

Building Permit Checklist

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).

Initial Consultation – 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, Preparation and Fee:

Submittal of all application elements are necessary to begin processing the building permit. The application shall be accompanied by the fee as set forth by resolution.

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. Contact the State of Washington State Environmental Policy Act (SEPA) for the current edition of the SEPA form: www.ecy.wa.gov/programs/sea/sepa/forms.htm

Applicable Codes:

HPMC Title 11, Planning and Development (Comprehensive Plan and Permit Process
HPMC Title 15, Building and Construction
HPMC Title 18, Zoning

The required number of plan sets is four (4)

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.

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

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

- Completed general application form;
- Proof of agency and hold harmless agreement form;
- Deed/title report;



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Building Permit Checklist

- 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;
- A water availability certificate, and a sewer availability certificate are required for all permitted projects. Contact the City of Bellevue Utilities Department for the current edition of the Availability Certificate Request form which is to be completed and submitted with your building permit application:

<https://development.bellevuewa.gov/permits-and-inspections/permits-and-forms/forms-and-publications>

Exception: Building construction which does not add automatic fire sprinklers, or does not alter an existing automatic fire sprinkler system, as required by determination of the Bellevue Fire Department's Fire Prevention Division.

- Notes and determinations from the pre-application conference (if applicable);
- Fire Marshall approval: Submit 2 plan sets as needed to the Bellevue Fire Marshal for review before you submit your plans to the Town of Hunts Point. The City of Bellevue is 100% paperless and their website is: www.mybuildingpermit.com to apply for any permits. This website will give information about their process:
<https://bellevuewa.gov/city-government/departments/development/permits-and-inspections>
 - 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.

Application Requirements:

Site Survey of Record Shall Indicate:

- 1" = 20' scale drawing or larger including;



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- Surveyor's name, professional stamp and signature, and date of sealing;
- 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.



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Site Plan Shall Indicate:

- Minimum 8 ½" 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 assessor 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);
- 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;



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- Design and location for a type I catch basin at the storm drain; interconnection;

Building Permit Checklist

- 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 Shall Include:

- 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 indicate the basic construction materials that will be used 1/4" = 1' scale, minimum;
- Four elevations (Less as needed to fully describe additions);
- 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;



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- Mechanical systems;

Building Permit Checklist

- 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;
- Location of required safety glass;
- Door and window schedules.

Erosion and Sediment Control Information Shall Indicate:

- All temporary erosion and sediment control (TESC) features;
- All erosion control notes, specifications, details, and appropriate best management practices (BMPs);
- Erosion control plan and drainage plan for impervious surfaces;
- Specify construction access and stabilization methods and contractor parking plan;
- Quarry spill at the construction entrance to the project;
- Permanent site restoration features (re-vegetation, slope protection, etc.).

Storm Water Information Shall Indicate:

- All existing and proposed facilities within 50 feet of property;
- All existing and proposed storm conveyance systems (pipe sizes, types, lengths, slopes, invert elevation, etc.);
- Storm water management plan and calculations, and storm water quality control system design and details.



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Additional Items Required:

- Submit copies of Washington State Energy Code compliance form. Contact WSU Energy Program Building Efficiency for the current edition of the form: <http://www.energy.wsu.edu/BuildingEfficiency/EnergyCode.aspx>
- Submit completed building permit information sheet;
- Attach all subdivision or short plat restrictions;
- Submit soils report from a licensed geo-technical engineer if certain sensitive areas or steep slopes are present on area to be altered;
- Submit asbestos and lead certification form. Required for all remodels, additions, or reconstruction, partial or complete demolition of a structure;
- Submit 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;
- Submit 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. Contact the State of Washington State Environmental Policy Act (SEPA) for the current edition of the form: www.ecy.wa.gov/programs/sea/sepa/forms.htm
- Include a list of all codes currently in force under HPMC Title 15 acknowledging compliance;
- Indicate that a right-of-way 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.



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