



King County

Department of Development and Environmental Services
900 Oakesdale Avenue Southwest
Renton, Washington 98057-5212
206-296-6600 TTY 206-296-7217

FEE WAIVER / ADJUSTMENT OF FEES AUTHORIZATION

Best to print on legal (8 1/2 x 14") paper.

For alternate formats, call 206-296-6600.

King County Code (K.C.C.) 27.02.040 gives the Department of Development and Environmental Services (DDES) Director discretion to waive all or a portion of a development review fee administered by DDES, provided the waiver is warranted in the Director's judgment. The criteria used by the DDES 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: Permit Application Type:
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 STAFF:
Staff Recommendation:
Staff Name Signature Date

TO BE COMPLETED BY DIVISION DIRECTOR:
Justification: Approved Partial waiver approved Denied
Service was not performed Professional error by DDES employee
Fee is a duplicate Unnecessary costs incurred due to DDES process error
Review was unnecessary Other (please explain):
Natural disaster repairs
Comments:
Division Director Name Signature Date

OPERATIONS SECTION TO COMPLETE:
Amount of flat fees approved \$
Amount of hourly fees approved* \$
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 DDES Director in accordance with K.C.C. 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 DDES 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 DDES staff. A process error by DDES 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 DDES 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 DDES 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 for building pre-applications or permits, forward this completed form to:

Jim Chan, Division Director
DDES Building Services Division
900 Oakesdale Avenue S.W.
Renton, WA 98057-5212

For fee waiver/adjustment of fees requests for land use pre-applications or permits, forward this completed form to:

Randy Sandin, Division Director
DDES Land Use Services Division
900 Oakesdale Avenue S.W.
Renton, WA 98057-5212

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

Finance Section
DDES Administrative Services Division
900 Oakesdale Avenue S.W.
Renton, WA 98057-5212

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