

# Building Permit Exemption

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Building permit exemptions are governed by Section 15.10 of the Hunts Point Municipal Code (HPMC).

## Process

### Pre-application Conference

A pre-application conference with town staff is not required prior to submittal of a building permit exemption.

### Submittal

Submittal of all application elements is necessary to make a determination.

### Criteria for Exemption

No work shall be performed until a determination has been obtained from the building official that says work is exempted by type or by value.

### 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

### Fees

See fee schedule



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.

# Building Permit Exemption Application

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

ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_  
APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
ISSUED \_\_\_\_\_ DATE \_\_\_\_\_

FOR STAFF USE ONLY  
Permit #: \_\_\_\_\_  
Expiration #: \_\_\_\_\_

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

### Owner Information:

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

### Agent Information:

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_  
Assessor's Parcel # \_\_\_\_\_

### Description of project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Square Footage \_\_\_\_\_

( ) Repair ( ) Alteration ( ) Replacement ( ) New Construction

- This project must conform to all zoning and other regulations of the Town.
- This project must conform to all requirements of the Washington State Building Code.
- This project must not permanently demolish or remove a dwelling unit from use.
- This project must not affect or modify the thermal envelope of a heated structure.
- This project must not involve the construction of a structure for which inspection or compliance is required.
- This project must not modify or change the structural elements of an existing building or structure.

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

PERMIT FEE	\$	_____
STATE BUILDING FEE	\$	_____
TOTAL	\$	_____
RECEIPT	_____	BY _____
DATE	_____	_____

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



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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]

# 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	UBC Table 1A fee valuation plus staff/consultant time
➤ 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

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