



Small Town. Real Life.

**To:**

**From:** Lara Thomas, Community Development Director

**Date:** January 27, 2020

**Re:** Building Permit Submittal Fee for New Residential and Commercial Building Permits

---

Effective immediately, the City of Duvall will begin collecting a **Building Permit Submittal Fee**. ("Fee"). The fee is due and will be collected at time of building permit submittal by the Building Department. The submittal fee set by the Building Official is a per residential unit fee of \$500.00/unit plus the IT Surcharge (\$525.00). The submittal fee for a Commercial Building is \$1,000.00 plus the IT Surcharge (\$1050.00).

This fee will be deducted from the plan review fee when plans have been reviewed and approved by all departments/agencies and permit is ready to issue.

**After You Have Paid the Submittal Fee:**

Your plans will be logged and routed to all required departments/agencies. If you decide to withdraw your application at any point, you may be able to get a refund of any remaining part of the fee that has not been used. However, once the plan-reviewing has been completed, no refund can be made.

**Total Permit Fee:**

When your building plans have been approved by all the departments/agencies involved, the remaining fees will be calculated and must be paid before you receive your building permit.

Permit fees help cover the cost of processing your permit, maintaining records, reviewing plans for compliance with building-safety, land-use codes, and providing inspection services.

If you have any questions please contact Melanie Young in the Building Department at 425.788.3434 or by email at [Melanie.Young@duvallwa.gov](mailto:Melanie.Young@duvallwa.gov).