



CITY OF KIRKLAND
EXPRESS PERMITS
123 FIFTH AVENUE, KIRKLAND, WASHINGTON 98033

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