

## Standard Work Hours

M-F 7:00 am to 6:00 pm

## Submission Deadline

Requests for Expanded Work Hours must be submitted at least 72 hours in advance or by Wednesday at noon prior to the Saturday you would like to work.

**Expanded work hour permits are only granted under limited circumstances.**

### Step 1: Determine your application class

Class 0 is based on the construction value of the associated construction permit.

Class 0	Class 1	Class 2
Minor construction activities valued under \$15,000 Permit Fee: \$0	Single family residence, not part of a larger residential project, as determined by the Director, and not qualifying as a Class 0 application. Permit Fee: \$150	Does not meet the definition of Class 0 or 1 application Permit Fee: \$500

### Step 2: Be prepared to answer the following questions

1. Describe the construction (activities & equipment) that will occur during the requested extended hours.
2. Why is the work necessary?
3. How will granting of this request benefit the community?

*Examples of benefits to the community include:*

- Work on Saturday helps minimize impacts to commuters who use the parking lot to use public transit during the week.
- Laying fiber on a Saturday minimizes the impact on local businesses.
- It is safer to remove the trees when the kids are out of school.

***Construction being completed faster is not considered a benefit to the community.***

### Step 3: Verify you are able to meet the following criteria

If not, you will be required to provide mitigating considerations during the application process.

1. Proposed work does not include hauling on local residential streets; and, construction traffic will be minimal (less than 10 trips per day).
2. Residences within 300 feet; or, as otherwise determined by the City, will be notified by the contractor a minimum of 24 hours in advance and an emergency contact name and phone number will be provided.

3. Requested work is a Class 0 or 1 application (see IMC 16.35.015); or, allowing work provides a benefit to the community.
  - a. If work that is requested is quieter in nature and is to be done by the homeowner in an established residential neighborhood, the City **may** require neighbors within 300 feet to approve the work prior to permit approval.
4. The contractor requesting Expanded Work Hours has not received any construction violations from the City over the past 30 days.
5. Permit is valid for the duration of the work activities described in the permit, up to one year.

#### **Step 4: Apply online**

1. Visit [MyBuildingPermit.com](http://MyBuildingPermit.com)
2. Click Apply on the left side of the home page
3. Follow the prompts – Depending on your construction permit type select Building, Clearing and Grading or Utilities. You will be presented with an option of “Expanded Work Hours”
  - Permit Valuation is the construction value of the associated building permit.
4. Finish the application

#### **Step 5: Pay application fee**

1. After submittal, our staff will review your application and if approved, invoice your fees through MyBuildngPermit.com. You will receive an email when your invoice is ready to be paid. Your payment options are:
  - Credit card paid through MyBuildngPermit.com
  - Cash or check brought or mailed to our office at 1775 12<sup>th</sup> Ave NW, Issaquah, WA 98027

#### **Step 6: Permit issuance**

If approved, you will receive an email notification. You may download your permit card through MyBuildingPermit.com. Before work may commence, you must comply with all conditions including neighbor notifications and posting requirements.

#### **Step 7: Neighbor Notification**

If approved, a door hanger must be left at all residences within 300 feet of the construction area at least 24 hours in advance of work. The door hanger must, at a minimum, contain the following information:

1. Description of work to occur
2. Hours work will occur
3. Emergency contact name and phone number

#### **Step 8: Permit Posting**

Permit card must be posted in a conspicuous location and visible to the public.

## Violations

Each violation by any person, corporation, or other business or nonprofit entity in connection with the approved Expanded Work Hours permit, of the construction hourly limit set forth in IMC 16.35.010(A) or of limited approval granted under IMC 16.35.010(B), shall be subject to the imposition of a monetary penalty by notice and order of the Director as detailed below. In addition, the Director may issue a Stop Work Order for all construction permits as specified below on the lot or parcel on which the violation occurred:

	<b>Class 0 Application</b>	<b>Class 1 Application</b>	<b>Class 2 Application</b>
1st Violation (per permit)	\$500	\$2,000	\$5,000
2nd Violation (per permit)	\$1,000 and Stop Work Order	\$5,000 and Stop Work Order	\$10,000 and Stop Work Order
3rd Violation (per permit)	\$1,000 and Stop Work Order and revocation of Expanded Work Hours permit	\$5,000 and Stop Work Order and revocation of Expanded Work Hours permit	\$10,000 and Stop Work Order and revocation of Expanded Work Hours permit

All fines shall be paid or settled through appeal consistent with the procedures in IMC 16.35.025 prior to City issuance of Certificate of Occupancy (Temporary or Final) or Final Inspection for the structure for which the Expanded Work Hours permit is issued.