Building Permit Tips for Success

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Information Gathering

- **Exemptions** for a building permit may apply to your project, review Construction Exempt from a Building Permit.
- **Questions** for staff can be answered by phone, email, or in-person. Hours of operation are found at PDS Home Page. In the early stages, it is recommended working with a Permit Technician. As your project develops, you may work with additional staff to address more specialized areas (i.e., stormwater, critical areas, plans). Counter request for information is a free service (SCC 14.06.040 (2)).
- **Property Information**, including zoning designation, is located at the top of the Property Search Page. Your zoning designation lists permitted uses, setbacks, lot coverage and more that may apply to your project. If your property is in a plat, review plat notes for additional requirements.
- **Timeframes** can vary seasonally. Our goal is to review your application within 30-60 days. Inquire about timeframes and when you plan to build. Your project may qualify for a faster review, checkout our Expediting or Fast-tracking a Building Permit to see if you qualify.
- **Cost Estimate** for your permit, other application costs, or impact fees are available upon request from a Permit Technician. Fees are also listed on our fee schedule page.
- **The Building Permit Checklist** will help you determine requirements, or additional applications needed for your project. Permit Technicians are available to help, preventing unexpected surprises at submittal.
- **Concurrency** of applications and the checklist layout move you through the process efficiently. There is risk when applying for your building permit, while other reviews are ongoing. Check with the project planner to learn the level of risk (i.e. if your water review application is still in review, check with a Water Resources Planner).

Submitting Your Application

- **Old Application Versions** may be rejected if the form change was significant. Prior to submittal, check PDS Applications & Handouts to ensure your application is the current version being used. We regularly update our forms.
- **Separate applications** are required per structure (exception: shipping containers (2) and retaining walls).
- **Expiration** of permits is three years. If you cannot complete your project, you can request in writing a six-month extension for free or pay a renewal fee for a three-year extension (SCC 15.04.030(2)(d)).
- **Application Submission** is through the PDS Portal. An account must be created to apply. Please see instructions.
- **Revisions** will be charged, a minimum, of one hour staff review if not in response to a staff comment. However second revisions, in response to a staff comment, will be charged. A revision also adds on time. Major revisions, such as change of use, type of construction, occupancy, and major scale change or totally new design, will require a new building permit. A revision cannot be submitted on a completed (final) permit.
- **Timeframe Estimates** are given at submittal. Call us if the review time goes past the estimate and you have not been contacted. You can also watch the status of your application on our Permit Status Page.

Helpful links:

PDS Home Page	Property Search Page
iMap	Skagit County Code
PDS Applications & Handouts	Permit Status Page
Building Permit Page	Fee Schedule