



Community Planning and Development (CPD) – FAQ

I'm a contractor and I'm trying to pull a permit on [MyBuildingPermit.com](https://mybuildingpermit.com) (MBP), but it is saying that my business license is not valid. How can I resolve this?

You need to call the Issaquah Permit Center at 425-837-3100 and have an Issaquah staff member update your UBI business license in MBP. Each year when it expires, it must be manually updated.

Do you still do passport applications or renewals?

No, please visit <https://iafdb.travel.state.gov/> to find a passport application intake facility closest to you.

Where do I send my B&O taxes? Who can I talk with about them?

Please contact BandO@issaquahwa.gov for any general questions regarding your tax return. Please mail them to our finance department at 130 E Sunset Way, Issaquah WA 98027.

How long is the permit process in Issaquah?

Please refer to our [Target Review Times](#). We try our best to have the reviews completed by the target due date. Feel free to send an email to CPD@issaquahwa.gov for status updates on your permit.

Where can I get my weapons permit? Or better known as CPL (Concealed Pistol License)

CPD handles building and business-related permits. Concealed Weapon permits are handled by the Issaquah Police Department (IPD). Please contact them via email at IPDRequests@IssaquahWA.gov or at 425-837-3200. You can also visit the IPD front desk at Issaquah City Hall for more information. New Licenses are \$49.25.

Why do I need to have a city endorsement for my business license? How do I apply for this?

Anyone with a general business license needs to have a city endorsement from the city of Issaquah to do business here. You need to go on the [Washington State Department of Revenue website](#) to add the city of Issaquah to your business license. It can take up to 5-7 business days to be approved. If you have any questions, please contact Candy Baer at 425-837-3444 or CandyB@issaquahwa.gov.

I'm having issues with my landlord / apartment complex. What can the city do to help?

Most of the time, the city cannot intervene with issues happening on private property. Unless the person causing issues is infringing on city codes. In this case, you can report issues to Issaquah Code Enforcement via email at codeenforcement@issaquahwa.gov. For other issues, you can reach out to [King County Housing Authorities](#) at 206-574-1100.

Does the city offer affordable housing / affordable rentals?

Please visit [A Regional Coalition for Housing \(ARCH\)](#) for listings of affordable apartments / rentals.

How do I make payments for my permit?

Any fees under \$5,000 can be paid online in the [MyBuildingPermit.com](#) portal. Fees exceeding that amount must be paid by check. The check can be submitted via mail or in person at the Permit Center in Issaquah City Hall (130 E Sunset Way).

I'm moving and having a storage container / pod delivered to me, and I was told I need a permit. How do I go about doing this?

- If your container will be placed on private property (for example, your own driveway), you do not need a permit. The container cannot interfere with the flow of traffic or any public right-of-way.
- If your container will not be wholly contained on private property, you need a [Special Right-of-Way Use Permit](#). Once you fill out the form, submit it on [MyBuildingPermit.com](#). The permit fee is \$150.

How do I schedule an inspection for my furnace / hot water heater installation?

You need to go to [MyBuildingPermit.com](#). There, you can look up the permit number and schedule your inspection with a city inspector.

I would like to remove a tree from my property. How does the tree removal process work in Issaquah?

The City's new Land Use Code (Title 18) went into effect on June 1st, 2023, thereby changing our regulations on tree removal. The City now requires all tree removals to be obtained through a general permit. Unless the tree is deemed hazardous by a certified arborist, then you would not need a permit for the removal of the tree. Please visit our website to view more information about the general permitting process. If you go to the search bar and type in "tree removal", you will then see a link that says, "Tree Permits". Click on the link and it will take you to a PDF labeled, "General Permit Application Form." You will then need to fill that information out. Once completed, you then submit the form to the email TreeQ@Issaquahwa.gov. It will get processed into the system and reviewed by one of our city planners. The general permit fee for tree removal is \$330.75.

Do I need a permit for a fence?

Please see our [Decks and Fences page](#) for more information.

How do I know where my property lines are?

In newer-platted areas you may find corner markers — look for a piece of rebar in the ground. The Permit Center or King County may have plat maps to assist you in finding your property lines and/or dimensions. Please be aware that ultimately it is up to the property owner to verify property line locations, which may require a professional survey.

Can I pay for my permit with a credit card?

Permits applied for online at [MyBuildingPermit.com](https://mybuildingpermit.com) may be paid with a credit card up to \$5,000. Payments over \$5,000 must be paid by cash or check at the Permit Center.