Fast Track Permitting is for projects that can be reviewed and turned around in approximately 2 weeks.

### Items that may disqualify the project from Fast Track Permitting:

- Complex structural alterations
- 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

If located within 25 feet of a regulated slope or an area containing soft compressible soils, only SEPA exempt projects may qualify for Fast Track Permitting.

If located within 100 feet of a wetland or stream or in a high landslide area, only repair and maintenance projects may qualify for Fast Track Permitting.

If located within a moderate landslide area or seismic hazard area, a geotechnical report may be required.

### Here are some examples of what may qualify for fast track permitting:

#### Interior Only Tenant Improvements (that don’t qualify for Express Permitting)
- Area of work is 5,000 square feet or less
- The proposed work involves only minor structural modifications, if any
- Tenant separation walls may be 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 (that don’t qualify for Express Permitting)
- Refer to the [Basic Decks Tip Sheet #5](#) for standard deck requirements.
- Deck may be more than one level or one story
- See the [Single Family Building Permit Checklist](#) to prepare a complete permit application package.

#### Roof Mounted Mechanical Units (that don’t qualify for Express Permitting)
- See the [Mechanical Permit Checklist](#) to prepare a complete permit application package.

#### Outdoor Single Family Residence Swimming Pools
- See the [Single Family Building Permit Checklist](#) to prepare a complete permit application package.

#### Rockeries
- Not used as retaining structures
- 8’ or less in height
- In compliance with [City of Kirkland Rockery Wall Standards](#)
- See the [Building Permit Checklist](#) to prepare a complete permit application package.

#### Retaining Walls
- No shoring required
- 8’ or less in height
- See the [Building Permit Checklist](#) to prepare a complete permit application package.

#### Single Family Alterations & Additions (that don’t qualify for Express Permitting)
- Addition is no more than 50% of existing square footage
- The addition may be more than one level or one story
- 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