

From: [Holly Mercier](#)
To: [Below, Matthew](#)
Cc: [Patrick Yamashita](#)
Subject: READY TO ISSUE – MI Transit Integration Project - 2010-186
Date: Monday, December 28, 2020 6:58:00 PM
Attachments: [2010-186-PERMIT PACKAGE INVOICE.pdf](#)
[image002.png](#)
[image004.jpg](#)

Hi Matt,

Your right of way use permit package is approved and ready for issuance. Due to the COVID-19 outbreak, permit payment and issuance will be handled electronically. Note: All construction work remains subject to established [COVID-19 Job Site Requirements](#).

PERMIT FEE INVOICE:

Please see attached invoice for fees that are due prior to issuance.

FEE PAYMENT INSTRUCTIONS:

Due to the COVID-19 outbreak our offices are currently closed to the public. Payments are now accepted via Electronic Funds Transfer at the City's Payment Portal. This is the only payment option currently available.

1. To access the portal click the following link: [Payment Portal](#)
2. Select "Building Related Fees"
3. Enter your contact information, permit number, and the payment amount
 - a. Your permit number: 2010-186
 - b. Your payment amount: \$38284.01 (do not include a comma when you enter the number)
4. Follow the prompts to make the payment using your bank routing information

Alternately you can mail in a check to: Mercer Island City Hall, ATTN: PERMITTING, 9611 SE 36th St, Mercer Island, WA 98040. Please include your permit number. We are in the office to process check payments only once a week – typically on Friday.

Once the fee is paid, the Customer Service Team will contact you within 1-3 days with next steps for permit issuance. Permits will be made active once the documents have been signed and returned to us via email. Please see notes below regarding any other outstanding items.

OUTSTANDING ITEMS:

1.CONTRACTOR VERIFICATION:

Note that prior to permit issuance you will need to provide general contractor information. Please email Contractor Name, Washington State Contractor's License or UBI number, and Mercer Island Business License Number to epermit.tech@mercergov.org. We will verify that they have proper

licenses with the state and an active [City of Mercer Island Business License](#) and add the information to your permit.

ADDITIONAL INFO:

EXPIRATION OF PERMIT APPLICATION:

Applications for which no permit is issued within 18 months following the date of application shall expire. **This application will expire on May 30, 2022.** Permits must be paid in full and issued prior to this expiration date to avoid additional plan review process and fees. Note that building permits expire two years from the date of issuance.

Please let us know if you have any questions.

Thank you,
Holly

[Holly Mercier](#)

Permit Services Manager

City of Mercer Island - Community Planning & Development

206.275.7707 | mercerisland.gov/CPD |  

Notice: Emails and attachments may be subject to disclosure pursuant to the Public Records Act (chapter 42.56 RCW)

