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From:	Holly Mercier		
То:	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 <u>COVID-19 Job Site Requirements</u>.

#### 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 36<sup>th</sup> 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

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licenses with the state and an active <u>City of Mercer Island Business License</u> 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)

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Invoice Date: 12/28/2020

## **CITY OF MERCER ISLAND**

#### **COMMUNITY PLANNING & DEVELOPMENT**

9611 SE 36TH STREET | MERCER ISLAND, WA 98040 PHONE: 206.275.7605 | <u>www.mercergov.org</u>



PERMIT TYPE	PERMIT NUMBER	FEE
Right of Way Use Permit #2	2010-186	\$ 31,492.19
Clear and Grade Permit #1 - 7714 N Mercer Way	2012-153	\$ 329.60
Clear and Grade Permit #2 - 2297 78TH AVE SE	2012-154	\$ 329.60
Stormwater	2012-119	\$ 4,917.22
Tree Removal Permit - ROW + Residence 1 + Residence 2	2012-096	\$ 1,215.40
OTHER FEE TYPES	BILLING CODE	FEE
Hold Harmless Recording Fee	3035	
New Business License	1001	
Business License Renewal	1003	
	TOTAL	\$ 38,284.01

#### **PROVIDE THE FOLLOWING PRIOR TO PERMIT ISSUANCE:**

Checked box indicates item is still outstanding

General Contractor Information - Provide Name, State Contractor's License, and City Business License Number

Electrical Contractor Information - Provide Name, State Contractor's License, and City Business License Number

Notarized Hold Harmless Document – Provide original hard copy. Notaries are available at City Hall

Impact Fees – As noted above or provide approved Impact Fee

ADDITIONAL NOTES:

- Fees listed above reflect fee rates for the current year. Fee rates will increase as of January 1 and will be adjusted accordingly if the above permits are not paid in full and issued by December 31.
- Contact Customer Service with Questions at 206-275-7605.

<sup>-</sup> Permit applications expire 18 months from the date of complete application. Permits must be paid in full and issued prior to the application expiration date.