

**BUILDING DIVISION POLICY  
AFTER THE FACT PERMIT FEES**

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**Issue:**

Construction occurring without permits has become more and more frequent on Bainbridge Island. Code Enforcement policies have been adopted to assist with the processing of building code violations. Often, an “after-the-fact” building permit will be submitted for the work conducted without permits.

This policy reiterates the establishment of an inspection fee in the amount of half of the total fees for the permit including at minimum, the building permit fee, plan review fee, and planning review fee, to be levied for any after-the-fact building permit collected pursuant to Bainbridge Island Municipal Code Section 15.04.050. Fee calculations shall be determined as with new construction, but determination of contractor bid price or estimates for entered fee amounts shall be required to be submitted in writing.

**Determination:**

Any proposed “after-the-fact” building permits submitted after the work has commenced will be collected pursuant to Bainbridge Island Municipal Code Section 15.04.050 and will include the establishment of an inspection fee in the amount of half of the total fees for the permit including at minimum, the building permit fee, building plan review fee, and planning review fee, to be levied for any after-the-fact building permit:

1. The establishment of the investigation fee for the “after-the-fact” building permit will at minimum, include the building permit fee, building plan review fee, and planning review fee, to be levied at issuance of the permit.
2. Fee calculations shall be determined as with new construction, but determination of contractor bid price or estimates for entered valuation amounts shall be required to be submitted by the applicant in writing.

3. In the event that an “after-the-fact” permit is submitted and is ready for issuance, but is not paid for nor issued within 60 days of ready to be picked up, code enforcement actions and fines may commence pursuant to Bainbridge Island Municipal Code Section 15.04.030.
4. In the event that an “after-the-fact” permit is issued, but inspections are not requested within 60 days of date of permit issuance, code enforcement actions and fines may commence pursuant to Bainbridge Island Municipal Code Section 15.04.030.

### **Reference:**

This policy was created in the effort to ensure that the goals and vision of the Bainbridge Island Municipal Code regarding “After-the-fact” permits was depicted and clearly delineated as to the process followed by the Bainbridge Island Building Division. The Bainbridge Island Building Division endeavors to accomplish its mission of protecting the public health and safety of the built and natural environment, while simultaneously balancing the private rights of the individual land owner. The intent and application of this policy exists toward that effort.

### **Bainbridge Island Municipal Code Section 15.04 Building Code**

*Section 15.04.030 C. Investigation Fees – Work Without a Permit. Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work. An investigation fee, in addition to the permit fee, shall be collected whether a permit is then or subsequently issued. If a permit is not issued, the investigation fee shall be due to the city within 60 days from the date of notification the fee is due. The investigation fee shall be equal to the total permit cost, except the SBCC fee. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this chapter or from any penalty prescribed by law.*