Express Permitting is for projects that can be reviewed and turned around in a relatively short period of time (approximately 1 week, depending on workload and staffing).

Items that may disqualify the project from Express Permitting:

- Complex structural alterations
- Complex means of egress plan
- Change of use or occupancy
- Relationship to an approved Master Plan
- Relationship to a pending permit or a building under construction
- Exterior work on a building in the CBD, JBD, TL, NRH, RH, or in the LIT, PR, or RM zones in the Rose Hill Business District
- Changes to exterior lighting in the Rose Hill Business district
- Location in RSX 35, RS 35, and PLA 16 zones within the Bridle Trails Neighborhood located north of Bridle Trails State Park
- Location within 25 feet of a regulated slope or an area containing soft compressible soils
- Location within 100 feet of a wetland or stream

Here are some examples of what may qualify for express permitting:

### Interior Only Tenant Improvements
- Area of work is 2,500 square feet or less and prepared by a designer or architect
- The proposed work does not affect the structural system of the building
- The proposed work does not include a change of use
- No tenant separation walls are constructed or removed
- The proposed work occurs on only one level or one story
- See the Tenant Improvement Building Permit Checklist to prepare a complete permit application package.

### Residential Decks
- Refer to the Basic Decks Tip Sheet #5 for standard deck requirements.
- New deck space is located on only one level or one story
- See the Single Family Building Permit Checklist to prepare a complete permit application package.

### Ground Mounted Mechanical Units
- See the Mechanical Permit Checklist to prepare a complete permit application package.

### Roof Mounted Mechanical Units
- Method of screening is clearly identified
- Mechanical units are 4’ or less above maximum height limit
- All rooftop appurtenances and screening combined is 10% or less of total area of building footprint
- See the Mechanical Permit Checklist to prepare a complete permit application package.

### Single Family Alterations, Additions and Repairs
- Addition is no more than 500 square feet
- Alterations occur in no more than 50% of existing square footage
- Addition is only one level or one story
- Addition does not contain heated space
- Significant trees are not impacted by construction
- The existing roof line is not modified
- The proposed work involves only minor structural modifications, if any
- See the Single Family Building Permit Checklist to prepare a complete permit application package.

For further information, please contact the City of Kirkland Building Department at 425-587-3600, Planning Department at 425-587-3225, or the Public Works Department at 425-587-3800

Permit Applications are accepted: Online through MyBuildingPermit.com anytime, or In person Monday, Tuesday, Thursday and Friday 8:00-4:00, Wednesday 10:30-4:00