

# DSG Policy Memorandum Administrative Guideline #11-01



## DEVELOPMENT SERVICES GROUP

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**TO:** DSG Staff  
**FROM:** ~~Tim Stewart, AICP~~ Scott Greenberg, Development Services Director  
**DATE:** ~~August 31, 2011~~ December 29, 2017 (Updated to reflect Ord. 17C-12)  
**RE:** Express Permit Determination  
**CC:** City Attorney

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*Guidance for when a project qualifies for express permit processing was issued on August 31, 2011. On May 15, 2017, the City Council adopted Ordinance 17C-12 which created a public notice process for certain single-family home permit applications. This new process effectively eliminated some permits from being considered for express permit processing, due to the need for a public notice and comment period. The "Policy" section below has been updated to reflect the criteria we use to determine when public notice is required, and therefore, express permit processing is not available.*

**BACKGROUND:** There have been a number of concerns raised by both staff and customers regarding our current policy regarding Express Permits. Problems have included:

1. Very complex projects, which technically qualified under the current policy to be express, but were large or very complex. These complex projects take staff a much longer time to review than average, with higher costs, and
2. Customer being surprised by conditions required for a permit when the expectation for an express permit was for a very quick and simple review.

**POLICY:** In order to address these concerns, the following policy will be effective immediately:

1. An application may qualify as an express permit when:
  - a. The proposal is for 500 square feet (sf) or less of additional floor area, and
  - b. Any increase in building height is below the highest point of the existing building, and
  - c. There is no reduction in any existing side yard, and
  - d. The proposal does not increase impervious surface or lot coverage by more than 100 square feet, and
  - e. The permit valuation is \$100,000 or less.
2. The Code Official, or designee, may accept an application for express permit processing above these limits, when, following an over the counter intake screening, the Code Official or designee determines at his or her sole discretion that the project application is complete and that there are no complex or unresolved issues which would require

further regular review. Re-classification of such applications to express permits is limited to projects with less than 4-hours of estimated initial plan review time. A fee will be charged for the intake screening based upon actual staff time (minimum 1-hour).

3. The Code Official, or designee, may decline to process any application for an express permit meeting the requirements above when during initial application review, the Code Official or designee determines, at his or her sole discretion, that the complexity of the proposal or any other outstanding issue, such as a complex structural analysis or critical area impact, warrants a normal review process.