

**Department of Development and Environmental Services (DDES)**

900 Oakesdale Avenue Southwest • Renton, Washington 98057-5212 • 206-296-6600 • TTY 206-296-7217

# Permits For Relocating a Building

## • FREQUENTLY ASKED QUESTIONS •

*Visit the DDES Web site at  
[www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)  
for more information*

King County DDES has created customer information bulletins to inform the general public about the effect of codes and regulations on their projects. These bulletins are not intended to be complete statements of all laws and rules and should not be used as substitutes for them. If conflicts and questions arise, current codes and regulations are final authority. Because the codes and regulations may be revised or amended at any time, consult King County staff to be sure you understand all requirements before beginning work. It is the applicant's responsibility to ensure that the project meets all requirements of applicable codes and regulations.

DDES Customer  
Information Bulletin #**35**

For alternate formats, call 206-296-6600.

### **Building relocation permits for residential and commercial structures**

This bulletin outlines what is required to obtain a permit to relocate a building that will be used for residential or commercial purposes. Two separate permits are needed for building relocation: The first permit, a Relocation Investigation Permit, provides for inspection of the building to be relocated. If the building is determined to be eligible for relocation, then the second permit, a Building Relocation Permit, may be obtained.

All building relocation permits must comply with the following State and King County codes and regulations:

- 1) International Building Code;
- 2) International Mechanical Code;
- 3) International Fire Code;
- 4) International Residential Code;
- 5) King County Code [Title 21A of the King County Code (KCC)];
- 6) King County Critical Areas Ordinance and Administrative Rules [Chapter 21A.24 of the King County Code (KCC)];
- 7) King County Surface Water Design Manual;
- 8) King County Road Standards;
- 9) Washington State Energy Code and Ventilation and Indoor Air Quality Code;
- 10) Shoreline Management Act;
- 11) Other King County Ordinances and Regulations; and
- 12) Other Washington State Ordinances and Regulations.

### **Building relocation investigation permits**

If customers are planning to relocate a building in King County, an assessment of that building and the prospective site for relocation is required before applying for a building permit. This assessment is accomplished through a Relocation Investigation Permit.

Customers may apply for a Relocation Investigation Permit at the Permit Center of the King County Department of Development and Environmental Services (DDES) offices in Renton, Washington. To apply for a Relocation Investigation Permit, please call the Permit Center Appointment Desk at 206-296-6797.

To apply for a Relocation Investigation Permit, customers must provide the following information:

- The current address, Parcel Number and location of the building to be relocated;
- The legal description or Parcel Number of the site where the building is to be relocated;
- An Affidavit of Application; and
- A site plan of the site, showing the current location of the building.

An inspection report regarding the proposed building relocation will be prepared and given to the project applicant.

### **Building relocation permits**

If the relocation investigation indicates that a proposed building is eligible for relocation, customers may then apply for a Building Relocation Permit. This permit will be processed and reviewed in the same way as a permit for a new residential or commercial project and will be subject to any code reviews and restrictions applicable to the new site. These reviews and restrictions may include SEPA, critical areas, shorelines, drainage, traffic, noise, etc.

To apply for a Building Relocation Permit, please call 206-296-6797 to schedule a permit application appointment. When coming for an appointment, be sure to bring a copy of the Relocation Investigation Permit Report. In addition, customers must provide all the information required for a complete permit application. (See Bulletin 9, *Obtaining a Residential Building Permit*, for complete application requirements for single-family residential projects, and see Bulletin 8, *Commercial and Multi-family Building Permits*, for complete application requirements for commercial and multi-family projects.)

The Relocation Investigation Report requires either a Full Plans Submittal for the building, or, if only minimal or no changes to the building are required, a Limited Plans Submittal. A Full Plans Submittal for the foundation and site is required in all circumstances.

### **What resource information is available?**

King County Information Bulletins, Affidavit of Application forms, and Owner Affidavit forms are all available at the King County DDES Permit Center at the Renton office location. Forms are also available via the DDES Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits) or by calling DDES customer service at 206-296-6600.

If customers have a question regarding a building relocation project that was not answered by this bulletin, or if additional information is needed, please contact the Permit Center of DDES at 206-296-6600.

**Other bulletins and telephone numbers that may be helpful**

Bulletin 1	Building and Development Permit Telephone Numbers
Bulletin 6	Working with Contractors
Bulletin 8	Commercial/Multi-Family Building Permits
Bulletin 9	Obtaining a Residential Building Permit
Bulletin 10	Residential Building On or Near Waterfront
Bulletin 12	Residential Building Permit Process
Bulletin 21	Critical Area Review
Bulletin 29	Drainage Review
Bulletin 40	Financial Guarantees

These and other DDES bulletins are available via the department Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits).

206-296-6600	DDES Information
206-296-6797	DDES Appointment Desk
206-296-6630	Building Inspection Services
206-296-6635	24-Hour Inspection Request Line

**Be sure to visit our Web site at:**  
[www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)



King County complies with the Americans with Disabilities Act (ADA). If you require an accommodation to attend a meeting (two weeks' notice) or require this information in Braille, audiocassette, or large print, please call 206-296-6600 or TTY 206-296-7217.