



King County
Department of Local Services
Permitting Division

206-296-6600
www.kingcounty.gov

Temporary Use Permit: General Information

For alternate formats, call 206-296-6600.

General Information

Temporary Use Permits (TUPs) are required when uses not otherwise permitted in a given zone can be made compatible for periods of limited duration and/or frequency, or to allow limited expansion of any use that is otherwise allowed in the zone but which exceeds the intended scope of the original land use approval (KCC 21.A.32.100).

Temporary uses are limited to 60 event days occurring within a 365-day time period (one occurrence per calendar year) which begins on the date of the first event within a calendar year. The date upon which the use will be terminated and removed must be specified on the permit.

Some uses are exempt from requiring a TUP depending upon their zoning. For example, Christmas tree lots are allowed in business, office and industrial zones provided they do not exceed 30 calendar days. Carnivals and community festivals are limited to 14 calendar days.

How Do I Obtain a Temporary Use Permit?

A Pre-Application Meeting is required for submittal of a Temporary Use Permit in order to determine that pursuing a TUP is the proper course of action. Forms are available online at www.kingcounty.gov/permits, at the Permitting Services Center, 35030 SE Douglas Street, Suite 210, in Snoqualmie, or by calling 206-296-6600. Completed Pre-Application Forms can be submitted either in person or by mail together with a deposit in an amount to be determined. Mailed requests for Pre-Application Meetings should be addressed to:

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

You will be called directly to schedule the Pre-Application Meeting.

If you are obtaining a TUP for a use that has been permitted previously, you may request a Waiver of the Pre-Application Meeting requirement. To submit for the TUP you must have had either a Pre-Application Meeting OR an approved Pre-Application Waiver Request – Building Permit form included with your application.

What Happens and How Long Does the Process Take?

Once an application has been submitted, King County Permitting has up to 28 days to declare the application complete. If the application is deemed incomplete, the applicant has 90 days to submit the required information.

Once the application is deemed complete, the public Notice of Application (NOA) posting package will be sent to the applicant so that a signboard can be ordered and the property posted. A public comment period of 21 days is provided for and starts on the 15th day following the department's determination of completeness. The NOA is posted on the signboard(s) on the property, mailed to all property owners within 500 feet of the property, and printed in two newspapers. King County will provide you with the information to place on the notice board – but it is the applicant's responsibility to obtain the sign and place the appropriate information on the sign. The County will mail the notices to the adjacent property owners and place the notice in the newspapers.

After the close of the 21-day public comment period, the County will complete review of the application including any comments received. Once the decision on the permit is made by the County, copies will be provided to the applicant, any person who is a party-of-record, other agencies as required and to the public as specified in the requirements for posted, mailed and published notice. This decision can be appealed to the hearing examiner.

If no appeals are filed, the permit is issued upon payment of any outstanding fees.

What is the Decision Criteria Used?

A Temporary Use Permit will be granted by the County only if the applicant demonstrates the following (per KCC 21A.44.020):

- A. The proposed temporary use will not be materially detrimental to the public welfare;
- B. The proposed temporary use is compatible with existing land uses in the immediate vicinity in terms of noise and hours of operation;
- C. The proposed temporary use, if located in a resource zone, will not be materially detrimental to the use of the land for resource purposes and will provide adequate off-site parking if necessary to protect against soil compaction;
- D. Adequate public off-street parking and traffic control for the exclusive use of the proposed temporary use can be provided in a safe manner; and
- E. The proposed temporary use is not otherwise permitted in the zone in which it is proposed.

What Do I Need to Submit for a Temporary Use Permit?

To submit for a Temporary Use Permit, provide the following. The forms referenced below are available online at www.kingcounty.gov/permits, at the Permitting Service Center, 35030 SE Douglas Street, Suite 210 in Snoqualmie, WA 98065-9266, or by calling 206-296-6600.

- Completed Affidavit for Application and TUP General Information Worksheet.
- 3 copies of Legal Description of the Property.
- 3 copies of Site Plans (see Site Plan Requirements Handout for details) and indicate where the temporary use events will occur on the property.
- Submittal Fees will be determined as part of the Pre-Application Meeting. Consult the current DPER fee schedule for the required fees or deposit.
- Any backup information you feel would be helpful in the review and evaluation of your request.
- SEPA Environmental Checklist – insert attached description.