



Small Town. Real Life.

To:

From: Lara Thomas, Community Development Director

Date: January 27, 2020

Re: Tenant Improvements - Building Permit Submittal Fee

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 for tenant improvements is set at \$50.00 plus the IT Surcharge.

Tenant Improvements include but are not limited to; single family remodels not adding square footage, signs, commercial and residential re-roofs, portable structures, detention vaults, retaining walls and rockeries.

This fee will be deducted from the plan review fee after plans have been reviewed and approved by all departments/agencies and the 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.
