

PURPOSE OF THE CODE COMPLIANCE PROGRAM

WHEN DO I NEED A PERMIT?

- If you are constructing any detached building over 200 square feet. Structures fewer than 200 square feet housing vehicles require a permit.
- If you are making structural changes to the interior/exterior of your residence (removing a wall, adding windows or doors, etc.).
- Adding plumbing fixtures, adding or replacing furnace, air conditioner, fire place insert, or roofing change.
- For electrical work, contact Washington State Labor & Industries on the Internet: www.wa.gov/lni/electrical or via phone at (360) 902-5269.
- For construction or repair of decks over 30 inches above grade.
- Fences over 6 feet in height.

Kenmore's primary goal is the health, safety and welfare of its citizens. Kenmore also strives to be responsive to public complaints related to potential violations. The Code Compliance Officer (CCO) is responsible for enforcement of violations of the Kenmore Municipal Code, including but not limited to: Construction Code, Fire Code, Surface Water, Nuisance, and Junk Vehicles and Sign Code.

The CCO is **NOT** responsible for enforcement of any criminal violations.



CODE COMPLIANCE PROGRAM



CITY OF KENMORE

City of Kenmore
Community Development Department
Code Compliance
6700 NE 181st Street
Kenmore, WA. 98028
425-398-8900
www.ci.kenmore.wa.us

HOW DO I FILE A COMPLAINT?

It is the City's policy that the Code Compliance Officer (CCO) conducts investigations on formal complaints. Complainant information will be kept confidential to the extent allowed by law. A Citizen Action Request (CAR) form may be requested via telephone by calling (425) 398-8900, at Kenmore City Hall, 6700 NE 181st Street, or at City of Kenmore website, www.ci.kenmore.wa.us If the matter is of an immediate threat to life, health or safety, please call (425) 398-8900. If you witness a crime in progress or are victim of a crime, please dial 911.

HOW ARE COMPLAINTS INVESTIGATED?

Upon receipt of an official complaint, an investigation will be initiated. Through property research, code research, and a site inspection, the CCO will determine if a violation of the Kenmore Municipal Code exists. If no violation of the KMC can be documented, the case is closed. If there is a violation of the KMC, the CCO will work with the responsible party to gain voluntary compliance with applicable regulations. This is accomplished through a compliance agreement, which requires the corrections to be made within specified time periods. Failure to achieve voluntary compliance may result in formal civil and/or criminal enforcement proceedings.

MOST COMMON CODE VIOLATIONS

- **Building without a permit**
A building permit is required for all structures over 200 square feet (Unless used to house vehicles), additions, alterations, and changes in use.
- **Cutting trees without obtaining a permit**
Please call 425-398-8900 to inquire if a permit is required. For example, removal of trees in sensitive areas requires a permit. If a tree is an imminent and dangerous threat, the tree should be removed immediately.
- **Junk vehicles**
A junk vehicle is a vehicle that meets two (3) of the following:
 - (a) Is three years or older;
 - (b) Is extensively damaged, such damage including but not limited to: a broken window or windshield, or missing wheels, tires, motor, or transmission;
 - (c) Is apparently inoperable;
 - (d) Is without a valid, current registration plate;
 - (e) Has an approximate fair market value equal only to the value of scrap.
- **Clearing within sensitive areas**
Clearing is prohibited within sensitive and adjacent to sensitive areas, streams, wetlands, lakes, steep slopes, and any required buffer setback from sensitive areas without first obtaining a permit.

- **Sign code violations**
A permit must be obtained before the installation of a sign on private property or in the Road Right of Way.
- **Nuisance code violations**
Outdoor storage of junk, trash, debris, rubbish, and discarded household items. Dumping, spillage or storage of solids or liquids, which may negatively impact the olfactory nature of the area. Outdoor storage of used tires in a manner that allows any accumulation of water or creates a fire or health hazard.



QUESTIONS/COMMENTS/SUGGESTIONS

If you have questions, comments or suggestions about the City's Code Compliance Program, please contact

The Community Development
Department @ 425-398-8900.