

# Building Permit



Building permits are governed by Section 15.10 of the Hunts Point Municipal Code (HPMC) and the Washington State Building Code (Chapter 51-40 WAC).

## Process

### Pre-application Conference

A pre-application conference with the Building Services Department is required prior to submittal of a building permit for all new construction or remodel valued at \$25,000 or greater.

### Submittal

Submittal of all application elements is necessary to begin the processing of the building permit.

### SEPA Procedure

If applicable, there is a 15-day SEPA comment period, followed by a 14-day appeal period. Appeals shall be conducted for a SEPA Determination pursuant to HPMC 16.05.290.

### Criteria

The most recent codes as adopted by the Town. (Chapter 15, HPMC)

### Applicable Code Titles

Hunts Point Municipal Code (HPMC) Title 3, Revenue & Finances

HPMC Title 11, Planning and Development (Comprehensive Plan & Permit Process)

HPMC Title 15, Building and Construction

HPMC Title 18, Zoning

### Expiration of Permit

This permit expires 540 calendar days from the date of issuance, or if substantial work has not begun, or if at any time after issuance, the work is suspended or abandoned for 180 days.

### Fees

See fee schedule



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# Building Permit

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The intake checklist identifies minimum application elements necessary for the town to accept the application. Should any of the following minimum items not be provided, the application may not be accepted at the counter.

**Applicant:** Check each box on the checklist to confirm items that are included in your submittal.

**The required number of plan sets is 3 (three).** If applying for multiple permits concurrently, submit the highest number of required plan sets.

## General Requirements (1 original copy of each item is required):

- Completed general application form
- Proof of agency and hold harmless agreement form
- Deed/title report
- The applicable fee(s)
- Record sales tax under **#1713** Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue
- Evidence of adequate water and sewer availability (water and sewer certificate of availability) Needed for all new projects or projects increasing fixture count. The City of Bellevue Utilities Department provides water and sewer services to residences in the town;
- Notes and determinations from the pre-application conference (if applicable).
- Fire Marshal approval: Submit 2 plan sets as needed by the Bellevue Fire Marshal for review before you submit your plans to the Town of Hunts Point for review.
  - The Fire Marshal will stamp and sign the drawings and specify whether or not a fire sprinkler system is required.
  - If a fire sprinkler system is required submit the plans to the City of Bellevue for review and issuance.
  - The City of Bellevue charges for the review and issuance. See Application for Fire Services to Contract Cities.

## Application Requirements:

### Site Survey of Record:

- 1" = 20' scale drawing or larger including
- Surveyor's name, professional stamp and signature, and date of sealing



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- Total lot area excluding any inundated portions of the lot
- Property boundary dimensions, bearings, basis of bearings, and control monumentation
- Property boundary stake; identify by type and show placement
- Location and identification of abutting streets (showing complete right-of-way)
- Location and identification of access and turnaround easements, parking, and drives
- Topographic contours at intervals of 2 feet or less. Specify permanent benchmarks
- Location and identification of visible existing site and waterfront structures
  - Show roof areas as solid lines. Show walls under roofs dashed
  - Show dimension to nearest property line from roof and wall corner points
  - Show dimensions at closest approach of structure(s) to property line
- Location of known service utilities on abutting street and/or private lane
- Location of known utilities on abutting street and/or private lane
- Location and extent of fences, walls retaining walls, walks stairs and rockeries
- Location of sport courts, pools, hot tubs, trellis arbors, or other site improvements
- Location and area of impervious site surfaces
- Location of trees, size and species
- Location of building site, setbacks, and stringline setbacks

**Site Plan:**

- Minimum 8 1/2" x 11" size paper at a scale of 1" = 20' showing the proposed structure in plan view indicating
- North arrow and bar scale
- Square footage of site
- Legal description and assessors parcel number
- Existing streets surrounding the property
- Show the centerline and give the name of adjacent streets

- Driveway and parking information for existing and proposed driveway, including location and width of the existing driveway and/or depressed curb
- Existing and proposed contours (2' increments)
- Location and dimensions of property lines
- Location and dimensions of existing and/or proposed easements
- Setbacks and stringline setbacks
- Location, dimensions, and square footage of all existing and proposed buildings and structures including retaining walls, rockeries and fences, their use, and their distances to property lines
- Title block indicating name, address, phone number of applicant and owner, and property (site) address
- Existing sewer, water and storm drains, and nearest fire hydrant (Obtain verification of sewer line from the City of Bellevue)
- Show the location and method of proposed sewer connection, water meter, catch basins, roof drain connection to the existing storm drain, and the location of the foundation drain with point of disposal indicated
- Show a design and location for a type I catch basin at the storm drain; interconnection
- Identify the location and design for an oil/silt separator – required at the lowest point in the driveway
- Location, intention to save or remove, and dimensions of all evergreen trees on subject property and within 20 feet of proposed improvements that may impact surrounding properties

**Construction Plans:**

- 1" = 20' scale drawing or larger including
- Engineer's name, Washington State wet stamp and seal, dated and signed
- Floor plans showing each floor, including roof structure, floor framing and deck framing
- Foundation plan
- Dimensioned cross-sections of each different foundation condition if not shown elsewhere
- At least one full cross-section taken at a location which describes the building best. Preferable 1/2" = 1' or 3/4" = 1' scale

- One typical wall section fully detailed to show the basic construction materials that will be used 1/4" = 1' scale, minimum
- Four elevations (Less as needed to fully describe additions)
- Show all calculations and dimensions used in determining the gross floor area ratio, including exclusions
- Building height per HPMC 18.10.270, Appendix B1 and B2. Show roof height and original and finish grade elevations. Show height envelope and elevations on building elevation drawing accompanied by Washington State surveyor's wet stamp and seal, dated and signed
- Complete plumbing fixture count list and show all plumbing and electrical fixtures on drawings
- Show mechanical systems
- Show a gas piping diagram including the full run of gas piping from the regulator to the branch ends. Indicate size of piping and appliances and their BTU's on each branch
- Lateral and vertical calculation by a Washington State Licensed Engineer
- Indicate location of required safety glass
- Door and window schedules

**Erosion & Sediment Control Information:**

- Show all temporary erosion and sediment control (TESC) features
- Include all erosion control notes, specifications, details, and appropriate best management practices (BMPs)
- Submit an erosion control plan and drainage plan for impervious surfaces
- Specify construction access and stabilization methods and contractor parking plan
- Indicate the quarry spill at the construction entrance to the project
- Specify permanent site restoration features (re-vegetation, slope protection, etc.)

**Storm water Information:**

- Show all existing and proposed facilities within 50 feet of property
- Show all existing and proposed storm conveyance systems (pipe sizes, types, lengths, slopes, invert elevation, etc.)

- Submit storm water management plan and calculations, and storm water quality control system design and details

## Additional Items Required:

- Copies of Washington State Energy Code compliance form
- A completed building permit information sheet
- Attach all subdivision or short plat restrictions
- Soils report from a licensed geo-technical engineer if certain sensitive areas or steep slopes are present on area to be altered
- Asbestos and lead certification form. Required for all remodels, additions, or reconstruction, partial or complete demolition of a structure
- Complete sets of the approved land use decision (i.e., conditional use, special use, variance and substantial development permit) and/or SEPA Determination (i.e., EIS, DNS, MDNS) and all items required by those decisions
- SEPA Environmental Checklist (if subject to the SEPA review, refer to SEPA intake checklist). Needed if grading is equal to or greater than 500 cubic yards
- Include a list of all codes currently in force under HPMC Title 15 acknowledging compliance
- Indicate that a street-opening permit is required for all driveways and utility and storm drain connections. Provide sightlines for driveway/street interface
- Indicate the method to maintain clean street relating to the project
- Submit a traffic control plan (for all 2-axle construction deliveries in and out of the project – i.e.; a signal person to direct the interface with all street traffic) and an estimate of all 2-axle loads in and out of the project
- Submit the heavy truck fee form for demolition, building permit and site development permits

# General Application

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**RECORD SALES TAX UNDER #1713 Town of Hunts Point, WA 98004-1121**

FOR STAFF USE ONLY Permit #: _____ Expiration: _____
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ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_ APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
 APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
 APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
 ISSUED \_\_\_\_\_ DATE \_\_\_\_\_ APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

<b>PERMIT TYPE:</b>		
<input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation	<input type="checkbox"/> Fire Sprinkler	<input type="checkbox"/> Special Use for Wireless Facilities
<input type="checkbox"/> Building	<input type="checkbox"/> Shoreline Substantial Development	<input type="checkbox"/> Subdivisions (Short & Major)
<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Site Development	<input type="checkbox"/> Tree Removal

Property Address \_\_\_\_\_ Lot # \_\_\_\_\_ Zone \_\_\_\_\_

**Owner Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Agent Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Architect/Designer Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**Contractor Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 License \_\_\_\_\_ Expiration \_\_\_\_\_ Tax # \_\_\_\_\_

Property Legal \_\_\_\_\_

Assessor's Parcel # \_\_\_\_\_

<b>Description of project or use</b> (if further space is needed, please attach explanation): _____ _____ _____
<b>Square Footage</b> _____
<input type="checkbox"/> Repair <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Replacement <input type="checkbox"/> Conversion <input type="checkbox"/> New Construction

I CERTIFY UNDER PENALTY OF PERJURY THAT I AM THE OWNER OF THE ABOVE PROPERTY OR THE DULY AUTHORIZED AGENT OF THE OWNER(S) ACTING ON BEHALF OF THE OWNER(S) AND THAT ALL INFORMATION FURNISHED IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT. I FURTHER CERTIFY THAT ALL APPLICABLE FEDERAL, STATE, COUNTY, AND TOWN OF HUNTS POINT REQUIREMENTS FOR THE WORK AUTHORIZED BY THIS PERMIT WILL BE MET.

**VALUATION \$** \_\_\_\_\_

IS WORK WITHIN 200 FEET OF LAKE WASHINGTON HIGH WATER LINE?  
 YES  NO

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

OWNER  AGENT (AGENTS *MUST* HAVE FORM 9a COMPLETED WITH PROPERTY OWNER'S SIGNATURE)

**NOTE:** All costs from actual staff/consultant time will be billed to applicant.

PLAN REVIEW DEPOSIT \$ _____	RECEIPT _____ BY _____
DATE _____	
PLAN REVIEW FEE \$ _____	
PERMIT FEE \$ _____	
INSPECTION DEPOSIT \$ _____	
OTHER CHARGES \$ _____	
STATE BUILDING FEE \$ _____	
LESS FEES PAID \$ ( _____ )	
TOTAL \$ _____	
RECEIPT _____ BY _____	
DATE _____	



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Permit Application #: \_\_\_\_\_

Owner Name: \_\_\_\_\_ email \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Residential Zone: \_\_\_\_\_

**GROSS FLOOR AREA RATIO**

**MAXIMUM GROSS FLOOR AREA (GFA) RATIO:**

**R-40 Zone**

<u>Lot Area</u>	<u>GFAR</u>
0 – 20,000 sq. ft.	.25
20,001 - 40,000 sq. ft.	5,000 sq. ft. plus .15 of lot area over 20,000 sq. ft.
40,001 - 100,000 sq. ft.	8,000 sq. ft. plus .10 of lot area over 40,000 sq. ft.
Over 100,001 sq. ft.	14,000 sq. ft. plus .05 of lot area over 100,000 sq. ft.

Subject to the following conditions:

- (a) The primary structure may not exceed the larger of 12,000 sq. ft. or 0.75 of the allowable GFA.
- (b) The GFA of any structure located within 25 feet of the primary structure shall be included in the GFA of the primary structure.

**R-20 Zone**

Greater of 5,200 sq. ft. or a GFA ratio of 0.25

**R-20A Zone**

<u>Lot Area</u>	<u>GFAR</u>
14,800 sq. ft. or less	0.35
Over 14,800 sq. ft.	Greater of 5,200 sq. ft. or 0.25

**GROSS FLOOR AREA:**

Lot Area \_\_\_\_\_ sq. ft.  
*(The total horizontal area included within the lot lines of a zoning lot, excluding the inundated portions of the lot)*

Allowed Gross Floor Area \_\_\_\_\_ sq. ft.  
Proposed Gross Floor Area \_\_\_\_\_ sq. ft.  
*(GFA minus floor area exclusions from HPMC §18.10.240)*

**PERMIT FEE SQUARE FOOTAGE**

**SQUARE FOOTAGE SUBJECT TO PERMIT FEE:**

HPMC § 3.05.120(4) sets forth the building permit fees for the Town of Hunts Point. The relevant section reads as follows: "For all new construction, remodels, and any other structures having a floor area measurable in square feet..." The fees are based on square footage which includes only the measurable floor area of the structure undergoing construction. *GFAR Exemptions listed in HPMC § 18.10.240 are not exempt from this calculation.* Eaves are not to be included in this calculation. Other work, however, such as porches, decks, garages, carports, covered walkways, and the like, are to be included in this calculation. Please also keep in mind that other permits may be required for your project, and may have different fee basis.

**TOTAL PROJECT SQUARE FOOTAGE:**

Proposed Project Square Footage \_\_\_\_\_ sq. ft.

**BUILDING HEIGHT: 18.25.040 R-20A zone: (6)(a) Maximum building height:** An inward sloping line at 45 degrees from the vertical beginning at a point 15' above the intersection of the original grade and the minimum side yard setback lines but not to exceed 26' above an original grade reference line. **(b)** The maximum building height may be extended to 30' above an original grade reference line or 36' above the finish grade, provided an additional setback measured from an inward sloping line 45 degrees from the vertical beginning at a point 15' above the intersection of the original grade and the minimum front yard setback line is incorporated into the project design. **18.25.030 R-20 zone: (6)(a) Maximum building height** shall be measured by an inward sloping line at 45 degrees from the vertical beginning at a point 15' above the intersection of the original grade and the minimum side yard setback lines but not to exceed 26' above an original grade reference line nor a height of 32' above the finish grade measured from any point of contact of the finish grade with the building wall, deck, porch or veranda structure to the highest point of the building structure (see illustration, Appendix B2). **(b)** The maximum building height may be extended to 30' above an original grade reference line or 36' above the finish grade, provided an additional setback measured from an inward sloping line 45 degrees from the vertical beginning at a point 15' above the intersection of the original grade and the minimum setback line on the addressed side of the property to incorporate into the project design. **18.25.020 R-40 zone: (6) Maximum height of building:** An inward sloping line at 45 degrees from the vertical beginning at a point 15' above the intersection of the original grade and the minimum side yard setback lines but not to exceed 30' above an original grade reference line nor a height of 36' above the finish grade measured from any point of contact of the finish grade with the building wall, deck, porch or veranda structure to the highest point of the building structure (see illustration, Appendix B1).

Proposed Building Height \_\_\_\_\_ Ft. Allowable Building Height \_\_\_\_\_ Ft.

**This is intended as a worksheet and is not a substitute for the Hunts Point Development Regulations. Please consult the Hunts Point Municipal Code, Title 18.**



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# Proof of Agency / Hold Harmless Agreement

9a

PROPERTY ADDRESS: \_\_\_\_\_

PERMIT TYPE: \_\_\_\_\_ PERMIT NUMBER: \_\_\_\_\_

## Proof of Agency

A proof of agency is required for the acceptance of any permit where the permit applicant (“agent”) is not the recorded owner of the property (“owner”). If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question.

Owners which apply for permits on their own behalf do not need to complete this form. **All other applicants must fully complete this form, including the owner’s signature, before the Town of Hunts Point will process any application documents.** Each separate application must include an original, fully executed Form 9a, Proof of Agency/Hold Harmless Agreement.

### *To BE COMPLETED BY OWNER:*

I, \_\_\_\_\_, as the owner of  
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)  
the above-referenced property, hereby authorize the person or entity outlined below (the “agent”) to act as my sole agent regarding the above-referenced property, and further stipulate that the agent may act on my behalf for purposes of filing applications for decisions, determinations, permits, or review under any applicable Hunts Point Codes, and further stipulate that the Agent has full power and authority to perform, on my behalf, all acts necessary to enable the Town to process or review applications, issue permits, authorize revisions, and perform inspections required under all codes in force. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

\_\_\_\_\_  
[Signature of Property Owner/Chief Executive]                      [Date]

\_\_\_\_\_  
[Contact Address]                      [City]                      [State]                      [Zip]

\_\_\_\_\_  
[Phone]                      [Fax]

### *To BE COMPLETED BY AGENT:*

\_\_\_\_\_  
[Print Name of Agent]                      [Title]

\_\_\_\_\_  
[Contact Address]                      [City]                      [State]                      [Zip]

\_\_\_\_\_  
[Phone]                      [Fax]



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## Hold Harmless Agreement

A hold harmless agreement is required for the acceptance of any permit, and must be signed by the property owner. If the owner is a corporation, LLC, LLP, or partnership, this form must be completed and signed by the chief executive of the entity that holds ownership of the property in question. There are no permits or circumstances under which the town will accept application without an executed hold harmless agreement.

### *To BE COMPLETED BY OWNER:*

I, \_\_\_\_\_, as the owner of  
(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)  
the above-referenced property, hereby agree as a condition of permit application and/or issuance, to protect, defend, and hold harmless the Town of Hunts Point, its officers, agents and employees, and to indemnify them from all liability, loss and expense, including reasonable attorneys fees, that the Town of Hunts Point, its officers, agents and employees may incur by reason of accepting this application and/or issuing this permit, and all other acts taken by the Town of Hunts Point relating to the work described under the permit documents including but not limited to plans examination, issuance of permit(s), inspection and approval of construction and issuance of certificates of occupancy, to the extent that any such liability, loss and expense results from any errors or the misrepresentation of any material fact in the permit application documents, whether negligent or intentional. I further certify that I am the owner of the property referenced at the top of this document. **I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.**

\_\_\_\_\_  
[Signature of Property Owner/Chief Executive]

\_\_\_\_\_  
[Date]

\_\_\_\_\_  
[Contact Address]

\_\_\_\_\_  
[City]

\_\_\_\_\_  
[State]

\_\_\_\_\_  
[Zip]

\_\_\_\_\_  
[Phone]

\_\_\_\_\_  
[Fax]



## Town of Hunts Point

### TO THE PERMIT APPLICANT:

Projects involving partial or full demolition of an existing structure may encounter asbestos-bearing materials and lead contamination. Handling, abatement, and disposal of these materials are subject to regulation by federal and state agencies. It is the responsibility of the property owner to comply with these regulations. Violation of the regulations could result in substantial fines and serious exposure to civil liability. The exposure for the property owner is serious if proper procedures are not followed.

Residential asbestos is most commonly found in the rough ceiling textures, furnace ducts, insulation, acoustic ceiling panels, roofing felts, tar paper, composition shingles, cementitious panels such as cement asbestos board, vinyl-asbestos tile, sheet flooring materials, back for sheet materials and thin sheet underlayments. Lead is most commonly found in the paint of older residences, gutters, flashings, copper plumbing joints, plumbing fittings, lead joints etc. On occasion, lead is used for acoustic purposes, even in current construction.

Prior to the issue of permits for projects that involve partial or full demolition of an existing structure, this jurisdiction requires that the property owner review the property for potential asbestos-bearing material and lead-bearing material, and certify intent to comply with all agency regulations regarding these materials. It is the responsibility of the property owner to regulate work by the contractor(s), obtain required permit(s), and treat the hazardous materials in the manner prescribed by law. Violations observed will be reported to the appropriate agency, and officials of this jurisdiction may stop work if potential hazards to personal and public safety are observed to exist.

It is very important to you and to your projected project costs that you be aware of the regulations imposed by agencies outside this jurisdiction. Please inform yourself of the asbestos abatement requirements by contacting Puget Sound Air Pollution Control Agency, PSAPCA, contact person Tom Hudson, phone 206.689.4025. For lead abatement and disposal requirements contact Washington State Department of Ecology, DOE, contact person, Bob Stone, phone 425.649.7216. Additional information is available online at <http://www.pscleanair.org/asbestos/>.

The asbestos and lead certification form must be filled out prior to issuance of a permit for any project which proposes to demolish part or all of an existing structure. Although this may seem to be a distasteful task, knowing what is required, and how not to incur possible penalties, is in your best interest in the long term.



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# Asbestos and Lead Certification

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Property Address: \_\_\_\_\_ Permit #: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

The project site under the above permit has been reviewed for potential asbestos and lead bearing materials that could be affected by the work proposed. The following are the conditions: (check all that apply)

\_\_\_\_\_ A survey by a professional survey and testing firm has not been performed. The approximate date of original building construction is \_\_\_\_\_ (year). Potential asbestos and lead bearing materials have not been and are not expected to be found.

\_\_\_\_\_ A survey by a professional survey and testing firm has been performed. No asbestos or lead bearing materials requiring special handling and disposal have been found. Survey report is enclosed.

\_\_\_\_\_ A survey by a professional survey and testing firm has been performed. Asbestos and/or lead bearing materials have been found. A survey report is enclosed stating the findings and recommendations of the Survey Firm as to demolition, disposal, and construction procedures to be used for the project.

\_\_\_\_\_ Asbestos and lead material will be undisturbed and left in place. Survey report and list of precautions to be employed are enclosed.

\_\_\_\_\_ Asbestos and lead material will be removed. A licensed asbestos and lead abatement contractor has been engaged to do the work in accordance with all regulations.

Firm Name: \_\_\_\_\_ License: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone #: \_\_\_\_\_ Email \_\_\_\_\_

I hereby certify under penalty of perjury that, to the best of my knowledge, information, and belief, the above statements are true and correct. I hereby state my intent to abide by all regulations of the agencies having jurisdiction and that all pertinent data regarding any hazardous materials encountered will be furnished to any subsequent owner(s) of the property as a matter of required disclosure. I understand that this certification will be placed in the files of the jurisdiction for the above property.

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_



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**CITY OF BELLEVUE**  
**Utilities Department**  
**P.O. Box 90012**  
**Bellevue, WA**  
**98009-9012**  
**425-452-4187**

**IMPORTANT APPLICANT INFORMATION:** Submit this form in person or fax it to Utilities Department (425-452-5286) a minimum of 48 hours before you apply for your Building Permit.

## CERTIFICATE OF WATER AVAILABILITY

**SECTION A: To be completed by applicant (type or print legibly with ink)**

1. Owner's Name: \_\_\_\_\_

2. Phone Number: \_\_\_\_\_

3. Owner's Mailing Address: \_\_\_\_\_

4. Check one:  New Construction       Demolition/New Construction       Other  
(explain) \_\_\_\_\_

5. Proposed Use: \_\_\_\_\_

6. Address of Property: \_\_\_\_\_

7. Legal Description Printed or typed (attach separate page if necessary): \_\_\_\_\_

8. King County Tax Assessor's Number: \_\_\_\_\_

**SECTION B: To be completed by the City of Bellevue**

Grid # \_\_\_\_\_

1. a.  Service will be provided by meter drop-in or water connection to an existing \_\_\_\_\_ size water main \_\_\_\_\_ feet from site.

OR

b.  Service will require a system improvement involving:

(1) Owner/Developer required to enter into Extension Agreement (UE) with Utilities to install a mainline facility.

(2) Other (describe) \_\_\_\_\_

OR

c.  The proposed project is located within the water service area, however service is not available.

2.  Water service (is/or will) be available at the rate of flow at 20 p.s.i. or more, residual. The nearest hydrant is \_\_\_\_\_ feet away, by vehicular travel.

**Rate of Flow-Duration: 2 hours or more**

Less than 1000 gpm

1000 to 1500 gpm

More than 1500 gpm

Computer flow test of \_\_\_\_\_ gpm

3. Service is subject to the following:

Capital Recovery Charge payable for up to 10 years. For redevelopment, credit is given for previous development. Water: The 2005 rate is \$20.15 per Single Family Equivalent per month

a. Connection charges \_\_\_\_\_

\_\_\_\_\_ and any charges assessed by the Utility prior to construction.

b. Permit(s) - Type - \_\_\_\_\_

c. Easement(s) \_\_\_\_\_

d: Other \_\_\_\_\_

4. An easement exists on the property (describe) \_\_\_\_\_

\_\_\_\_\_

I hereby certify that the above information is true. This certification is valid only for the referenced use and identified owner, and expires after one year.

Signature, Development Review Coordinator, City of Bellevue, Utilities Department Date



**CITY OF BELLEVUE**  
**Utilities Department**  
**P.O. Box 90012**  
**Bellevue, WA 98009-9012**  
**425-452-4187**

**IMPORTANT APPLICANT INFORMATION:** Submit this form in person or fax it to Utilities Department (425-452-5286) a minimum of 48 hours before you apply for your Building Permit.

**CERTIFICATE OF SEWER AVAILABILITY**

**SECTION A: To be completed by applicant (type or print legibly with ink)**

1. Owner's Name : \_\_\_\_\_
2. Phone Number : \_\_\_\_\_
3. Owner's Mailing Address: \_\_\_\_\_
4. Check one:  New Construction       Demolition/New Construction       Other  
(explain) \_\_\_\_\_
5. Proposed Use: \_\_\_\_\_
6. Address of Property: \_\_\_\_\_
7. Legal Description Printed or typed (attach separate page if necessary): \_\_\_\_\_
8. King County Tax Assessor's Number: \_\_\_\_\_

**DO NOT WRITE below this line**

**SECTION B: To be completed by the City of Bellevue**

Grid # \_\_\_\_\_

1. a.  Service will be provided by side sewer connection to an existing \_\_\_\_\_ size sewer main \_\_\_\_\_ feet from site with capacity for the proposed use.  
OR  
b.  Service will require an improvement of the sewer facility which will include:
  - (1) Owner/Developer required to enter into Extension Agreement (UE) with Utilities to install a mainline facility.
  - (2) Installation of a multi-use side sewer to provide service to the property.
  - (3) Other (describe) \_\_\_\_\_
OR  
c.  The proposed project is within the sewer service area, however service is not available. A variance to City of Bellevue Ordinance 4232 and King County septic system certification are required.
2. Sewer service is subject to the following:
  - Capital Recovery Charge payable for up to 10 years. For redevelopment, credit is given for previous development.  
Sewer: The 2009 rate is \$12.32 per Single Family Equivalent per month.
    - a. Connection Charges \_\_\_\_\_  
\_\_\_\_\_ and any charges assessed by the Utility prior to construction.
    - b. Permit(s) - Type - \_\_\_\_\_
    - c. Easement(s) \_\_\_\_\_
    - d. Other \_\_\_\_\_
4. An easement exists on the property (describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the above information is true. This certification is valid only for the referenced use and identified owner, and expires after one year.

Signature, Utility Reviewer, City of Bellevue, Utilities Department

Date



# Development Services

Permit Processing 425-452-4898

# Application for Fire Services to Contract Cities

Application Date	Tech Initials	Tracking #
------------------	---------------	------------

The Bellevue Fire Department provides fire prevention services including plan review and inspections for the communities of Beauv Arts, Clyde Hill, Hunts Point, Medina, Newcastle and Yarrow Point.

**Inspections:** if the City of Bellevue will be inspecting the permit, you can schedule inspections using the City of Bellevue IVR System at 425-452-6875. You will need the City of Bellevue tracking number and the code for the requested inspection. You can also schedule the inspection using the Online Inspection request at MyBuildingPermit.com using the tracking number.

Plans and supporting documentation are submitted to Development Services located on the 1<sup>st</sup> floor of Bellevue City Hall at 450 110<sup>th</sup> Ave NE. The hours are from 8 a.m. to 4 p.m. Monday – Friday (Wednesdays 10 a.m to 4 p.m.)

### Submittal Requirements – Plan Sets

- |            |        |              |                             |
|------------|--------|--------------|-----------------------------|
| Beauv Arts | 2 Sets | Medina       | 2 Sets                      |
| Clyde Hill | 2 Sets | Newcastle    | 1 Site Plan and / or 2 Sets |
| Hunts Pont | 2 Sets | Yarrow Point | 2 Sets                      |

### What City is the application for?

Beauv Arts     Clyde Hill     Hunts Point     Medina     Newcastle     Yarrow Point

### Job Information

Job Address \_\_\_\_\_ Suite \_\_\_\_\_ Floor \_\_\_\_\_

Parcel # \_\_\_\_\_ Property Owner \_\_\_\_\_

Project Name (if applicable) \_\_\_\_\_

Value of the Work (fair market value of labor & materials) \$ \_\_\_\_\_

**Occupancy Type:**  Single Family Residential     Multifamily Residential     Non-Residential

**Activity Type:**  New Structure     Addition to Existing Structure     Alteration to Existing Structure     Repair or Replacement

### Contractor Information

Contractor \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

**Contractor's State License #** \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

### Description of Services Requested

#### Review Building Plans (FJ)

- Major Project (4000 sq ft or more)
- Medium Project (Over 1000 and less than 3999 sq ft)
- Minor Project (1000 sq ft or less)
- Tenant Improvement
- Demolition
- Single Family – New Construction
- Single Family - Addition

#### Review Land Use Actions (FK)

- Preapplication Conference
- Preliminary Plats
- WCF's

#### Review & Inspect Fire Protection Systems

- Fire Alarm System (# of devices: \_\_\_\_\_) (FN)
- Fire Sprinkler System (# of heads: \_\_\_\_\_) (FL)
- Gate (FO)
- Fixed Fire Suppression System (FO)
- Fuel Tank (FM)
- Tank Removal
- Tank Installation
- Smoke Control System (FO)
- Underground Sprinkler Mains (FO)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Contract Cities 2012 Fee Schedule for Fire Protection Permits

(ROUND fee to the nearest dollar)

<b>Fire Protection Sprinkler Systems -- Commercial</b> (water and chemical nozzle systems) (FL)						
Number of Heads:	1-15 □	16-25 □	26-50	51-100	101-1,000	Over 1,000
<b>Fire Review Fee due at Submittal</b>	--	--	\$130	\$208	\$598	\$2,730
<b>Fire Inspection Fee due at Issuance</b>	\$208	\$260	\$260	\$351 + 1.07 each over 50 heads	\$520 + .91 each over 100 heads	\$2,210+ .85 each over 1,000 heads

□ For over-the-counter commercial applications only.

<b>Fire Protection Sprinkler Systems -- Residential</b> (water and chemical nozzle systems) (FL)			
Number of Heads:	1-50	51-100	101-1,000
<b>Fire Review Fee due at Submittal</b>	\$130	\$208	\$390
<b>Fire Inspection Fee due at Issuance</b>	\$61	\$61 + 1.12 each over 50 heads	\$119 + .82 each over 100 heads

<b>Low Voltage Fire Alarms (FN)</b>						
Valuation	\$500 or less	\$501 to \$2,000	\$2,001 to \$25,000	\$25,001 to \$50,000	\$50,001 to \$100,000	\$100,001 and above
<b>Fire Review Fee due at Submittal</b>	\$140 plus .67 per device			\$286 plus .78 per device		
<b>Fire Inspection Fee due at Issuance</b>	\$155	The value - \$501 / 100 x \$4.29 + \$155 + (.67 per device)	The value - \$2,001 / 1,000 x \$14.80 + \$218.86 + (.67 per device)	The value - \$25,001 / 1,000 x \$13.37 + \$559.45 + (.78 per device)	The value - \$50,001 / 1,000 x \$9.08 + \$924.98 + (.78 per device)	The value - \$100,001 / 1,000 x \$6.82 + \$1,348.06 + (.78 per device)

Effective 2/1/2012

Turn page over for additional fee information.

	<b>Fixed Fire Suppression Systems (FO) (Kitchen Hoods)</b>	<b>Gate (FO)</b>	<b>Smoke Control System (FO)</b>	<b>Underground Sprinkler Mains (FO)</b>	<b>Fuel Tank (FM)</b>
<b>Fire Review Fee Due at Submittal</b>	\$195	\$130	\$2,600	\$481	\$130
<b>Fire Inspection Fee Due at Issuance</b>	\$260	\$130	\$1,300	\$260	\$130

<b>Building Plan Review (FJ)</b>					
	<b>Major Projects (4000 sq feet or more)</b>	<b>Medium Projects (over 1000 and less than 3999 sq feet)</b>	<b>Minor Projects (1000 sq feet or less)</b>	<b>Tenant Improvement</b>	<b>Demolition</b>
<b>Fire Review Fee Due at Submittal</b>	\$455	\$325	\$104	\$156	\$65
<b>Fire Inspection Fee Due at Issuance</b>	\$1300 u	\$260 u	\$260 u	\$286 u	\$65 u

u Charged only when the scope of work requires Fire Inspections

<b>Building Plan Review (FJ)</b>		
	<b>Single Family New Construction</b>	<b>Single Family Addition</b>
<b>Fire Review Fee Due at Submittal</b>	\$130	\$156

<b>Review of Land Use Actions (FK)</b>			
	<b>Preapplication Conferences</b>	<b>Preliminary Plats</b>	<b>WCF's</b>
<b>Fire Review Fee Due at Submittal</b>	No Fee	\$260	\$130

Effective 2/1/2012

# Permit Fee Schedule

<b>Boundary Line Adjustment and Lot Consolidation</b>	\$500.00 plus actual staff/consultant time
<b>Building</b>	As set forth in HPMC § 3.05.120(4), based on total project square footage
➤ Plan Review	65% of Permit Fee
➤ Inspection	Base Deposit \$1,800.00; May be adjusted by Building Official
➤ Fire Sprinkler	Contract Cities 2012 Fee Schedule for Fire Protection Permits from the City of Bellevue
➤ State Building Code Fee	\$4.50
<b>Building Permit Exemption Request</b>	\$50.00 plus actual staff/consultant time
<b>Conditional Use</b>	\$500.00 plus actual staff/consultant time
<b>Demolition</b>	\$250.00
<b>Heavy Truck Street Repair Fund Fee</b>	1% of the total valuation of the project
<b>Mechanical</b>	
➤ In-Kind Replacements	See Mechanical Fee Schedule Form 10a
➤ All Other Mechanical Installations	UBC Table 1A fee valuation
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
<b>Plumbing</b>	
➤ In-Kind Replacements	See Plumbing Fee Schedule Form 35
➤ All Other Mechanical Installations	UBC Table 1A fee valuation
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
<b>Pre-Application Meeting</b> (for new construction or remodel valued at \$25,000.00 or greater)	\$500.00
<b>Reconsiderations/Appeals</b>	\$500.00 plus actual staff/consultant time
<b>Right of Way Use</b>	\$250.00 plus actual staff/consultant time
<b>SEPA Review</b>	\$500.00 plus actual staff/consultant time
➤ EIS review/assessment	\$500.00 plus actual staff/consultant time
<b>Shoreline Substantial Development</b>	\$500.00 plus actual staff/consultant time
<b>Shoreline Substantial Development Exemption</b>	\$250.00 plus actual staff/consultant time
<b>Site Development</b>	\$500.00 plus actual staff/consultant time
<b>Street Cleaning</b>	\$3,000 deposit
<b>Street Opening</b>	\$250.00 plus actual staff/consultant time
<b>Subdivision</b>	
➤ Short Plat (4 or less lots)	\$2,500.00 plus actual staff/consultant time
➤ Preliminary Plat	\$2,500.00 plus actual staff/consultant time
➤ Final Plat	\$2,500.00 plus actual staff/consultant time
<b>Special Use</b>	\$500.00 plus actual staff/consultant time
<b>Telecommunications Franchise</b>	Fee negotiated
<b>Telecommunications Right of Way Use</b>	\$250.00 plus actual staff/consultant time
<b>Tree Removal</b>	\$50.00 plus actual staff/consultant time
<b>Variance</b>	\$500.00 plus actual staff/consultant time

NOTE: All costs from actual staff/consultant time will be billed to applicant.



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834, FAX 425.454.4586. Permit intake and issuance hours are Tuesday and Thursday, 8am-12pm and 1pm-5pm. Building Services Department 425.455.1834.

# Permit Application Information Numbers

11c

## BUILDING, DEMOLITION, MECHANICAL, PLUMBING/GAS PERMIT AND INSPECTIONS

Town of Hunts Point  
3000 Hunts Point Road  
Hunts Point, WA 98004-1121

Permits: 425.455.1834  
Inspections: 206.235-9137  
FAX: 425.454.4586

## SEWER PERMITS AND INSPECTION

King County Health Department  
14350 SE Eastgate Way  
Bellevue, WA 98007

Environmental Health Office: 206.296.4932

## ELECTRICAL PERMIT AND INSPECTION

Dept. of Labor and Industries  
616 120<sup>th</sup> Avenue NE, Suite C-201  
Bellevue, WA 98005

24-Hour Inspection Line: 425.990.1430

## FIRE SPRINKLER INSPECTIONS

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