



Fee Waiver, Adjustment of Fees Application

Requests must be submitted by the Applicant of Record.

Fees shall be refunded to the Applicant of Record, per King County Code (KCC) 27.02.060.D.

KCC 27.02.040 gives the Department of Local Services Permitting Division Director discretion to waive all or a portion of a development application and permit fees administered by the Division, provided the waiver is warranted in the Director’s judgment. Fees charged by the Permitting Division on behalf of other governmental agencies, such as school districts or other King County departments, may be waived only through procedures established by King County Code.

Application/Permit Information		
APPLICATION/PERMIT NUMBER		
DEVELOPMENT SITE ADDRESS (if any)		
DEVELOPMENT SITE PARCEL IDENTIFICATION NUMBER		

Applicant of Record Mailing Address and Contact Information		
NAME		
STREET ADDRESS		
CITY	STATE	ZIP CODE
TELEPHONE NUMBER	EMAIL ADDRESS	

Fee Waiver, Adjustment of Fees Application, continued

Provide a detailed explanation or justification for waiving the fee(s). A fee may be waived at the discretion of the Director for one or more of the following reasons, provided for in KCC 27.02.040:

- The fee is for a service that was not performed. The determination of the performance of the service shall be made by the Director.
- The fee duplicates another fee or is an additional charge for a service for which a fee has already been collected.
- The fee is based on a professional or processing error or unnecessary review by a Permitting employee.
- The fee is for a service(s) in response to a natural disaster as declared by the Executive in accordance with KCC 12.52.030, including review or inspection of a permit(s) to repair, abate or demolish a structure due to property damage caused by a natural disaster.
- The fee is for a service in response to a public health or safety emergency, for which in the judgement of the Director the public benefit of permitting services exceeds the fee for the services.

Waiver or Adjustment Description	
FEE ITEM AND AMOUNT TO WAIVE OR ADJUST	
STATEMENT OF JUSTIFICATION (if more space is needed, please attach a separate sheet)	
APPLICANT OF RECORD SIGNATURE	DATE

Submit this completed form by email to: PermitServices@kingcounty.gov

If unable to email it, you can also submit it to: Division Director
Department of Local Services, Permitting Division
919 SW Grady Way, Suite 300
Renton, WA 98057