

CITY OF KENMORE

PERMIT FEE WAIVER PROGRAM

PERMIT FEE WAIVER PROGRAM GOALS

Homeowners who are lower income may have difficulty paying for repairs and necessary improvements to their homes to provide for safety and accessibility. In order to assist lower-income homeowners in maintaining their homes, the Kenmore City Council is allowing certain permit fees to be waived in order to benefit the public health and welfare of Kenmore residents and encourage lower income homeowners to repair their homes to make them safe and accessible.

QUICK LINKS:

[Form #108](#)

[AMI Percentage Table](#)

[Ordinance 22-0544](#)

ELIGIBILITY REQUIREMENTS

To be eligible for this program, you must:

1. Reside in Kenmore at least 6 months out of the year.
2. Attest that an insurance company is not responsible for the permit costs.
3. Verify your income. Homeowners must be at or below 80 percent of Area Median Income (AMI) as adjusted for family size.

ELIGIBLE PERMIT TYPES

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

HOW TO REQUEST A PERMIT FEE WAIVER

- **Complete form #108:** Email it to Permittech@kenmorewa.gov with the required supporting documentation.
- **Get Supporting Documents Ready:** Provide a copy of your most recent Federal Income Tax Return or a copy of an approved free meal application from the Northshore School District.
- **Double Check Forms:** Form #108 must be completely filled out and include the required supporting documents as attachments. Incomplete applications will not be accepted.
- **Timing:** A complete application is required within 6 months of the permit issuance date for permits issued over-the-counter, or prior to the plan review for permits that require plan review.
- **Help:** If you need assistance, please call (425) 398-8900 and ask for the Development Services Department. **We're here to help!**

FIND DOCUMENTS AND MORE INFORMATION

WWW.KENMOREWA.GOV/PERMITFEewaiver

