



DEVELOPMENT SERVICES

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City of Bothell™

Submit this completed form by uploading to your application on www.MyBuildingPermit.com or if you do not have access to the online application email to permits@bothellwa.gov

PERMIT RENEWAL OR EXTENSION REQUEST

Applicable only to: Building, Plumbing, Mechanical, Sign, Rockery/Retaining Wall, and Detention Vault permits.

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Renewal of Expired Permit: Per Bothell Municipal Code 20.02.130. B a permit which has been expired for less than 90 days may be renewed for a period of one year for an additional fee that is based on the value of the work remaining. For permits that have been expired for longer than 90 days, a new permit must be obtained (including plan review) and full new fees paid.

- No permit shall be renewed more than once. New permit is valid for one year, thereafter a new permit must be obtained and full new fees paid and plans submitted for review.

Extension to an Expired Permit: Per Bothell Municipal Code 20.02.130.D the Building Official may authorize a 30-day extension to an expired permit for the purpose of performing a final inspection and closing out the permit, provided the only remaining inspection at the time of permit expiration was the final inspection and further that not more than 90 days have passed since permit expiration.

- An inspection fee of twice the normal building inspector's hourly rate shall be charged (see current fee resolution)
- 30-day extension shall commence on the date of written city approval. If the final inspection and any deficient items are not completed within the 30-day extension period, the permit shall return to expired status.

Extension to a Permit Application: Per Bothell Municipal Code 20.02.120 B. The building official may extend the 18-month time limitation of application for a period not to exceed 180 days, upon written request by the applicant citing specific circumstances preventing actions that are beyond the control of the applicant.

- A request for extension shall be received by the city prior to expiration of the original 18-month time limitation of the application.
- No application may be extended more than once.

Request for 30 Day Extension on Response to City Review Comments: Per Bothell Municipal Code 20.02.122 Applications shall be canceled for inactivity if an applicant fails to respond to the department's written request for revisions, corrections, actions or additional information within 180 days of the date of the request, except as provided in subsection B of this section.

B. The building official may grant an extension of up to 30 days under the following circumstances:

- Unique or unusual circumstances, such as the need to complete special studies or other analysis, exist that warrant additional time for the applicant to respond, provided the applicant submits supporting evidence and/or documentation; or
- Another city review is in progress, but such extension shall be granted only if the applicant has submitted complete responses to the other city review requests and the building official determines that the review is proceeding in a timely manner.

Request for:

☐ Permit Renewal (renew expired Issued Permit, one year renewal) – permit renewal fee due

Value of Remaining Construction on date permit Expired (base on fair market value of labor/ materials): _____

☐ 30 Day Extension to Issued Expired Permit for Final Inspection Only – 2 hours inspection time fee due

☐ 180 Day Extension to Permit Application Still Under Review – no charge

☐ 30 Day Extension on Response to City Review Comments – no charge

Extensions: Explain how your extension request should be allowed and meets code requirement for extension: _____

PERMIT INFORMATION

Permit number(s): _____

Project/Business/Tenant Name (if applicable): _____

Site Address: _____ Suite No: _____

PRIMARY CONTACT INFORMATION:

Contact: _____ Company Name _____

Mailing address _____ City _____ State _____ Zip _____

Phone (_____) _____ E-Mail: _____