

# Mechanical Checklist

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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 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): If an item is not applicable, attach explanation.

### Applicant

- Completed mechanical application form
- Proof of agency and hold harmless agreement form
- 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

### Mechanical Drawings:

- Stamped and signed drawings

### Floor Plans drawn at 1/4" = 1' showing:

- Supply and return duct sizes, duct run locations and terminations
- Combustion air opening and/or duct locations and runs. Specify duct areas required
- R-Value for walls, ceilings, floors and doors enclosing unconditioned rooms
- Room and other building clearances required for service, accessibility and code compliance for heating and cooling equipment, ducts flues, vents and chimneys



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- All exhaust ventilation system components including source or spot fans in baths, kitchens, laundries or other rooms requiring ventilation; include schematic duct plan to point of egress from building shell to exterior
- Habitable building volume for whole house ventilation
- Whole house ventilation system including fan location, cfm capacity, schematic duct plan, dampers, timers and air changes per hour. Prescriptive provisions by number of bedrooms is NOT acceptable. System must show compliance with minimum and maximum ACH specified by VIAQ
- Provide equipment schedule keyed to plans and identifying units. Show manufacturer and model together with performance characteristics that will establish WSEC and VIAQ compliance. Include data for system output, efficiencies, special combustion air provisions cfm and static pressure ratings, zone ratings and the like as necessary

## Calculations:

- Building envelope component areas
- Component Values. All values must be consistent with current WSEC approved values for the specific component
- Provide all U - factors, slab F values and slab perimeter dimensions and losses. Specify air leakage rates assumed
- Specify winter and/or summer outside design temperature assumptions

# Mechanical Application

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

FOR STAFF USE ONLY
Permit #: _____
Expiration: _____

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

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

**Owner Information:**

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

**Agent Information:**

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

**Contractor Information:**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 License \_\_\_\_\_ Expiration \_\_\_\_\_ Tax # \_\_\_\_\_  
 Property Legal \_\_\_\_\_  
 Assessor's Parcel # \_\_\_\_\_

Description of project, use, or variance (if further space is needed, please attach explanation):
_____
_____
_____
<b>VALUATION:\$</b> _____
( ) Repair ( ) Addition ( ) Alteration ( ) Replacement ( ) Conversion ( ) 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.

I CERTIFY THAT ALL ELEMENTS OF THE WORK UNDER THIS PERMIT INSTALLED BY ME OR BY PERSONS UNDER MY DIRECTION COMPLIES WITH ALL CURRENT REQUIREMENTS OF THE WASHINGTON STATE ENGERY CODE AND THE UNIFORM MECHANICAL CODE.

SIGNATURE \_\_\_\_\_

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

Plan Review Deposit \$ _____
Receipt _____ BY _____
Plan Review Fee _____ \$ _____
Permit Fee _____ \$ _____
Inspection Deposit _____ \$ _____
Less Fees Paid _____ \$ _____
Total _____ \$ _____
Receipt No. _____ BY _____
Date _____

**PERMIT INSPECTION RECORD FIELD CARD MUST BE POSTED ON JOBSITE AT ALL TIMES**

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



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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]

## IN-KIND REPLACEMENTS & MECHANICAL INSTALLATIONS

### Permit Issuance and Heaters

- 1. For the issuance of each mechanical permit . . . . . \$ 23.50
- 2. For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized. . . . . \$ 7.25

### Unit Fee schedule

(Note: The following do not include permit-issuing fee.)

#### 1. Furnaces

- For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3kW) . . . . . \$14.80
- For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, over 100,000 Btu/h (29.3kW) . . . . . \$18.20
- For the installation or relocation of each floor furnace, including vent . . . . . \$14.80
- For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater . . . . . \$14.80

#### 2. Appliance Vents

- For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit . . . . . \$ 7.25

#### 3. Repairs or Additions

- For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporation cooling system, including installation of controls regulated by the Mechanical Code . . . . . \$13.70

#### 4. Boilers, Compressors and Absorption Systems

- For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 1000,000 Btu/h (29.3 kW). . . . . \$14.70
- For the installation or relocation of each boiler or compressor over three horsepower (10.6 kW), to and including 15 horsepower (52.7kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6 kW) . . . . . \$27.15
- For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW) . . . . . \$37.25
- For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW) . . . . . \$55.45



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For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9kW) .....\$92.65

**5. Air Handlers**

For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719L/s), including ducts attached thereto ..... \$10.65

**Note:** This fee does not apply to an air-handling unit which is a portion of a factory assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.

For each air-handling unit over 10,000 cfm (4719 L/s) ..... \$18.10

**6. Evaporative Coolers**

For each evaporative cooler other than portable type. .... \$10.65

**7. Ventilation and Exhaust**

For each ventilation fan connected to a single duct ..... \$ 7.25

For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit ..... \$10.65

For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood ..... \$10.65

**8. Incinerators**

For the installation or relocation of each domestic-type incinerator ..... \$18.20

For the installation or relocation of each commercial or industrial-type incinerator ... \$14.50

**9. Miscellaneous**

For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table ..... \$10.65

**Other Inspections and Fees:**

- 1. Inspections outside of normal business hours, per hour (minimum charge – two hours) ..... \$75.00\*
- 2. Re-inspection fees assessed under provisions of Section 116.6, per inspection ..... \$75.00\*
- 3. Inspections for which no fee is specifically indicated, per hour (minimum charge - one-half hour). .... \$75.00\*
- 4. Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge – one-half hour) ..... \$80.00\*

\* Or the total hourly cost to the Town of Hunts Point, whichever is the greatest.

**Permit Fees (Work Without Permit)** ..... Doubled

Permit fees for work begun without valid permit shall be doubled for the work in violation and/or appliances not covered by permit.



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# Mechanical Fee Worksheet

**10b**

Fees for in-kind replacements are outlined in Form 10a, Mechanical Permit Fees. All other mechanical installations have a permit fee and plan review fee based on the total valuation of the proposed mechanical project, including capital, materials, labor, markup, and profit.

## In-Kind Permit Fees from UMC Table 1A

Fuel Type	Fixture Type	# Units	Fee/Unit	Fee
	Base Fee			
	Furnace(s)			
	Appliance Vents			
	Repairs or Additions			
	Boiler, Compressors and Absorption Systems			
	Air Handlers			
	Evaporative Coolers			
	Ventilation and Exhaust			
	Incinerators			
	Miscellaneous			

Total Fee \$ \_\_\_\_\_

## All Other Mechanical Installations

Total Valuation	Calculation	Fees
\$ _____	Permit Fee = 1. \$ _____ = \$ _____ (Valuation of Work) (UBC Table 1A Fee)	\$ _____
	Plan Review Fee = 2. \$ _____ x 0.65 = \$ _____ (Permit Fee Above) (Plan Review Fee)	\$ _____

Total Fee = (Permit Fee + Plan Review Fee) \$ \_\_\_\_\_

The building official may require a deposit in addition to the fees listed above to cover the cost of inspections.



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# Certificate of Sound Level Compliance

11a

Mechanical Permit #: \_\_\_\_\_ Building Permit #: \_\_\_\_\_

Property Address: \_\_\_\_\_ City: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_  
(GENERAL)

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

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email \_\_\_\_\_  
(MECHANICAL)

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

(PROVIDE STREET ADDRESS OF COMPANY OFFICE IN ADDITION TO ANY P.O.BOX OR SEPARATE MAILING ADDRESS)

### SOUND GENERATING EQUIPMENT

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> High Eff. Furnaces    | <input type="checkbox"/> Heat Pump Systems | <input type="checkbox"/> Spa Equipment    |
| <input type="checkbox"/> Fans over 400 cfm     | <input type="checkbox"/> A/C Condensers    | <input type="checkbox"/> Pool Equipment   |
| <input type="checkbox"/> Dehumidifying Systems | <input type="checkbox"/> Motors, fixed     | <input type="checkbox"/> Generators       |
| <input type="checkbox"/> Compressors           | <input type="checkbox"/> _____<br>(other)  | <input type="checkbox"/> _____<br>(other) |

#### I HEREBY CERTIFY:

That sound levels were measured at the point of maximum intensity on and above the property lines of the above address,

That all items of sound generating equipment on the site expected to function simultaneously were operating in the mode producing the maximum sound levels from that equipment,

That tests and measurements were carried out in strict compliance with methods, procedures and equipment specified in Chapters 12.86, 12.87, and 12.88 of the codified ordinances of King County by personnel of the firm qualified to conduct such tests and measurements, and

That the maximum sound levels thus measured were found to be:

\_\_\_\_\_ db (A) Day (measured) \_\_\_\_\_ db (A) Night (allowable)  
\_\_\_\_\_ db (A) Day (allowable) \_\_\_\_\_ db (A) Night (allowable)

\*The aggregate sound levels therefore are less than or equal to the maximum permitted under current regulations in force.

Firm: \_\_\_\_\_ Phone: \_\_\_\_\_  
(TESTING AGENCY)

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

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(SIGNATURE OF PERSON PERFORMING TESTS)



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# Engineer's Certificate of Compliance

11b

Mechanical Permit #: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Email: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor: \_\_\_\_\_ License #: \_\_\_\_\_

Office Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

P.O. Box: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Periodic field observations have been made by a qualified representative of our firm for work described under the above permit as required by the building official of the jurisdiction. All required reports have been filed and revisions to the permit documents approved by the building department. Corrections to the work have been made to effect compliance of the project with applicable codes. I hereby certify that to the best of my knowledge, information, and believe the completed work complies with the requirements of the Washington State Building Code, the approved permit documents and approved revisions thereto approved by the jurisdiction.

- \_\_\_\_\_ Forced Air Heating Systems
- \_\_\_\_\_ Air Conditioning Systems
- \_\_\_\_\_ Radiant Electrical Heating Systems
- \_\_\_\_\_ Radiant Liquid Heating Systems
- \_\_\_\_\_ Heat Pump Systems
- \_\_\_\_\_ Fan Coil or Unit Heating Systems
- \_\_\_\_\_ Whole House Ventilation Systems
- \_\_\_\_\_ Environmental Ventilation Systems
- \_\_\_\_\_ (other) \_\_\_\_\_

Firm Name: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
(Arch.) \_\_\_\_\_ (Engr.) \_\_\_\_\_

\_\_\_\_\_ Title: \_\_\_\_\_  
By (Principal or Authorized Agent)

WA State License #: \_\_\_\_\_ Expires: \_\_\_\_\_

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

**Complete this form before calling for final inspection by the jurisdiction. A record copy of the completed form shall be kept with the approved set of permit documents.**



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# 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

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



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# 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

Bellevue Fire Department  
766 Bellevue Way SE  
Bellevue, WA 98004

Fire Inspections: 425.452.6034



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