answers you will receive.

- The application - it is not “just a form.” Information in your application is the “starting point” of review.
  1) Explanation of the project and the anticipated impacts.
  2) Project plans, environmental reports and other project-related information.
  3) Communicates your proposal and demonstrates how your proposal complies with applicable regulation (protects the public health, safety and welfare).

- Be thorough. Planners will subsequently visit the site and will require supplemental documentation when information provided is lacking. (This usually costs time!!).
  - Information in your application is all the decision-maker will know, and is what his decision will be based on.

- The zoning code has specific standards for parking, landscaping, building and site design and signage.
  - Prior to pursuing a project, inquire about these regulations in order to better anticipate total project cost.

- Communicate with your neighbors early on.
  - Anticipate neighbors’ concerns and work to minimize impacts to surrounding properties. Early communication helps establish positive rapport.

- Be prepared to provide additional studies regarding environmental issues.
  - Commonly requested studies: traffic studies, tree surveys, wetland analysis reports, geo-technical reports, etc.

- Submit applications to other agencies ASAP (sewer, health, etc.).

- Building permits may be required to be prepared by a design professional.

- The process of showing building code compliance is “by the book” (International Building Code).

- Be prepared to construct street frontage improvements.

- Have your contractor present when permits are ready to be issued.
  - Contractor needs a contractor license, state and city business license and insurance.