

CITY OF MERCER ISLAND

COMMUNITY PLANNING & DEVELOPMENT

9611 SE 36TH STREET | MERCER ISLAND, WA 98040

PHONE: (206) 275-7605 | www.mercerisland.gov



CITY USE ONLY		
PROJECT NO.	RECEIPT NO.	FEE
Date Received:		
Received By:		

BUILDING PERMIT RENEWAL APPLICATION

Use this form to request a renewal of an active building permit to extend the expiration date or to re-activate a building permit which has been expired for less than 90 days. For a renewal request to be granted, the owner or owners' agent must acknowledge that the renewal is subject to the conditions listed below. Renewed permits expire 3 years from the date of issuance, extending the time between issuance and expiration by 1 year.

BUILDING PERMIT EXPIRATION

Expiration of building permits issued is addressed in [Mercer Island City Code \(MICC\) 17.14.010 Section 105.5](#). By statute, building permits expire two (2) years from the date of permit issuance. Once a permit is expired, inspections can not be scheduled and the scope of work described in the construction documents should not proceed further. Work performed or covered following permit expiration is subject to code enforcement under [MICC 6.10.050](#). Expiration dates can be found by searching by address on mybuildingpermit.com

PERMITS EXPIRED FOR MORE THAN 90 DAYS

Building permits expired for more than 90 days are not eligible for renewal. A new permit application should be filed to complete any unfinished work. Depending on the progress of construction at the last recorded inspection, completion of the project may need to conform to construction and land use codes in effect when a complete application for the new permit is received. To determine how vesting of construction and land use codes may affect a new building permit application, a Pre-Application Meeting is advised. For more information on the Pre-Application Meeting process, please refer to the [Pre-Application Meeting Request Form](#).

EXPIRED PERMITS REQUIRING ONLY FINAL INSPECTIONS

Permits expired for less than 180 days, but only requiring final inspections, may be eligible for an extension to allow for final inspections to be performed. These are not renewals and should be requested from the Building Official directly. Contact gareth.reece@mercerisland.gov to request an extension for final inspection.

RENEWAL PERIOD & FEES

A renewed building permit expires three (3) years from the original date of issuance. No permit is eligible for additional renewal. If a renewed permit expires, a new permit is required to complete the work.

Unless otherwise authorized by the Building Official, the fee to renew a permit is 50% of the building permit fee. Refer to the City of Mercer Island [Fee Schedule](#) for current permit fees.

EXISTING PERMIT INFORMATION

Permit Number: _____

Permit Type: _____

Permit Issuance Date: _____

Current Permit Expiration Date: _____

Contact Email for Renewal Fee: _____

Current Owner Name: _____

RENEWAL ELIGIBILITY CRITERIA

The owner, or owners' agent, must attest to the following conditions to be eligible for permit renewal. These conditions will be reviewed by staff to consider the renewal, and a fee request will be sent prior to approval.

Please check each box below:

- 1. Prohibition on Further Revisions of Scope** No revisions to the scope of the original permit will be accepted by the City during the renewal period. The renewal period is intended for completion of previously approved work. (Revisions which address structure or minor interior layout will be considered case-by-case).
- 2. Construction Schedule.** The owner or owners' agent attests that the permitted scope of work can be completed within the renewal period.
- 3. Construction Management.** The owner or owners' agent attests that the project is under active management with the purpose of maintaining the site in conformance with the conditions of permit approval.
- 4. New Single Family Homes over 6,000 sf.** If the project is a new single-family home over 6,000 sf or an addition of greater than 3,000 sf of gross floor area, the owner or owners' agent will coordinate with the City Engineer to amend the previously approved construction management plan
- 5. Failure to Obtain Final Inspection.** If an approved final inspection is not obtained during the renewal period, the owner or owners' agent will resolve the unfinished work by obtaining a new permit
- 6. Vesting of Permits to Resolve Unfinished Work.** The owner or owners' agent acknowledges that if an approved final inspection is not obtained within three (3) years of the date of issuance of the original permit, permits obtained to resolve unfinished work will vest with the construction and land use codes in effect at the time of that application.
- 7. Eligibility for Renewal.** At the time of this renewal request, the permit is active or not more than 90 days have passed after permit expiration.
- 8. Fees Associated with Permits to Resolve Unfinished Work** The owner or owners' agent acknowledges that if an approved final inspection is not obtained within three (3) years of the date of issuance of the original permit, permits obtained to resolve unfinished work will require fees in effect at the time of that application.
- 9. Fees.** The owner or owners' agent acknowledges that the renewal will not be in effect until a fee of 50% of the original building permit fee, or other fee previously authorized by the Building Official, is paid

I HEREBY CERTIFY THAT I HAVE READ THIS APPLICATION AND COMPLETED THE ELIGIBILITY CRITERIA. ALL INFORMATION SUBMITTED IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I ACKNOWLEDGE THAT WILLFUL MISREPRESENTATION OF INFORMATION WILL TERMINATE THIS APPLICATION.

Signature of Owner or Owners' authorized agent	Date
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