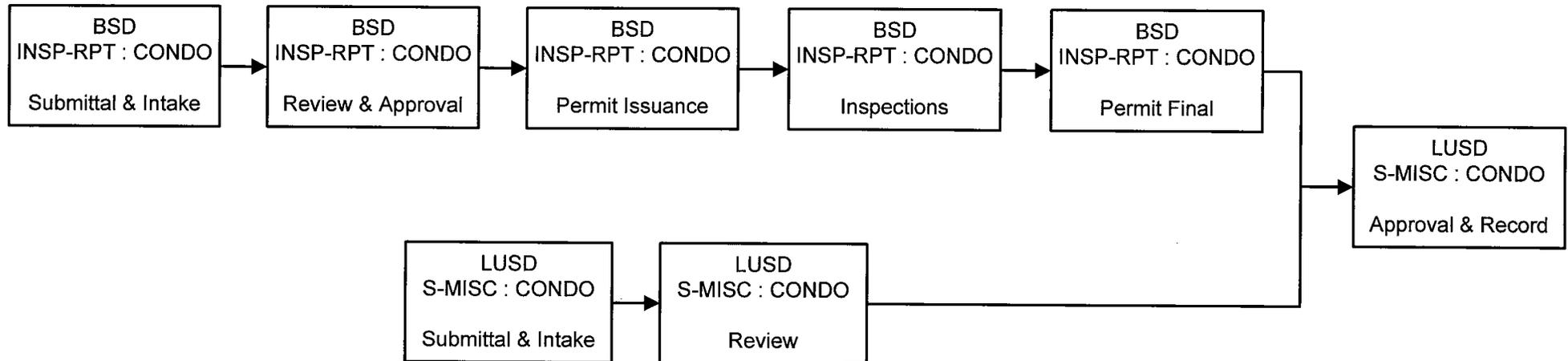


CONDO CONVERSION PERMIT PROCESS

Building Services Division (BSD) and Land Use Services Division (LUSD)



INSTRUCTIONS & PROCESS

1. Applicant submits BSD application
2. BSD reviews and issues the application
3. BSD Building Inspection Section (BIS) inspects the issued BSD permit plans
4. Upon satisfying the permit requirements, BIS finalizes the BSD permit
5. Applicant submits LUSD application
6. LUSD reviews the application [may be concurrent with BSD process]
7. LUSD approves and records the application [only after the BSD permit is final]

SUBMITTAL REQUIREMENTS

BSD (INSP-RPT : CONDO):

Affidavit of Application form, 3 full-size sets of site plan and entire building floorplans, description and valuation of proposed work, calculations (as needed)

LUSD (S-MISC : CONDO):

2 sets of prints of the final recording maps, legal description from the title report, boundary closure calculations and supporting surveys, copy of last real estate transaction for all adjoining unplatted parcels

NOTES & EXCEPTIONS

1. If a condo conversion is included as part of another BSD application then the same process applies and the LUSD permit cannot be approved and recorded until the BSD permit is inspected and finalized.
2. Special design certification and construction approvals may be required for rehabilitative exterior work.
3. A separate BSD INSP-RPT:CONDO application is needed for each building proposed to be converted.



King County

Department of Development
and Environmental Services
(206) 296-6600
www.kingcounty.gov/permits