

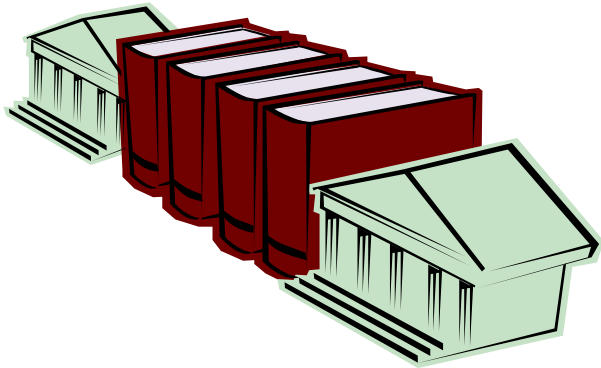
## PURPOSE OF THE CODE ENFORCEMENT PROGRAM

Woodinville's primary goal is the health, safety, and welfare of its citizens. Sometimes this means working with people to achieve compliance with regulations. Woodinville strives to work cooperatively with affected residents, businesses and property owners to resolve potential violations in a manner that respects the rights and, where possible, the interests of all parties. Woodinville also strives to be responsive to public complaints related to potential violations.

## WOODINVILLE MUNICIPAL CODE (WMC)

The Code Enforcement Officer (CEO) is responsible for enforcement of violations of the Woodinville Municipal Code, including but not limited to: Construction Code, Fire Code, Surface Water, Nuisance, Junk Vehicles, Sign Code and Noise regulations.

The CEO is *not* responsible for enforcement of any criminal violations.



## WHEN DO I NEED A PERMIT?

- ✓ If you are constructing any detached building over 200 square feet.
- ✓ If you are constructing an addition to your residence or business.
- ✓ If you are making structural changes to the interior of your residence (removing a wall, adding windows or doors, etc.).
- ✓ Adding plumbing fixtures.
- ✓ For electrical work, contact Washington State Labor & Industries on the Internet: [www.wa.gov/lni/electrical](http://www.wa.gov/lni/electrical) or via phone at (360) 902-5269.
- ✓ For construction or repair of decks over 30 inches above grade.
- ✓ Any activity that occurs with the City Right of Way.
- ✓ Fences over 6 feet in height.

✓ If you are not sure whether or not your project requires a permit, feel free to contact the permit center at: (425) 489-2754. Hours are Monday through Friday from 8:00 a.m. to 4:30 p.m.

## QUESTIONS/COMMENTS/SUGGESTIONS

If you have questions, comments or suggestions about the City's Code Enforcement Program, please contact Code Enforcement Officer Jason Burt, at (425) 877-2285 or email [jasonb@ci.woodinville.wa.us](mailto:jasonb@ci.woodinville.wa.us).

# CODE ENFORCEMENT PROGRAM



## CITY OF WOODINVILLE

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City of Woodinville  
Community Relations Division  
Code Enforcement  
17301 133<sup>rd</sup> Avenue NE  
Woodinville, WA 98072  
(425) 877-2285  
[www.ci.woodinville.wa.us](http://www.ci.woodinville.wa.us)

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## HOW DO I FILE A COMPLAINT?

It is the City's policy that the Code Enforcement Officer conducts investigations on formal complaints. Anonymous complaints are not accepted.

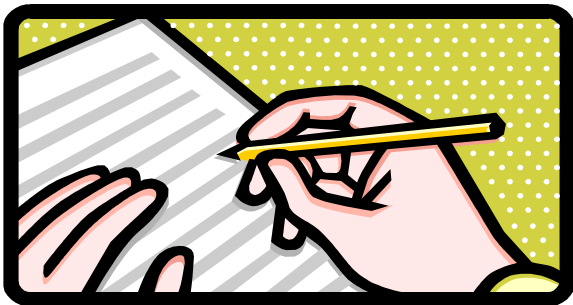
*Unless:*

*The complaint is an immediate threat to life, health and/or safety, which constitutes an emergency. Immediate action by the appropriate staff shall occur.*

Complainant information will be kept confidential to the extent allowed by law.

A Complaint Form may be requested via phone by calling (425) 877-2285 or is available at Woodinville City Hall, 17301 133<sup>rd</sup> Avenue NE. If the matter is of an immediate threat to life, health or safety, please call (425) 877-2285 and leave a message or press "0" to speak to someone immediately.

If you witness a crime in progress or are victim of a crime, please dial 911.



## HOW ARE COMPLAINTS INVESTIGATED?

Upon receipt of an official complaint, an investigation will be initiated. Through property research, code research, and a site inspection, the CEO will determine if a violation of the WMC exists.

If no violation of the WMC can be documented, the case is closed and the complainant is notified of the results of the investigation.

If there is a violation of the WMC, the CEO will work with the responsible party to gain voluntary compliance with applicable regulations. This is accomplished through a compliance agreement, which requires the corrections to be made within specified time periods.

Failure to achieve voluntary compliance may result in the issuance of an infraction which assesses a monetary penalty for each violation and each day that the violation(s) continue. Infractions are similar to speeding tickets and are handled in a similar manner. The infraction is filed with the NE District Court (Redmond, WA) and the violator must respond by paying the penalty, appealing the infraction or requesting a mitigation hearing.

When compliance is met to the satisfaction of the City, the responsible party receives a Certificate of Compliance and the case is closed. The complainant will also be notified of the disposition of the case.

## MOST COMMON CODE VIOLATIONS

- ✓ **Building without a permit.** A building permit is required for all structures over 200 square feet, additions, alterations, and changes in use.
- ✓ **Cutting trees without obtaining a permit.** Up to 9 trees credits (approximately 40 inches, measured diameter at breast height) may be removed per 12-month period.
- ✓ **Junk vehicles.** A junk vehicle is a vehicle that meets two (2) of the following:
  - (a) Is three years or older;
  - (b) Is extensively damaged, such damage including but not limited to: a broken window or windshield, or missing wheels, tires, motor, or transmission;
  - (c) Is apparently inoperable and has not been moved off the property in over six months;
  - (d) Is without a valid, current registration plate;
  - (e) Has an approximate fair market value equal only to the value of scrap in it; and
  - (f) Excluding farm tractors and farm vehicles.
- ✓ **Clearing within sensitive areas.** Clearing is prohibited within areas adjacent to streams, wetlands, lakes, ponds, steep slopes, and any other area identified as a sensitive area, without first obtaining a permit.
- ✓ **Sign code violations.** A permit must be obtained before the installation of a sign on private property or in the Right of Way.
- ✓ **Nuisance code violations.** Storage of junk, trash, discarded household items, abandoned, broken or neglected equipment, potentially dangerous machinery, appliances shall not be stored in any yard or vacant lot.