



# Code Enforcement, Application for Waiver or Adjustment of Civil Penalties

King County code allows the Department of Local Services, Permitting Division Director, with approval of the Director of the Department of Executive Services, to reduce or cancel your civil penalties assessed. This does not include abatement charges.

Per [King County Code 23.32.050 on Waivers](#), there are three reasons a penalty waiver can be granted:

- If the code violations have been cured (the problems have been fixed)
- If penalties were assessed in error (e.g. an officer assessed the penalties before the compliance deadline)
- If other information warranting a waiver has been presented to the Director of Permitting

Your waiver request via the application form below should include a description of the charges and a detailed explanation or justification to support the waiver. Civil penalties shall remain due and owing unless a waiver is approved. Note: A waiver request will not stop the assessment of more civil penalties.

This waiver request must be received within 24 days of the statement date on the first invoice of a newly assessed penalty.

For additional information or questions:

- See the [Code & Complaints section on kingcounty.gov/permits](#)
- Call Code Enforcement at 206-296-6680
- Email [webcomplaints.codeenforcement@kingcounty.gov](mailto:webcomplaints.codeenforcement@kingcounty.gov)

## **Waiver or Adjustment Submittal:**

Please submit this signed and completed application form below to the email address above, or the following address by mail:

Department of Local Services, Permitting Division  
Code Enforcement Section  
919 SW Grady Way, Suite 300  
Renton, WA 98057

<b>Waiver Applicant</b>				
FULL NAME		PHONE NO.	EMAIL ADDRESS	
MAILING ADDRESS			CITY	STATE   ZIP CODE
Applicant Relationship to Property Owner:      Owner      Other (specify):				
<b>Code Enforcement Case Information</b>				
CASE NUMBER:	INVOICE STATEMENT NUMBER:		AMOUNT YOU ARE REQUESTING TO BE WAIVED:	
PARCEL OR ADDRESS OF VIOLATION LOCATION:			INVOICE STATEMENT DATE:	
SELECT CATEGORY OF REASON FOR WAIVER: Code violations have been cured (i.e. the problems have been fixed) Civil penalties assessed in error (e.g. an officer assessed the penalties before the compliance deadline) Other information warranting a waiver has been presented to the Director of Permitting				
EXPLAIN WHY THIS FEE SHOULD BE WAIVED: (For example, give details on actions taken to achieve compliance and date of compliance)				
REQUESTOR'S SIGNATURE:			DATE:	

OPTIONAL SUPPLEMENTAL PAGE TO EXPLAIN WHY THIS FEE SHOULD BE WAIVED:

REQUESTOR'S SIGNATURE:

DATE: