



Planning and Community Development

Deb Bell

Council Initiated:

Yes

No

ECAF: 2026-0026

Ordinance: 26-004

Type:

- Contract
- Board Appt.
- Code Amendment
- Budget Action
- Other

Requested Handling:

- Normal
- Expedite
- Urgent

Fund Source:

- General Fund
- Other
- N/A

Executive Rec:

- Approve
- Do Not Approve
- N/A

Approved as to

Form:

- Yes
- No
- N/A

Subject: Amending Snohomish County Code Chapter 30.86.

Scope: The proposed amendments to Title 30 of the Snohomish County Code (SCC) would update established fees required to be paid by an applicant to cover county costs of administering the Unified Development Code. Included in the ordinance is the ability to recover the county’s permit processing and execution costs.

Duration: NA

Fiscal Impact: Current Year Multi-Year N/A

Authority Granted: The County Council adopts the recitals as findings of fact and conclusions as set forth in Ordinance 26-004, under Snohomish County Charter 2.110.

Background: In 2020, PDS began a multi-phased effort, known as the PDS Fee Alignment Project, to examine and if necessary, update existing permit fees. Phase I was completed in 2020, with [Ordinance 20-039](#), which updated the Building Permit Fee Table (last updated 1997). Phase II was also completed in 2020, with Amended [Ordinance 21-048](#), which examined miscellaneous permit fees that did not have cost recovery.

In 2023, the Washington State Auditor’s Office determined that PDS met the state’s 120-day permit review time frame ([SB 5290](#)) only 24% of the time for land use decisions and only 40% of the time for civil permits. One of the recommendations from the State Auditor’s Office was to “assess whether current PDS staffing levels are sufficient to meet the 120-day requirement.” As a result, PDS hired six additional staff to assist with the backlog of work for ongoing permit and land use application reviews. Another recommendation was to encourage a fee analysis that examines the direct labor and overhead of each permit to ensure cost recovery. Guidance was issued to all jurisdictions subject to the mandatory time frames.

The proposed ordinance is part of Phase III, which includes those functions with currently no fee. This includes the cost for noticing Type 2 applications: signage, postcard mailings and publishing notices (which would also streamline this process). Others include exempt subdivision and zoning verification letters, sign fees, and certain engineering related fees.

Action Requested: For Council to move Ordinance 26-004 to GLS on Wednesday February 4, 2026, to set time and date for a Public Hearing, with the suggested date and time of February 25th, 2026, at 10:30 am.