



CITY OF KIRKLAND

FAST TRACK PERMITS

123 FIFTH AVENUE, KIRKLAND, WASHINGTON 98033

Fast Track Permitting is for projects that can be reviewed and turned around in approximately 2 weeks.

Items that may disqualify the project from Fast Track Permitting:

Complex structural alterations

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

If located within 25 feet of a regulated slope or an area containing soft compressible soils, only SEPA exempt projects may qualify for Fast Track Permitting.

If located within 100 feet of a wetland or stream or in a high landslide area, only repair and maintenance projects may qualify for Fast Track Permitting.

If located within a moderate landslide area or seismic hazard area, a geotechnical report may be required.

Here are some examples of what may qualify for fast track permitting:

Interior Only Tenant Improvements (that don't qualify for Express Permitting)

- Area of work is 5,000 square feet or less
- The proposed work involves only minor structural modifications, if any
- Tenant separation walls may be 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 (that don't qualify for Express Permitting)

- Refer to the [Basic Decks Tip Sheet #5](#) for standard deck requirements.
- Deck may be more than one level or one story
- See the [Single Family Building Permit Checklist](#) to prepare a complete permit application package.

Roof Mounted Mechanical Units (that don't qualify for Express Permitting)

- See the [Mechanical Permit Checklist](#) to prepare a complete permit application package.

Outdoor Single Family Residence Swimming Pools

- See the [Single Family Building Permit Checklist](#) to prepare a complete permit application package.

Rockeries

- Not used as retaining structures
- 8' or less in height
- In compliance with [City of Kirkland Rockery Wall Standards](#)
- See the [Building Permit Checklist](#) to prepare a complete permit application package.

Retaining Walls

- No shoring required
- 8' or less in height
- See the [Building Permit Checklist](#) to prepare a complete permit application package.

Single Family Alterations & Additions (that don't qualify for Express Permitting)

- Addition is no more than 50% of existing square footage
- The addition may be more than one level or one story
- 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