



Accessory Dwelling Unit, Notice on Title Requirements

The Department of Local Services, Permitting Division (Permitting) provides land use and building permitting for the unincorporated areas of King County. King County Code requires an Accessory Dwelling Unit (ADU) Notice on Title be recorded with the Department of Executive Services, Records and Licensing Services Division before a permit can be issued for an Accessory Dwelling Unit (ADU).

Submit a completed [Accessory Dwelling Unit Notice on Title Affidavit](#) for recording by either:

Department of Local Services, Permitting Division

- Mail or email¹ (PermitServices@KingCounty.gov) the executed document to Permitting.
- The fee for recording the document will be included with your invoice for permitting fees. You will receive an email with instructions for online payment.

OR

Department of Executive Services, Records and Licensing Services Division, [Recorders Office](#)

- Mail the executed document, with payment of the recording fee, to the Recorder's Office:

Recorder's Office
King County Administration Building
500 Fourth Ave., Suite 430
Seattle, WA 98104

Submitting for Permit Issuance

If you have used the Permitting [Accessory Dwelling Unit Notice on Title Affidavit](#) form for recording, no further action is required. Once the Affidavit is recorded, the Recorder's Office will return a copy to Permitting.

Obtaining a Copy of the Recorded Agreement

- Mail a request along with the appropriate fee to the Recorder's Office.
- Go to the Recorder's Office web page and search on the parcel number at [Online records search](#) (<https://www.kingcounty.gov/depts/records-licensing/recorders-office/records-search.aspx>).

There will be a one to two week delay in the availability of imaged documents.

¹ High quality scanned PDF document

Accessory Dwelling Unit, Notice on Title Requirements, continued

Document Formatting

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.

Additional Resources

King County

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

[Property Research Guide](#) and [Property Research Video](#)

[Permit status and online invoice payments](#)

[Fees](#)

[King County Code](#)

Department of Executive Services, Records and Licensing Services Division

[Recorder's Office](#)

[Online records search](#)

[King County Green Building Handbook](#)

