Tips for a Successful Intake Appointment

- Please arrive on time for your appointment. Our Development Services Center is very busy and if you are late for your appointment, you may have to reschedule. Due to the heavy volume of permit activity we are currently experiencing, a new appointment may take one to two weeks.

- Provide a COMPLETED permit application. ALL of the information requested on the application is required. If information is missing, the application is considered "incomplete" and will not be accepted. To complete the application at the counter takes time and may delay subsequent appointments.

- Have ALL of the required forms and documents with you at the time of the appointment. The submittal requirements form specifies the number of plans, support documents, etc. If information is missing, the application is considered "incomplete" and will not be accepted.

- Make sure that the person submitting the application is knowledgeable about the project. Staff may have questions that need to be addressed before we can accept an application.

- Double check the submittal package BEFORE you arrive for your appointment to make sure all forms have been completed and that you have all the required submittal documents. Complete submittal requirements and application forms are located on the City Web site at www.redmond.gov/cityservices/cityservices.asp, under “B”.

- So that we may manage your intake appointment efficiently, please alert the Permit Technician if you would also like to pick-up another permit or submit other applications during your appointment.

- If you are unable to make your appointment, please call our Permit Technicians at **425-556-2473** as soon as possible to reschedule. This will allow us to serve other applicants.