



# QUARTERLY NEWS

## *Special Customer Service Edition*

**DEAR DDES CUSTOMER:**

I am proud to publish this latest edition of DDES Quarterly News, which highlights the major customer service programs developed at DDES during the past 18 months.

Property development often involves a great deal of time and money. Bearing this in mind, DDES continuously strives to improve our public information delivery systems and customer service programs in order to prepare applicants for the permit process. We make every effort to help our customers get through the permit process as quickly and efficiently as possible. This translates to both a time and money savings.

One example of this work was the Permit Center Roundtable held in February of this year. Permit Center staff met with builders and other permit customers in order to develop improvements to the intake process and to discuss best practices for applications submittal. The Roundtable was so successful that I anticipate other collaborative efforts like this will occur in the near future.

DDES is particularly proud of our latest customer service initiative: The Critical Areas Designation program, a function of the 2005 Critical Areas Ordinance which puts critical areas review at the beginning of the residential permit review process. This program has been expanded



**DDES Director  
Stephanie Warden**

and is now being applied to the subdivision and Conditional Use Permit (CUP) process for developments in the rural area.

In addition, DDES was recently recognized by Governor Gregoire for its permitting work on the Greenbridge Development Project in White Center. For a picture and project details, log onto the DDES Web site at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes). We are extremely proud to have assisted with a project that ultimately will bring economic and aesthetic improvements to a local community.

As a public service agency, DDES continues to look to the future. During 2006-07 we will implement a pilot project to examine electronic plan submittal. We will also conduct usability testing on our Web site to ensure that the information we provide is easy to find and understand.

I hope you will find this special customer service issue to be helpful. If you have thoughts on new initiatives for DDES to consider, please send us your comments via the DDES Web site.

Sincerely,

Stephanie Warden, Director  
Department of Development and Environmental Services

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## CRITICAL AREAS DESIGNATION PROGRAM IMPLEMENTATION

*Will Apply to Subdivisions and Conditional Use Permits in the Rural Area*

### BACKGROUND

The Critical Areas Ordinance package, which went into effect on January 1, 2005, specifies that customers seeking to install a well or septic system must secure a Critical Areas Designation (CAD) from DDES prior to applying for design approval from Seattle-King County Public Health. DDES has implemented the new process in phases, beginning with single family residence applications. DDES is now adding subdivisions (formal plats and short plats) and conditional use permit proposals. The Critical Areas Designation allows DDES to determine whether there are critical areas on the property and, if so, the type and exact location. The designation is valid for five years.

### PROGRAM IMPLEMENTATION

**Customers initiating the permit process for a new subdivision are encouraged to use the CAD program voluntarily for the rest of 2006. However, beginning January 1, 2007, customers will be required to complete the Critical Areas Designation process prior to filing an application for a new subdivision.**

### WHAT A CRITICAL AREAS DESIGNATION ACHIEVES

A Critical Area Designation offers customers consistency and predictability in decision-making as applied to critical areas and associated buffers. The Critical Areas Designation puts critical area review at the beginning of the permit review process. This means that customers will know where they can and cannot build on their property. In the case of wells, septic tanks and drain fields, customers will know prior to hiring an engineer or critical areas consultant where these systems can be located. Customers can also save time and money associated with plan changes or redesigns that might occur in the middle of the permit review process, if critical area issues have not been addressed prior to Health Department review.



A wetland buffer, established during the CAD process, protects a neighboring wetland on a property where a new home was ultimately built.

The critical areas designation also allows customers who wish to sell property an opportunity to identify critical areas and their buffers on site. The designation helps identify buildable areas and offers the associated predictability and reliability for five years after the determination.

The Critical Areas Ordinance package also allows the Critical Areas Designation to address critical areas issues beyond location and classification. For example, wetland buffer widths or a mitigation plan for driveway crossing impacts could be included within the designation.

### HOW TO GET STARTED

**To apply for a Critical Areas Designation, please visit the DDES Web site at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes) and review Customer Information Bulletin No. 21, *Critical Areas Review*. The application form can also be found online. From the main DDES Web page, simply click on Permit Information, then on Permit Application Forms. Customers can also call the main DDES Customer Service Line at 206-296-6600.**

## NO-COST RESOURCES FOR LEARNING ABOUT YOUR PROPERTY

**D**DES takes seriously its responsibility to provide quality information to property owners on permitting and land use issues. Answers to your questions can be found through a variety of no-cost resources offered at DDES. These include:

**TECHNICAL SUPPORT FOR CUSTOMERS EACH MORNING AT DDES:** The DDES Permit Center offers a full range of technical support to customers between the hours of 8:30 and 10:30 a.m. each day. Customers often need specialized information from specific permit review disciplines such as Plan Review, Critical Areas, Site Review or Clearing and Grading. In the past, staff in these areas may or may not have been available to assist customers without an appointment. Staff in specific review disciplines will now be on call to assist in the Permit Center each morning. This assistance is intended for both walk-in customers and customers with specific questions and/or issues during the permit intake process. **For additional information, please contact Chris Ricketts, Permit Center Supervisor at 206-296-6750.**

**DEDICATED DDES STAFF TO ANSWER CRITICAL AREA QUESTIONS:** DDES has dedicated two full-time staff persons to assist landowners and permit customers with critical area-related questions and issues. Betsy MacWhinney at 206-296-6793 and Pasha Klein at 206-296-7274 can answer questions on how critical areas can affect the permit process, how to assess if there are critical areas on your property, and also how to wisely plan a building project given new critical area regulations. These staff are not intended to replace the technical reporting requirements associated with some permits, but are available to help landowners address critical areas issues properly and efficiently.

**VISIT US Online:** The DDES Web page at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes) offers a range of useful literature on the Critical Areas Ordinance (CAO), the

ordinance package itself, as well as best-available-science documents, a user's manual, customer assistance bulletins and CAO-related questions and answers. Last year, DDES completed a workshop series for builders, realtors and other professionals on the CAO. This workshop plays on demand in its entirety via the DDES Web site, and is also available on DVD. **The DDES Web page also offers customer assistance bulletins on a wide range of topics pertaining to building and land development, a parcel-specific property research tool, as well as helpful information about Code Enforcement and the DDES Records Center.**

**VOLUNTARY PREAPPLICATION MEETINGS:** If the aforementioned information sources do not meet your needs and you would like to meet with one or two DDES staff members to conduct more in-depth research, a Voluntary Pre-Application meeting may be the right choice for you. This is an opportunity to sit down with DDES permit review experts to discuss any potential project. The cost of this meeting will be charged at the current DDES hourly rate for each staff member involved and a deposit is required when submitting for a meeting request (see the DDES Web page for application materials and required deposits).

How is this different from a mandatory Pre-Application Meeting? The voluntary Pre-Application meeting is customized to answer the customer's specific questions and occurs at the request of the customer. The traditional pre-application meeting is required prior to application submittal for many permit types and is designed specifically to prepare a customer for the permit review process as it applies to a specific development proposal. **To discuss pre-application meetings for building permits (e.g., single family dwellings, additions and remodels), call Julie Kubota at 206-296-7245. To discuss pre-application meetings for a land use proposal, call Carol Rogers at 206-296-7116 or Shirley Goll at 206-296-6796.**



## DDES OFFERS MORE EFFICIENT AND LESS COSTLY PERMIT PROCESS FOR SINGLE FAMILY CONSTRUCTION

*PREFERRED CONSULTANT PROGRAM CAN BE USED FOR CRITICAL AREAS AND SITE ENGINEERING REVIEW*

King County is expanding its Preferred Consultant Program in an effort to improve customer service and make the permitting process more efficient and less costly, especially for customers applying for a residential building permit for the first time. The DDES Preferred Consultant Program now includes site engineering review for single family homes.

First-time residential permit applicants often are intimidated by the process of selecting consultants to assist with permitting requirements. To assist these customers, DDES developed the Preferred Consultant Program in 2004, offering residential permit customers the option of choosing a critical areas consultant from a DDES list of preferred stream, geotechnical and wetland consultants. With site engineering review now being one of the preferred consultant options, first-time residential permit customers are now offered even more predictability during the permitting process. Specifically, customers and DDES staff know that the Preferred Consultant will make a quality permit application submittal. This, in turn, expedites the permit review process and can ultimately save on permit review fees.

Preferred Consultants are those individuals with a proven track record of high quality work in King County. DDES is able to offer expedited permit review with the assurance that the consultant's work meets high standards. Another benefit for residential permit customers is easy access to a pool of proven site engineering consultants. The benefit to the consultants on the list is increased visibility and a marketable certification.

Consultants looking to be listed on the DDES Preferred Consultant List should review the criteria posted on the DDES Web site at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes). Simply open the HOT TOPICS menu. Application materials are also available online.

Permit applicants still have the option of choosing a private consultant who does not participate in the DDES Preferred Consultant Program.

**For more information, please contact Jim Chan, Site Engineering and Planning Supervisor at 206-296-6740.**

## AUTOMATED BUILDING INSPECTION REQUESTS

*AVAILABLE 24 HOURS, 7 DAYS PER WEEK  
VIA WEB AND TELEPHONE*

The King County Department of Development and Environmental Services (DDES) has activated an Interactive Voice Response System (IVR) which allows permit customers to schedule building inspections through automated telephone and Web-based systems, 24 hours per day, 7 days per week. To access the system by phone, simply call:

**DDES VOICE INSPECTION LINE: 1-888-5-INSPECT**

The new system allows permit customers to:

- Schedule inspections
- Cancel inspections
- Retrieve inspection results

The DDES Voice Inspection Line is completely automated and easy to use. Multiple transactions can be performed with each call and the system will prompt you each step of the way. To get started, all you need is a permit number, a list of inspection codes (issued to customers upon permit issuance), and a touch-tone telephone. At the end of each call, customers will be issued a confirmation number, which should be kept on file for future reference.

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## CODE ENFORCEMENT PARTNERS WITH LOCAL COMMUNITIES

**D**DES Code Enforcement staff are operating under a new philosophy and organizational approach designed to foster partnerships with local communities, making Code Enforcement staff more visible and accessible. The new program, called Community-Oriented Code Enforcement, assigns code enforcement officers to geographic areas of unincorporated King County and emphasizes communication and partnership between officers and community leaders to identify code enforcement service priorities in local areas.

Initially launched in the Bear Creek area, Community-Oriented Code Enforcement begins with an assigned code enforcement officer meeting with a local community group to explain the code enforcement process and mission, which is to investigate complaints of code violations on private property as outlined in the King County Code. A working relationship is then established between

the Code Enforcement Officer and a community liaison(s). Priorities are established for responding to the most serious code violations, as well as those of greatest concern to the local community.

Examples of violations handled by Code Enforcement under Title 23 of King County Code include:

- construction without a permit;
- substandard housing;
- illegally placed mobile homes or factory-assembled structures;
- open wells and other hazardous conditions;
- dangerous or open to entry buildings;
- zoning code infractions;
- illegal junk and debris; and
- illegal filling of wetlands, piping streams and clearing and grading without permits.

### AUTOMATED BUILDING INSPECTION REQUESTS – continued

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The DDES automated inspection system can also be accessed via the Internet at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes). Simply click on PERMIT INFORMATION, then on BUILDING INSPECTIONS.

An instruction guide for the DDES automated inspection system, as well as a wallet-sized list of inspection codes, are issued with each building permit. This information is also posted on the **DDES Web page at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes)**. Simply open the HOT TOPICS MENU and click on 24x7 BUILDING INSPECTION REQUESTS; or click the PERMIT INFORMATION button, scroll to GENERAL PERMIT INFORMATION and click on 24x7 BUILDING INSPECTION REQUESTS.

**For additional information, please contact Bernard Moore, Building Inspections Supervisor, at 206-296-6762.**

DDES is optimistic that this new service approach will improve service delivery to local communities, as well as illuminate the work already being done by the Code Enforcement Office.

Although there has always been more code enforcement complaints than resources available to address the work load, DDES has long prioritized the most serious health and environmental violations. Nevertheless, there are many other types of violations that are visual in nature and disturbing to local communities. Working with communities to prioritize these types of violations emphasizes King County's priority of bringing quality services to the unincorporated area.

For information on the code enforcement process, see the DDES Web page at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes) and click on CODE ENFORCEMENT. **Additional questions can be directed to Code Enforcement Supervisor Deidre Andrus at 206-296-6656.**

## DDES PERMIT CENTER HIGHLIGHTS GREEN BUILDING AND SUSTAINABLE LANDSCAPING

If you've traveled to the DDES Permit Center recently, you may have noticed flowering lavender and blue oat grass on your way into the building, or samples of cotton insulation made from recycled blue jeans and a miniature solar array in the lobby. These features are part of the new green building display and demonstration gardens that DDES has recently installed in and around the Permit Center, providing customers with resources and information on green building and sustainable landscaping. The effort is part of DDES's collaborative efforts with the King County Department of Natural Resources and Parks to promote sustainable development in unincorporated King County.



The demonstration gardens at DDES feature planting suggestions for shade, rain and drought-prone areas.

The Permit Center's green building display was constructed using salvaged materials from an existing display and includes information on green building topics such as the benefits of building green; Built Green™ and LEED™ rating systems for residential and commercial buildings; and samples

of environmentally preferable materials. A rotating board highlights featured Built Green™ builders who have incorporated innovative green design and construction strategies into their projects. The display also features a laptop computer station where DDES customers can access the internet to find more detailed information online.

In the front lobby, an architectural model of an actual Built Green™ home permitted by DDES also provides a three-dimensional element and serves as evidence that green homes can also be aesthetically beautiful. The model showcases green technologies designed to

decrease the negative impact buildings can have on our environment, such as alternative energy from solar panels, ground source heat pumps, and advanced framing techniques that use fewer resources.

Finally, three demonstration gardens were installed surrounding the DDES office building. These

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### FREE LITERATURE ON GREEN BUILDING AVAILABLE AT DDES

Thinking of remodeling soon? Stop by the DDES Permit Center and pick up free copies of King County/Seattle Green Home Remodel Guides. These guides provide useful information about material choices and design options that save money, reduce maintenance, conserve energy and water, and create healthier homes.

The Green Home Remodel Guide series includes:

- Kitchen
- Bath & Laundry
- Landscape Materials
- Salvage & Reuse
- Painting
- Roofing
- Hiring A Pro

Contact Katie Spataro at King County's Green Building Program at 206-263-6037 for more information or free assistance with your upcoming remodel project.



## NO-COST PERMITS FOR BLACKBERRY CLEARING

PERMITS CAN BE APPLIED FOR VIA THE INTERNET

**D**DES has refined permitting regulations on blackberry clearing to improve customer service and reduce the burden on property owners. Removing large patches of blackberry vines can now be done with a free permit from DDES. (Land use laws previously required a permit with a fee based on an hourly rate for removal of more than 7,000 square feet of blackberries.) DDES has developed a common sense approach to protecting the environment and also meeting the needs of the individual property owners.

The new permitting process for blackberry clearing simply requires the property owner to describe the proposed project and when the work will be performed. DDES then issues a permit to the property owner free of charge and without square footage restrictions. (Removing blackberry patches smaller than 7,000 square feet does not require a permit.) The property owner is required to use best management practices during the clearing process as outlined at the time of permit issuance. In addition, the permit is restricted to blackberry clearing only. New permits may be required to remove native vegetation, for which permit fees would be charged.

King County DDES has regulatory jurisdiction



Removing large patches of blackberry vines can now be done with a free permit from DDES. Application can also be filed online at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes).

in unincorporated King County. To apply for a permit for blackberry removal, property owners can simply log on to the DDES Web page at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes). Click on PERMIT INFORMATION, then on ENHANCED CUSTOMER SERVICE AT DDES. Customers without internet access can also contact the DDES Site Development Services Section, at 206-296-6759. Applicants should be sure to specify the property location, contact information and a brief description of the proposed work. A permit will be mailed within one business day.

**For additional information, please contact Site Development Services Supervisor Randy Sandin at 206-296-6778.**

## DDES PERMIT CENTER HIGHLIGHTS GREEN BUILDING, CONTINUED

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include a drought tolerant "xeriscaped" garden, a shade garden and a rain garden. By improving the soil and using plants suitable for unique conditions, all three DDES gardens use sustainable methods to respond to three typical Northwest landscapes: drought, shade and standing water. The gardens are low maintenance, feature native plants, promote healthy soil, minimize water use, and do not need excessive fertilizer or pesticides. Visitors are encouraged to stop at the permit center anytime

to view the gardens and take home literature on sustainable landscaping.

**Questions? Free green building technical assistance is now available in the Permit Center every Tuesday morning 8:30-10:30 a.m. or by appointment by calling 206-263-6037.**

For more information on sustainable development, visit the DDES Web page at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes) and choose *Green Building Information* under the HOT TOPICS menu bar.

## CUSTOMER SERVICE AT THE DDES RECORDS CENTER

The DDES Records Center, located at 900 Oakesdale Ave. SW in Renton, offers customers the ability to research building and land use permits which have been finalized or closed in unincorporated King County. In most cases, Records Center staff can retrieve the DDES file you are looking for within one business day. Very often, we can serve you while you wait. The Records Center is located in the main DDES facility in Renton and is open daily from 8:30 a.m. until 4:30 p.m. Driving directions are available online at: <http://www.metrokc.gov/ddes/ddesmap.htm>. If you would like to speak with Records Center staff about your research project before driving to Renton, simply call 206-296-6696.

Anytime customers review historical DDES records, they may look at the material free of charge. DDES charges 15 cents per page for any requested copies, and Records Center staff can facilitate any copying requested by a customer. Copying charges may be higher for certified copies and documents larger than legal-size.

Outlined below are the types of records that can be accessed through the DDES Records Center and the approximate historical availability of files.

### **BUILDING PERMITS:**

**RESIDENTIAL:** The DDES Records Center can access residential building permits back to approximately 1970. Building plans, however, may only be available back to 1987. Homeowners looking to reproduce building plans that are not available at DDES need to hire a private architect to develop new drawings.

Permits and some plans are also available back to 1970 for decks, retaining walls, garages and carports, additions, storage buildings, pools and modular and mobile homes. For all of these permit types, plans are forwarded to the Records Center as soon as the permit is issued. The associated permit is forwarded to the Records Center once the inspection phase is completed.

**COMMERCIAL:** For commercial structures, the DDES Records Center can access building permits, some plans, and review notes from various review disciplines (e.g. drainage, critical areas) back to approximately 1970.

**LAND USE PERMITS:** The most commonly requested land use files are for subdivisions. On any plat or short plat, the DDES Records Center receives and stores a DDES review file after each review phase, e.g. preliminary approval, engineering review, final review, and completion of the inspection phase. Short plats can usually be retrieved for customer review within one business day. Plats, however, must be retrieved from King County Archives and retrieval may take up to a week. Customers can utilize their time most efficiently by calling the DDES Records Center ahead of time at 206-296-6696 and find out for sure when the requested files will be available.

Several other types of Land Use permits are available within the DDES Records Center. All grading permits are forwarded to the Record Center as soon as they are finalized. Conditional Use Permits are stored in the Records Center as far back as the mid 1960's, and lot line adjustments/boundary line adjustments are stored back to the late 1980's. Binding site plans are also available back to the 1970's. Customers looking to review files pertaining to the Urban Planned Developments in Redmond should contact the DDES field office at Redmond Ridge at 206-205-1449.

### **OTHER RESEARCH SOURCES:**

DDES makes every effort to accommodate customers in their efforts to research specific parcels or permits in unincorporated King County. Customers can log onto the DDES Parcel Locator via the **DDES Web page at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes)**. Simply click on PROPERTY RESEARCH and then on GIS PROPERTY SEARCH: PARCEL LOCATOR.

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## VIEW DDES WORKSHOPS AND EVENTS ONLINE

DDES has produced several successful public workshops during the past three years, all of which can be viewed in their entirety on the DDES Web site at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes). The following workshops and training videos are currently available:

- **The Residential Building Permit Process**, features information on avoiding costly mistakes during the permit review process, the benefits of the DDES Project Manager Program, and applicable codes and permit review fees.
- **What Can I do with My Property**, features Web based research methods offered by DDES, information on pre-application meetings, and information on critical areas and how they can affect a development proposal.
- **The Critical Areas Ordinance**, provides a technical overview of the latest regulatory changes affecting critical areas review during the permit process, as well as the effect of these regulatory changes on land use in unincorporated King County.



The 2005 DDES workshop on the Critical Areas Ordinance can be viewed in its entirety on the DDES Web site.

Videos of other DDES events and training programs are also found on the DDES Web site. These include:

- **DDES Open House on Built Green Incentives:** During the Summer of 2005, DDES hosted an open house for the public and local media on green building practices and related incentives offered by King County to builders and developers.
- **The Soil/Stormwater Connection:** Healthy soil is important to our environment. It serves multiple purposes, such as storing and filtering stormwater; improving plant health, which reduces landscape maintenance costs; and improving water quality and fish habitat by trapping sediments and other pollutants. This DDES training video also features an overview of current development regulations and how they affect site development.
- **Developing a Soil Management Plan:** This DDES training video offers a step by step overview of how to plan your site development, alternative techniques for maintaining natural soil moisture, and how to present this information on proposed development plans.

All of these workshops and videos can be viewed free of charge via [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes). Simply click on WORKSHOPS AND EVENTS. **If you have an idea for future DDES workshops, please contact DDES Communications Director Paula Adams at 206-296-6682.**

## CUSTOMER SERVICE AT THE DDES RECORDS CENTER, CONTINUED

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This online service provides zoning, district and property tax information, as well as links to permit and code enforcement histories on all parcels in unincorporated King County. The permit and code enforcement information is complete with the lead DDES staff person and their phone number. This same research tool has an advanced version, called iMAP, which provides aerial photographs of all parcels in the unincorporated area.

**For questions or additional information about the DDES Records Center or property research methods offered by DDES, please contact Paula Adams, DDES Communications Director at 206-296-6682.**

## KING COUNTY MAKING IT EASIER FOR HOMEOWNERS TO PREPARE FOR AN EMERGENCY

### FREE HOME EARTHQUAKE RETROFIT PERMITS AVAILABLE AT DDES

King County's Department of Development and Environmental Services (DDES) is making it easier for citizens in the unincorporated area to prepare for an emergency. As of October 1, 2005, fees for home earthquake retrofit permits were eliminated. Homeowners will still need to meet specific construction standards in order to receive a permit, however earthquake retrofit permits for older homes in unincorporated King County that have not adequately been anchored to their foundations are now issued free of charge. This policy change amounts to a cost savings approaching \$500 per customer.

Application requirements for home earthquake retrofit permits are outlined on the DDES Web site at [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes). Simply click on INFORMATION BULLETINS, then on Bulletin #50: *Obtaining a Voluntary Home Earthquake Retrofit Permit*. **To initiate the permit process, first contact our seismic home retrofit specialists at 206-296-6600. Most permits can be issued over the counter following initial screening by DDES reviewers.**

### OTHER STRATEGIES FOR MAKING YOUR HOME DISASTER-READY

#### ■ **FREE HOME FIRE SAFETY PERMITS:**

Recent hurricane activity in the Southern United States emphasizes the importance of citizens preparing themselves and their homes for a disaster scenario. With regard to home fire safety, homeowners can secure free fire hazard reduction permits from DDES, which allow clearing of native vegetation to create a 30-foot defensible space around a home. DDES issues these permits free of charge and applications can be submitted via the DDES Web page. From [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes), simply click on PERMIT INFORMATION, then on ONLINE PERMIT APPLICATIONS. These

permits are processed and mailed to the customer within one business day.

#### ■ **STORE NON-PERISHABLE SUPPLIES FOR 3-5 DAYS:**

All homes should have a 3-5 day stored supply of water (1 gallon per person, per day), non-perishable food, batteries and essential medicines. A first aid kit should also be stored with emergency supplies. Finally, be sure to establish an out-of-town emergency contact that loved ones can call to check on your well-being in the event of a local emergency. For more details on emergency preparedness, log onto the King County Office of Emergency Management Web site at: <http://www.metrokc.gov/prepare/>.

#### ■ **FOLLOW DIRECTIONS PROVIDED TO YOUR COMMUNITY:**

Listen to local radio stations and heed directions to either evacuate your area or shelter in place. The aforementioned emergency supplies are particularly important for a shelter in place scenario.

**For additional information on Earthquake Retrofit Permits, please contact Permit Center Supervisor Chris Ricketts at 206-296-6750. For information on Home Fire Safety Clearing Permits, please contact Site Development Services Supervisor Randy Sandin at 206-296-6778.**

### DDES OFFERS WEB SITE DEMONSTRATIONS

DDES staff are available to demonstrate the DDES Web site, [www.metrokc.gov/ddes](http://www.metrokc.gov/ddes), to you or your organization. If you are interested in a free demonstration, please contact Paula Adams, DDES Communications Director, at 206-296-6682.

## DDES WEBSITE TIPS: GET YOUR QUESTIONS ANSWERED QUICKLY AT [WWW.METROKC.GOV/DDES](http://www.metrokc.gov/ddes)

The DDES Web site offers in-depth information on building and land use permitting procedures for unincorporated King County. Listed below are just a few of the most popular sections of our Web page, including our newest service, which allows customers to view the staff

billing comments for individual permits. This last page of our newsletter is perforated so that you can post it conveniently at your computer. **If you have feedback on or questions about the DDES Web site, please contact Paula Adams, DDES Communications Director, at 206-296-6682.**

| SERVICE   | HOW TO FIND IT Online  |
|---|--|
| <b>OUR NEWEST SERVICE!</b><br>To review the staff billing notes associated a specific permit          | From the main DDES Web page, click on PERMIT INFO. Then click on ONLINE PERMIT REPORTS: INFO ON PENDING AND ISSUED PERMITS. Read the disclaimer and then click the BILLING NOTES tab. OR, to save as a favorite: <a href="http://apps01.metrokc.gov/www6/ddes/scripts/permsearch.cfm">http://apps01.metrokc.gov/www6/ddes/scripts/permsearch.cfm</a>   |
| Frequently Asked Questions (FAQ)  | From the main DDES Web page, click on the Permit Information button at the left. From there, click on DDES FAQ. OR, to save as a favorite: <a href="http://www.metrokc.gov/ddes/faq/">http://www.metrokc.gov/ddes/faq/</a>   |
| To request a building inspection on-line  | From the main DDES Web page, click on PERMIT INFORMATION, then on BUILDING INSPECTIONS. OR to save as a favorite: <a href="http://www.metrokc.gov/ddes/inspections/index.htm">http://www.metrokc.gov/ddes/inspections/index.htm</a>  |
| To research procedures for contacting and using the DDES Records Center                               | From the main DDES Web page, click on RECORDS CENTER. OR to save as a favorite: <a href="http://www.metrokc.gov/ddes/perminfo/records.htm">http://www.metrokc.gov/ddes/perminfo/records.htm</a>  |
| To view which permits can be applied for via the DDES Web page  | From the main DDES Web page, click on PERMIT INFO., then on ON-LINE PERMIT APPLICATIONS. OR to save as a favorite, <a href="http://www.metrokc.gov/ddes/services.htm#online">http://www.metrokc.gov/ddes/services.htm#online</a>   |
| General information on a wide variety of building and land use topics                                 | From the main DDES Web page, simply click on the INFORMATION BULLETINS button. OR, to save as a favorite: <a href="http://www.metrokc.gov/ddes/bulletin.htm">http://www.metrokc.gov/ddes/bulletin.htm</a>  |
| Permit application forms  | From the main DDES Web page, click on the Permit Information button. From there, click on Permit Application Forms. OR, to save as a favorite: <a href="http://apps01.metrokc.gov/www6/ddes/scripts/forms.cfm">http://apps01.metrokc.gov/www6/ddes/scripts/forms.cfm</a>   |
| Estimated fees for various permit types   | From the main DDES Web page, click on the Permit Information button. From there, click on Permit Fee Estimates. OR, to save as a favorite: <a href="http://apps01.metrokc.gov/www/ddes/scripts/fee2004.cfm">http://apps01.metrokc.gov/www/ddes/scripts/fee2004.cfm</a>   |
| To research critical areas, assessment and zoning information on any individual parcel in King County | From the main DDES Web page, click on the Property Research button. From there, click on GIS Property Search. Read through the disclaimers and continue pushing the GO button at each opportunity. OR, to save as a favorite: <a href="http://www.metrokc.gov/ddes/gis/parcel/">http://www.metrokc.gov/ddes/gis/parcel/</a><br><br>iMAP is King County's comprehensive property search tool. DDES has developed easy to access directions for iMAP at: <a href="http://www.metrokc.gov/ddes/qnews/2002q3.htm#PROPERTY">http://www.metrokc.gov/ddes/qnews/2002q3.htm#PROPERTY</a> .<br><br>For fast property searches using an address, a parcel number, or by navigating on a simple map, try the Parcel Viewer at <a href="http://www.metrokc.gov/gis/mappointal/PViewer_main.htm">http://www.metrokc.gov/gis/mappointal/PViewer_main.htm</a> . |
| To view streaming video of past DDES workshops, or register for future workshops and events           | From the main DDES Web page, click on DDES WORKSHOPS AND EVENTS. OR TO SAVE AS A FAVORITE: <a href="http://www.metrokc.gov/ddes/lusd/ddesclass.htm">http://www.metrokc.gov/ddes/lusd/ddesclass.htm</a>   |
| Generate custom reports showing permit types issues within specific geographic areas                  | From the main DDES Web page, click on PERMIT INFO. Then click on ONLINE PERMIT REPORTS: INFO ON PENDING AND ISSUED PERMITS. Read the disclaimer and then click the REPORTS tab. OR, to save as a favorite: <a href="http://apps01.metrokc.gov/www6/ddes/scripts/permsearch.cfm">http://apps01.metrokc.gov/www6/ddes/scripts/permsearch.cfm</a>   |

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