Zoning & Historical Certification Letter

A Zoning Certification Letter provides the applicant with verification that a particular land use is permissible under King County Zoning Code (KCC), Title 21A. The Zoning Certification letter may also provide information about the existing use of the site, whether the current use is legally conforming or non-conforming, and/or provide additional details about property specific development standards or special district overlay conditions.

Do I need a Zoning Certification Letter?

A Zoning Certification Letter is typically requested when an applicant wants to confirm and document that a new, changing or existing land use for a specific property complies with King County Zoning Code. For example, a Zoning Certification Letter may be desirable when:

- A new owner or tenant is proposing a new or different business operation;
- A lender needs verification that the existing structure conforms to the Zoning Code and can be rebuilt in the event it is damaged or destroyed;
- An owner is seeking basic land use information about the zoning, permit history, and if there are any pending code enforcement violations;
- Identify property-specific development conditions or special district overlay conditions of the site; and
- Washington State Department of Licensing requires a zoning approval for certain land use activities, such as a Hulk Hauler/Car Wrecking use.

What is a Historical Zoning Certification Letter?

While most zoning certification requests fall under a Zoning Certification Letter, occasionally an applicant may need more comprehensive research for a parcel(s). Comprehensive research may include outlining historical information about the site, or may be more comprehensive in regards to the time it takes to research details about the property or land use inquiry. For example, a Historical Certification Letter may be needed when:

- Historical records/archives research is requested;
- A comprehensive analysis of the use and/or site is requested.

How long should it take to receive a Zoning or Historical Zoning Certification Letter?

It should take approximately four working weeks to complete a Zoning Certification Letter and approximately six weeks to complete a Historical Zoning Certification Letter.
Scope of Zoning or Historical Zoning Certification Letters

Zoning Certification Letters only address land use inquiries pertaining to KCC Title 21A. Some of the development issues not addressed by Zoning Certification Letters include, but are not limited to:

- Hazard conditions such as flooding, landslides and coal mines
- Critical areas such as wetlands, shorelines or steep slopes
- Water and/or sewer (or septic) availability
- Legal building lot

For all other inquiries and for general permitting information, please contact (206) 296-6600 or come in during the customer service hours 7:30 a.m. - 11:30 a.m. & 1:00 p.m. - 3:00 p.m. MON/TUE/THUR/FRI (Wednesday closed to the public).

Obtaining a Zoning Certification Letter or a Historical Zoning Certification Letter

Walk-in:

Applications may be submitted in person at the Department of Permitting and Environmental Review office. No appointment is necessary. Location and office hours. Once the application is accepted, the applicant will be invoiced. Payment may be made by check, cash or credit card (VISA or MasterCard). Online payment by credit card is available.

Mail-in

Applications may be mailed to the King County Department of Permitting and Environmental. Once the application is accepted, the applicant will be invoiced. Mailed applications must include:

- Completed Zoning and Historical Certificate Letter application

Payment may be made by check, cash or credit card (VISA or MasterCard). Online payment by credit card is available.

Online:

Go to MyBuildingPermit.com and sign up for an account if needed. The permit type selections are:

- Jurisdiction: King County
- Application Type: Land Use
- Project Type: Any Project Type
- Activity Type: Preapplication Services
- Scope of Work: Zoning Verification

Apply On-Line at MyBuildingPermit.com
Select: King County | Land Use | Any Project Type | Pre-application Services | Zoning Verification

MyBuildingPermit
References:

King County Code

Department of Local Services, Permitting Division

Info Sheets (bulletins)

17A - Zoning Code: Overview and Summary
18A - Zoning Code: Permitted Use Tables
22 - Zoning Code: Landscaping Requirements

Property research & maps

Forms and Handouts

Zoning Certificate Request Form
Flood Hazard Certification
Water Service Requirements Handout
Legal Lot
Critical Areas Designation Handout

On-line Permit Status and Inspection Scheduling

Seattle – King County Public Health

Private wells, plumbing, gas piping and onsite-sewage systems
On-Site Septic As-Built Record Drawings

Washington State, Department of Revenue

Business License Service

Vehicle Transport and Disposal
Hulk Hauler or Wrecker

King County Green Building Handbook