



Residential Setback Exception Agreement, Mechanical Equipment

The Department of Local Services, Permitting Division (Permitting) provides land use and building permitting for the unincorporated areas of King County. King County Code (KCC) provides for the following residential exception for certain building mechanical equipment:

Freestanding air conditioners and heat pumps may project into or be located within a setback abutting a residential property, but may only be located closer than five feet of an abutting residential property if an agreement documenting consent between the owners of record of the abutting properties is recorded with the records and licensing services division prior to permit issuance.¹

A Residential Setback Exception Agreement, Mechanical Equipment must be submitted and recorded on the effected property prior to permit issuance. An executed agreement can be submitted for recording by either:

Department of Local Services, Permitting Division

- Mail or email² (PermitServices@KingCounty.gov) the executed document to Permitting.
- The fee for recording the document will be included with your invoice for permitting fees. You will receive an email with instructions for online payment.

OR

Department of Executive Services, Records and Licensing Services Division, [Recorders Office](#)

- Mail the executed document, with payment of the recording fee, to the Recorder's Office:

Recorder's Office
King County Administration Building
500 Fourth Ave., Suite 430
Seattle, WA 98104

Submitting for Permit Issuance

If you have used the Permitting Residential Setback Exception Agreement, Mechanical Equipment form for recording, no further action is required. Once the Agreement is recorded, the Recorder's Office will return a copy to Permitting.

¹ KCC Title 21A.12.170; Setbacks - projections and structures allowed, Section J

² High quality scanned PDF document

Residential Setback Exception Agreement, Mechanical Equipment, continued

Obtaining a Copy of the Recorded Agreement

- Mail a request along with the appropriate fee to the Record's Office.
- Go to the Recorder's Office web page and search on the parcel number at [Online records search](https://www.kingcounty.gov/depts/records-licensing/recorders-office/records-search.aspx) (https://www.kingcounty.gov/depts/records-licensing/recorders-office/records-search.aspx).

There will be a one to two week delay in the availability of imaged documents.

Document Formatting

Do not alter the content or make any marks in any of the margins. Documents that do not meet formatting and legibility requirements will not be considered acceptable for recording.

Additional Resources

King County

Department of Local Services, [Permitting Division](#)

[Property Research Guide](#) and [Property Research Video](#)

[Permit status and online invoice payments](#)

[Fees](#)

[King County Code](#)

Department of Executive Services, Records and Licensing Services Division

[Recorder's Office](#)

[Online records search](#)

