King County Code (KCC) 27.02.040 gives the Department of Permitting and Environmental Review (Permitting) Director discretion to waive all or a portion of a development review fee administered by the Department of Permitting, provided the waiver is warranted in the Director’s judgment. The criteria used by the Permitting Director for decisions pertaining to fee waivers, as well as the procedures for filing a fee waiver request, are listed on the back (page two) of this form.

To request a fee waiver/adjustment of fees:
- Fill out this form completely. Incomplete forms will be returned to the applicant.
- Include a description of the disputed fees and a detailed explanation or justification to support your request.
- Limit the justification for your request to the criteria listed on page two of this form.
- Submit your completed form as directed on page two.

TO BE FILLED OUT BY APPLICANT:

Name: 
Address: 
Application / Permit Number: 
Phone: 
Description and amount of fees requested to be waived:

STATEMENT of JUSTIFICATION (if more space is needed, please attach a separate sheet):

Signature Date

TO BE COMPLETED by Department of Permitting Staff:

Staff Recommendation:
Staff Name Signature Date

TO BE COMPLETED by Asst. Director for Permitting:

Justification: 
- Approved 
- Partial waiver approved 
- Denied 
- Service was not performed 
- Professional error by Permitting employee 
- Fee is a duplicate 
- Unnecessary costs incurred - Permitting process error 
- Review was unnecessary 
- Other (please explain):

Comments:

Authorizing Signature Name Printed Signature Date

OPERATIONS SECTION TO COMPLETE:

Amount of flat fees approved $ 
Amount of hourly fees approved* $  
"attach highlighted ‘Hours Detail’ 
Total fees approved $ 
Apply credit amount to permit number: 

FINANCE SECTION TO COMPLETE:

Finance charges approved $ 
Total waived $ 
Processed by: Initials Date
I. Fee waivers are granted at the discretion of the Permitting Director in accordance with KCC 27.02.020. Decisions on fee waiver requests are limited to the following criteria:

- A fee may be waived if the service for which the fee was collected was not performed. The determination of the performance of the service shall be made by the Director.

- A fee may be waived at the discretion of the Director if, in his/her judgment, it duplicates another fee or it is an additional charge for a service for which a fee has already been collected.

- A fee may be waived at the discretion of the Director if the assessment of the fee is based on a professional error or unnecessary review by a Permitting employee.

- A fee may be waived by the Director as compensation to a customer who has incurred additional expenses due to a process error by Permitting staff. A process error by Permitting staff would include such circumstances as a lost application. A waiver of subsequent fees would be made in order to defray the additional costs experienced by the applicant which were directly attributable to a Permitting process error.

- Building permit fees may be waived at the sole discretion of the Director to replace, repair, abate or demolish a structure due to property damage caused by a natural disaster.

II. Fees attributable to other agencies:

Fees charged by the Department of Permitting for other governmental agencies, such as school districts or other King County departments, may be waived only through those procedures as established by King County Code.

III. Submittal procedure

For fee waiver/adjustment of fees requests forward this completed form to:

Jim Chan, Asst. Director for Permitting
Department of Permitting and Environmental Review
35030 SE Douglas Street, Suite 210
Snoqualmie, WA 98065-9266

For Financial Guarantee Management Unit (FGMU) fee waiver/adjustment of fees requests, forward this completed form to:

Finance
Department of Permitting and Environmental Review
35030 SE Douglas Street, Suite 210
Snoqualmie, WA 98065-9266

Check out the Permitting Web site at www.kingcounty.gov/permits