

Demolition

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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 under the applicant heading on this checklist to confirm items that are included in your submittal.

The required number of plan sets is 1 (one). If applying for multiple permits concurrently, submit the highest number of required plan sets.

General Requirements (1 original copy of each item is required):
If an item is not applicable, attach explanation.

Applicant

- Completed demolition application form
- Proof of agency and hold harmless agreement form
- The applicable fee(s)
- Deed/title report
- Record Sales Tax Under **#1713** Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue

Application Requirements:

- A copy of the contractor's license to be presented at time of permit issuance
- Interim grading/drainage plan (if applicable)
- Copy of application from the City of Bellevue for disconnection of water and sewer utilities
- Asbestos and lead certification
- Fill out the heavy truck fee form

Demolition may not proceed prior to on-site verification of the following items by the Building Official, following all utility disconnects:

- Any fuel tanks (above or underground) are to be removed in accordance with state regulations (check with town staff for list of approved contractors). Wells may not be abandoned; must be sealed in accordance with state regulations.
- Disposal of construction, demolition and land clearing (CDL) waste at facilities outside of King County are prohibited. Source-separated recyclable material may be taken to any permitted recycling facility (KCC 10.30).
- Electricity and gas disconnected and meter removed by utility (Puget Sound Energy, 1.888.225.5773).
- Cable disconnected by Comcast (1.877.824.2288).
- Side sewer and water capped at property line and approved by Bellevue Utilities Department (425.452.4187).



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.

Demolition 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 #: _____
Fee: _____
Expiration: _____

TYPE OF PROJECT:

Partial Total Housing Unit Other _____

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 _____

Contractor Information:

Name _____ Phone _____ Fax _____ Email _____

Mailing Address _____ City _____ Zip Code _____

License _____ Expiration _____ Tax # _____

Property legal (attach separate legal description if necessary):

Assessor's Parcel # _____

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.

SIGNATURE _____

DATE _____ OWNER AGENT

AGENTS MUST HAVE FORM 9A COMPLETED WITH PROPERTY OWNERS SIGNATURE.

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

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

PERMIT FEE	\$	_____
STATE BUILDING FEE	\$	_____
TOTAL	\$	_____
<u>Ordinance 423 – Heavy Truck Fee and Fund – shall pay one percent of the value of the proposed project to offset and repair the damage done to the Town streets by vehicles transporting materials associated with that project.</u>		
RECEIPT	_____	BY _____
DATE	_____	_____



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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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APPLICANT INFORMATION

Date _____

Owner's Name _____ Phone _____

Mailing Address _____

City _____ State _____ Zip _____

Service Address _____ City _____

Legal Description _____

_____ KC# _____

DO NOT WRITE BELOW THIS LINE

As-Built Page _____

Service Size: Water _____ Sewer _____

Utility Billing Account #: _____ Meter Number _____ Initials _____

INSPECTION INFORMATION

Check service for re-use

Signature, Water Maintenance Date

Side Sewer Abandoned/Capped

Signature, Sewer Maintenance Date

Contractor: _____

Comments: _____

FINAL APPROVAL

Comments: _____

Development Section _____
Signature Date

ROUTING: White - Sewer Maintenance; Yellow - Water Maintenance; Pink - Demo./Aband. File

Permit Fee Schedule

Boundary Line Adjustment and Lot Consolidation	\$500.00 plus actual staff/consultant time
Building	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
Building Permit Exemption Request	\$50.00 plus actual staff/consultant time
Conditional Use	\$500.00 plus actual staff/consultant time
Demolition	\$250.00
Heavy Truck Street Repair Fund Fee	1% of the total valuation of the project
Mechanical	
➤ 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
Plumbing	
➤ 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
Pre-Application Meeting (for new construction or remodel valued at \$25,000.00 or greater)	\$500.00
Reconsiderations/Appeals	\$500.00 plus actual staff/consultant time
Right of Way Use	\$250.00 plus actual staff/consultant time
SEPA Review	\$500.00 plus actual staff/consultant time
➤ EIS review/assessment	\$500.00 plus actual staff/consultant time
Shoreline Substantial Development	\$500.00 plus actual staff/consultant time
Shoreline Substantial Development Exemption	\$250.00 plus actual staff/consultant time
Site Development	\$500.00 plus actual staff/consultant time
Street Cleaning	\$3,000 deposit
Street Opening	\$250.00 plus actual staff/consultant time
Subdivision	
➤ 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
Special Use	\$500.00 plus actual staff/consultant time
Telecommunications Franchise	Fee negotiated
Telecommunications Right of Way Use	\$250.00 plus actual staff/consultant time
Tree Removal	\$50.00 plus actual staff/consultant time
Variance	\$500.00 plus actual staff/consultant time

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Permit Application Information Numbers

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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 120th Avenue NE, Suite C-201
Bellevue, WA 98005

24-Hour Inspection Line: 425.990.1430

FIRE SPRINKLER INSPECTIONS

Bellevue Fire Department
766 Bellevue Way SE
Bellevue, WA 98004

Fire Inspections: 425.452.6034



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