



Request for Single-Round Waiver



For OSE Use Only

Please use this form to request a single round waiver from a Seattle Building Tune-Ups compliance cycle. Waivers are only granted for limited circumstances. Please review waiver eligibility rules and indicate which waiver option you are applying for in Section B.

Building owners must submit a signed waiver request form, along with required documentation as specified on the form, no later than 180 days prior to the building's Tune-Up compliance date. For more information, or to see if you qualify for a Tune-Up waiver, please visit seattle.gov/buildingtuneups.

A. General Building Information *Required for all applications*

BUILDING DETAILS

Building Name: _____ Building Address: _____
Portfolio Manager ID: _____ Seattle Building ID: _____ Compliance Year: _____
Nonresidential Sq Footage: _____ Parking Sq Footage: _____

BUILDING OWNER

First name: _____ Last Name: _____
Company/Organization/LLC: _____
Email: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____

BUILDING OWNER REPRESENTATIVE — *Required if submitting on behalf of the building ownership.*

First name: _____ Last Name: _____
Role with building (e.g. property manager): _____
Company/Organization/LLC: _____
Email: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____

Questions? We Can Help!

Call the Seattle Building Tune-Ups Help Desk at (206) 727-8863 (TUNE) or email buildingtuneups@seattle.gov

B. Reason for Compliance Waiver *Required for all applications*

Select the reason you are requesting a waiver below, then skip to the relevant section and complete.

- Demolition** *Buildings scheduled to be demolished within three years of the Tune-Up compliance date. Demolition or deconstruction permit must be active, or issued no more than two years prior to the Tune-Up compliance date.*

- Major Renovation** *Buildings undergoing, or scheduled for, a major renovation including upgrades to HVAC and lighting systems within one year of the Tune-Up compliance date. The permit must be issued no more than two years prior to the Tune-Up compliance date, or an active permit application submitted to Seattle Department of Construction and Inspections (SDCI).*

- Financial Distress** *Evidence of severe financial distress, including (1) the building is the subject of a tax lien sale or public auction due to property tax arrearages, (2) the building is controlled by court appointed receiver, or (3) the building has been acquired by a deed in lieu of foreclosure.*

B1. Demolition

This building is scheduled to be demolished within three years of the Tune-Up compliance deadline.

Date of Scheduled Demolition _____

Demolition Permit # _____

ATTACH REQUIRED DOCUMENTATION: Select one of the following and attach the required documentation.

- Demolition or deconstruction permit issued by the Seattle Department of Construction and Inspections (SDCI) no more than two years prior to the tune-up compliance date.

- An active demolition or deconstruction permit application to SDCI.

B2. Major Renovation

This building is either currently or scheduled to undergo a major renovation, **including upgrades to HVAC and lighting systems**, within one year of the Tune-Up compliance date. The project must be defined as a substantial alteration project by Seattle Department of Construction and Inspections (SDCI).

Project Date Range _____

Substantial Alteration Permit # _____

ATTACH REQUIRED DOCUMENTATION: Select one of the following and attach the required documentation.

- Construction permit issued by the Seattle Department of Construction and Inspections (SDCI) no more than two years prior to the tune-up compliance date and classified as a substantial alteration project.

- An active SDCI construction permit application, classified as a substantial alteration project.

B3.	Financial Distress
-----	--------------------

This building qualifies for a waiver due to the following situation(s):

- The building is the subject of a tax lien sale or public auction due to property tax arrearages.
- This building is controlled by a court-appointed receiver.
- This building has been acquired by a deed in lieu of foreclosure.

ATTACH REQUIRED DOCUMENTATION: Evidence of the selected legal circumstance

C.	Statement of Owner or Building Representative
----	--

By checking the box below, I, the undersigned representative of the building affirm and attest to the accuracy, truthfulness and completeness of the statements of material fact provided in this form. I understand these statements are subject to verification.

- Pursuant to RCW 9A.72.085, I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. By clicking this box, I intend to submit my signature.*

Name

Date

