



Staff use Area	Permit Number(s): _____
	Project Number(s): _____
	Permit Type(s): _____
	Type of Request: <input type="checkbox"/> OTC Permit <input type="checkbox"/> Plan Review

SECTION 1: FEE WAIVER PROGRAM INFORMATION

Homeowners who are lower income may have difficulty paying for repairs and necessary improvements to their homes to provide for safety and accessibility. To assist lower-income homeowners in maintaining their homes in a safe and accessible manner, the Kenmore City Council deems it in the public interest to allow the Director to waive certain permit fees. The City Council finds that waiving some of these fees will benefit the public health and welfare of its residents and will encourage lower income homeowners to repair their homes to make them safe and accessible.

Eligibility

To be eligible for this program, you must:

1. Reside in Kenmore (at the subject property) at least 6 months out of the year;
2. Attest that an insurance company is not responsible for permit costs; and
3. Be a homeowner with a gross household income of at or below 80 percent of Area Median Income (AMI), as adjusted for family size, and provide verification of such.

Timing

For permits issued over-the-counter (OTC), a complete fee waiver application is required within 30 days of the permit issuance date. For permits that require plan review, the application is due prior to plan review. Limited exceptions based on extenuating circumstances may be considered by the Director.

Permit Types

The types of permits eligible are:

- Single-family addition and/or alteration building permits for repair or maintenance of the existing structure, including accessibility or safety reasons
- Manufactured home addition and/or alteration building permits for manufactured home occupied as single-family residence
- Temporary mobile home permits
- Single-family plumbing and mechanical permits
- Shoreline substantial development permit exemptions for any of the previously mentioned permit types.

SECTION 2: PROPERTY INFORMATION

Address: _____

Parcel Number: _____

SECTION 3: OWNER INFORMATION

Property Owner: _____

Mailing Address: _____
If different from property address

City, State, Zip: _____

Telephone: _____

E-mail: _____

Household Size: _____

Gross Household Income: \$ _____

SECTION 4: OWNER AFFIDAVIT

I hereby certify the following to be true and correct:

_____ (Initial)	I am the legal property owner of the property listed above.
_____ (Initial)	The subject property is my full-time place of residence at least 6 months out of the year.
_____ (Initial)	I am a homeowner with a gross household income of at or below 80 percent of Area Median Income (AMI), as adjusted for family size; I have attached documentation necessary for verification to this application.
_____ (Initial)	My homeowner's insurance company is not responsible for the permit activity; I am responsible for payment of all costs.

I certify under penalty of perjury that the information provided on this application is true and correct. I further agree to hold harmless the City of Kenmore as to any claim (including costs, expenses, and attorney's fees incurred in investigation and defense of such claim), which may be made by any person, including the undersigned, and filed against the City of Kenmore, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information supplied to the City of Kenmore as part of this application.

PROPERTY OWNER: _____ **Date:** _____
Signature

SECTION 5: SUPPLEMENTAL DOCUMENTS (ATTACHMENTS)

As an attachment to this application, provide one of the following:

- Copy of your Federal Income Tax Filing (most recent year); or
- Copy of an approved Free Meal Application from the Northshore School District

DEVELOPMENT SERVICES DIRECTOR OR DESIGNEE REVIEW

Staff use Area	Signature and date:
	<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied
	Conditions of Approval/Comments: