Over-The-Counter (OTC) Permitting is for projects that do not need plan review and can typically be turned around within one day.

### Items that may disqualify the project from OTC Permitting:

- Penetrations or modifications to fire-rated assemblies
- Hospital setting
- Laboratory setting
- Exterior work
- 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

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

#### Mechanical
- Mechanical systems and appliances located within a single family residence, duplex or registered ADU (replacement, relocation, addition, new installation, etc.)
- In-kind replacement of indoor equipment
- See Trade Permit Plan Review Thresholds
- See the Mechanical Permit Checklist to prepare a complete permit application package.

#### Plumbing
- Plumbing systems and fixtures located within a single family residence, duplex or registered ADU (replacement, relocation, addition, new installation, etc.)
- See Trade Permit Plan Review Thresholds
- See the Plumbing Permit Checklist to prepare a complete permit application package.

#### Electrical
- Electrical work for a single family residence, duplex or registered ADU
- See Trade Permit Plan Review Thresholds
- See the Electrical Permit Checklist to prepare a complete permit application package.

#### Re-roofing
- No change to existing roof pitch
- No structural modifications to roof
- No increase in roof height or parapet height
- No rooftop mechanical equipment or skylight additions or relocations in conjunction with re-roofing
- No insulation removal, replacement or addition on top of the roof
- See the Re-Roofing Building Permit Checklist to prepare a complete permit application package.

#### Single Family Repair & Maintenance
- Replacement of a single door or window (non-structural)
- Repair or replacement of water damaged decking (non-structural)
- Repair of damage caused by fire or wind, as long as no changes are being made
- See the Single Family Building Permit Checklist to prepare a complete permit application package.

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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