

Fast Track

The City of Bonney Lake Fast Track Permits are designed to expedite the permit process for simple projects which do not require extensive plan review. It is important to note that this process is not available for certain projects such as those listed on page two or a change of use or occupancy classification.

What is a Fast Track Permit?

Fast Track Permits are issued for minor alterations to existing building elements, additions (under 500 sq. ft.), as well as minor alterations to existing plumbing and mechanical systems. Fast Track Permits cannot establish a use. They are available for projects where the work involves no changes in the location of the structure, or structural changes requiring engineered design by a licensed professional engineer.

If screening determines that your project qualifies for a Fast Track Permit, your complete application will be accepted along with full permit and plan review fees, as determined during screening. Please note additional fees may be assessed during the plan review process. These additional fees will be collected prior to the permit being issued.

You may also need a Health Department Clearance form depending on your project (septic tank, leech lines).

It is important that your plans clearly show all the work you propose to do, this will avoid delays in processing. Once a permit has been issued it will be limited to the scope defined and illustrated in the documents filed.

How do I apply for a Fast Track Permit?

The permit center is open Monday through Friday from 8:00 a.m. to 5:30 p.m. Call 862-8602 to schedule an appointment for a Fast Track permit.

A Permit Technician will assist you in verifying that your project meets the Fast Track Criteria.

Can I do work between the time I submit my application and it is issued?

No. Work that requires a permit can only be authorized by the issuance of a permit.

Can there be other requirements after my permit is issued?

If the Building Division or the Fire Department inspectors, determine that the project is beyond the scope of what was approved, or an existing feature of the project is found to be deficient, the inspector will give you instructions on how to submit additional plans for review. Please note there may be addition fees involved for plan review or permit revisions.

In most cases, a preliminary visit to the permit center prior to the preparation of any permit application submittal can preclude processing conflicts that could otherwise result in delays to the processing of your project.

Are plans required for a Fast Track Permit?

Yes. Two complete sets for residential, and five sets for commercial, of site plans and plans showing entire space/area, details, reflected ceiling plans, etc., as well as scope of work and total square footage and square footage of area of work to be done are required to be submitted with the application for tenant improvement.

Plans shall be drawn on maximum 24"x36" paper and to a minimum scale of 1/4"=1'.

Applicable City of Bonney Lake Energy forms shall also be submitted, in duplicate, at the time of application.

What happens if my application is rejected?

If your project is determined to be outside the scope of Fast Track Permits, you will be given detailed information on how to proceed with filing a regular application through the building division.

Does my project qualify for a Fast Track Permit?

*Permits which typically **DO** qualify for Fast Track are simple projects such as:*

- Reroof permit.
- Residential fire repair to original configuration (less than 40% of the structure area)
- Non-structural commercial interior alterations, limited to less than 1000 square feet of area for all work being done and not affecting exiting, occupancy or area separation walls
- Ductwork revisions which would not require penetrations of rated walls, ceilings or floors (includes registers, diffusers, grills and vents)
- Changes to the building envelope which meet the prescriptive requirements of the Non-Residential Energy Code.
- Residential additions under 500 square feet of area. (Including garages, decks, patio covers, etc.)
- Simple office type tenant improvements under 1000 square feet. (**no restaurants, schools, daycares or medical occupancies**)
- Commercial improvements may add or relocate six or less sprinkler heads. As-built plans must be provided to the Fire Department at final inspection.
- Projects which require backflow preventions upgrades, either premise or in-premise.
- Demolition permits. (Must accompany asbestos survey and clean air agency approval.)

*Permits which typically **DO NOT** qualify for Fast Track are projects such as:*

- Change of use (such as office to lab)
- Change of occupancy (such as B to A)
- If a new sewer or water connection is required to the City utility lines.
- Commercial interior alterations or remodels in excess of 1000 sq. ft.
- Structural design which requires engineers stamp and design calculations.
- Alterations which do not meet the prescriptive requirements of the Non-residential Energy Code or the prescriptive requirements of the Ventilation and Indoor Air Quality Code
- Projects which modify the exiting system.
- Commercial mechanical exhaust hoods (Type I & 2).
- Project requiring a hazardous material plan.
- Project requiring a modification or new fire alarm system.
- Project requiring modification or installation of an automatic sprinkler system when adding or relocating more than six sprinkler heads.