



BUILDING AND FIRE SAFETY SERVICES CLIENT ASSISTANCE MEMO

PERMITS BY APPOINTMENT

The following is a list of projects that may be considered for “Permits by Appointment”. Thirty minute (30) appointments can be scheduled Monday thru Friday, 9am to 4pm. Appointments must be scheduled at least 24 hours in advance. Please come prepared with the completed application form and 2 sets of all required submittal documents. Any projects requiring site plans must have property lines, setbacks, structures, driveways, walkways, and abutting streets indicated on the site plan.

- Single Family additions, remodels or garages under 500 sq. ft.
- Other small projects such as decks, shed, repairs and or maintenance
- Rockeries up to 8 feet (cannot be used as retaining structures)
- Tenant Improvements up to 5,000 sq. ft. without a change of use, and with only minor exiting changes.
- Plumbing permits for minor alterations, water heater exchange or tenant improvements up to 5,000 sq. ft.
- Mechanical permits for minor alterations, furnace exchange, fireplace insert, or tenant improvements up to 5,000 sq. ft.
- Fire alarm and sprinkler modifications – bring plans, cut sheets, and calculations

Please call Patty McGallian at (253) 851-6170 for questions or to schedule an appointment