

BUILDING OFFICIAL'S ADMINISTRATIVE GUIDELINES

Fee Schedules

1. Per the authority granted in [EMC16.005.040](#), the Building Official sets the fee schedules for activities and services performed under this code.
 - a. Plan Check Fees calculated at the time of permit application intake are based on the valuation submitted with the permit application. The Plan Check Fee paid at time of intake is an estimate and the final Plan Check Fee due is established at permit approval based on valuation calculations performed by the building reviewers.
 - i. If the calculated valuation is higher than that provided by the applicant, additional Plan Check Fees will be due.
 - ii. If the calculated valuation is lower than that provided by the applicant, the credit will be applied towards the final Building Permit Fees.
 - b. Permit fees shall be calculated based on the fee schedule(s) in effect at the time of permit approval for issuance. All fees shall be collected prior to permit issuance.
 - c. Permit approvals are valid for 180 days unless a written request is submitted for permit approval extension, of which is valid for 90 days thereafter.
 - i. Prior to permit approval extension, permit fees shall be reassessed under the current fee schedule if a new fee schedule has gone into effect since the permit approval date and original permit fee calculation.

Administrative Fees

1. Per the authority granted in [EMC16.005.040](#), the Building Official hereby sets an administrative fee of one-hundred dollars (\$100.00) for each permit that requires reprocessing of previously approved and made ready permits for any of the following reasons:
 - a. Recalculating permit fees and reprinting permits if a new fee schedule is in effect due to a failure by the applicant to pick up the approved permit within the time frame of the previous fee schedule(s) in effect;
 - b. Recalculating of permit fees and/or preprinting of permits if revisions are submitted for re-review after the permit has been approved or issued that increase or significantly change the scope of work, requiring recalculations;
 - c. Reprinting of permits if there is an owner/contractor change after the permit has been approved or issued.
2. The administrative fee shall be paid in full prior to reprocessing of the permit.
3. Exception: The administrative fee shall be excused if recalculation or reprinting is due to an error on the City's part.



Refund Policy

1. Per the [City of Everett Terms & Conditions](#) Section 1.d.1, refund policies are set administratively by the City Department in receipt of the payment. The Building Official has set the following refund policy for Everett Permit Services:
 - a. Eligibility:
 - i. Refunds for permit fees can only be granted if:
 1. Work described on the permit was not done and no inspections or site visits were made; or
 2. The permit was a duplicate of an already issued permit; or
 3. The permit was issued in error by Permit Services.
 - b. Refundable fees:
 - i. The permit fee is refundable in an amount of 80% of the permit fees paid with the following exceptions not included in the refundable amount:
 1. Credit card convenience/processing fees are non-refundable;
 2. State surcharge fees are non-refundable;
 3. Plan review (plan check) fees are non-refundable, unless the permit is withdrawn or cancelled prior to any plan review being performed.
 - c. Refund Requests and Processing:
 - i. Permit refund requests are processed through City of Everett Permit Services. The requests must be submitted in writing to permit services staff.
 1. The following information is required in the refund request letter:
 - a. Permit number(s);
 - b. Project address;
 - c. Requestor contact information including current mailing address;
 - d. Brief statement summarizing the reason for the request;
 - e. Signature of the requester and date the request is made;
 - f. Copy of the permits identified in the letter.
 2. The refund request letter can be sent to Permit Services either:
 - a. Attached to an email sent to everetteps@everettwa.gov; or
 - b. Mailed to Everett Permit Services at the following address:

City of Everett Permit Services
3200 Cedar St, 2nd Floor
Everett, WA 98201



3200 Cedar Street
Everett, WA 98201



425.257.8810
8am-12pm, 1pm-3pm



PermitServices@everettwa.gov
everettwa.gov/permits