

## 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](http://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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- 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](http://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;
- Design and location for a type I catch basin at the storm drain; interconnection;



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- 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  $\frac{1}{2}" = 1'$  or  $\frac{3}{4}" = 1'$  scale;
- One typical wall section fully detailed to indicate the basic construction materials that will be used  $\frac{1}{4}" = 1'$  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;
- Mechanical systems;



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- 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 spall 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](http://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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# General Permit Application

**RECORD SALES TAX UNDER #1713 Town of Hunts Point**

ACCEPTED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 ISSUED: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

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

**PERMIT TYPE:**

- |                                                                     |                                                            |                                                       |
|---------------------------------------------------------------------|------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation | <input type="checkbox"/> Demolition                        | <input type="checkbox"/> Special Use                  |
| <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: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

**Agent Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

**Architect/Designer Information :**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

**Contractor Information:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

License: \_\_\_\_\_ Expiration: \_\_\_\_\_ Tax #: \_\_\_\_\_

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

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

Description of project or use (if further space is needed, please attach explanation):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Square Footage:** \_\_\_\_\_

- Repair     Addition     Alteration     Replacement     Conversion     New Construction

OWNER(S) ACTING ON BEHALF OF THE OWNER(S) AND I CERTIFY UNDER PENALTY OF PERJURY THAT I AM THE OWNER OF THE ABOVE PROPERTY OR THE DULY AUTHORIZED AGENT OF THE 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

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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# Proof of Agency/Hold Harmless Agreement

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 who 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, Proof of Agency/Hold Harmless Agreement.

### *To BE COMPLETED BY OWNER:*

I, _____, as the owner of <small>(print name of property owner or, in case of corporation, LLC, LLP or partnership, company Chief Executive)</small>			
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. <b>I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.</b>			
_____ (Signature of Property Owner/Chief Executive)		_____ (Date)	
_____ (Contact Address)	_____ (City)	_____ (State)	_____ (Zip Code)
_____ (Phone)	_____ (Email)		

### *To BE COMPLETED BY AGENT:*

_____ (Print Name of Agent)		_____ (Title)	
_____ (Contact Address)	_____ (City)	_____ (State)	_____ (Zip Code)
_____ (Phone)	_____ (Email)		



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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 an 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, I 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 Code)**

\_\_\_\_\_  
**(Phone)**

\_\_\_\_\_  
**(Email)**



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# Heavy Truck Fee Form

1. All applicants for the following town building permits shall pay a heavy truck fee equal to one percent of the value of the proposed project to offset and repair the damage done to the town streets by the vehicles transporting materials associated with that project.
  - a. Demolition permits;
  - b. Building permits for which the town engineer has determined, based on the application materials, that fill, gravel, concrete, asphalt, lumber, or other similar bulk material will be transported to or from the site; and
  - c. Site development permits.
2. This fee shall be waived for any applicant who can document to the town engineer's satisfaction that the materials associated with the applicant's project that would otherwise necessitate heavy truck trips on the town streets will be transported into and out of the town via barge or other method not requiring use of the town streets.

\_\_\_\_\_

Homeowners Name	Address of Project
-----------------	--------------------

\_\_\_\_\_

Signature of Project Manager or Homeowner	Date
-------------------------------------------	------

Valuation: \$ \_\_\_\_\_

\_\_\_\_\_

Town Engineer	Date
---------------	------

Receipt No: \_\_\_\_\_

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



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# Building Permit Worksheet

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

Owner Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

## GROSS FLOOR AREA RATIO

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

<u>Lot Area</u>	<u>R-40 Zone</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.

<u>Lot Area</u>	<u>R-20 Zone</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 sets forth the building permit fees for the Town of Hunts Point adopted by Resolution.. 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-40A zone: (6)** Maximum height of building: An inward sloping line at 45 degrees from the vertical beginning at a point 15 feet above the intersection of the original grade and the minimum side yard setback lines but not to exceed 30 feet above an original grade reference line nor a height of 36 feet 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).

**Maximum building height: R-20: 18.25.030 (6)a,b R-20A: 18.25.040(6) a,b** (a) Maximum building height shall be measured by an inward sloping line at 45 degrees from the vertical beginning at a point 15 feet above the intersection of the original grade and the minimum side yard setback lines but not to exceed 26 feet above an original grade reference line nor a height of 32 feet 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 feet above an original grade reference line or 36 feet above the finish grade, provided an additional setback measured from an inward sloping line 45 degrees from the vertical beginning at a point 15 feet above the intersection of the original grade and the minimum setback line on the addressed side of the property is incorporated into the project design.

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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# Asbestos Letter

## 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 Clean Agency, PSCAA, phone 206.689.4058. Additional information is available online at:

<http://www.pscleanair.org> For lead abatement and disposal requirements contact King County's Hazardous Waste Directory on line at: <http://www.hazwastehelp.org/>

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

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: \_\_\_\_\_



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## Fee Schedule - Permits

<b>Boundary Line Adjustment and Lot Consolidation</b>	\$500.00 plus any additional charges incurred
<b>Building Permit</b> (new construction, remodels and any structure having a floor area measurable in square feet)	See Table A
<b>Building Permit</b> (for additions and remodels not measured in square feet)	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	Based on number of inspections anticipated by Building Official
➤ State Building Code Fee	\$6.50
<b>Conditional Use Permit</b>	\$500.00 plus any additional charges incurred
<b>Demolition</b>	\$250.00 plus any additional charges incurred
<b>Fire Marshal Review</b>	Bellevue Fire Department fee
<b>Heavy Truck Fee</b>	1% of the total valuation of the project
<b>Mechanical</b>	
➤ In-Kind Replacements	See Table C
➤ New Single Family and Large Remodels	See Table B
➤ Plan Review	65% of Permit Fee
➤ Inspection	As determined by Building Official
<b>Plumbing</b>	
➤ In-Kind Replacements	See Table D
➤ New Single Family and Large Remodels	See Table B
➤ 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 any additional charges incurred
<b>Right of Way Use</b>	\$250.00 plus any additional charges incurred
<b>SEPA Review</b>	\$500.00 plus any additional charges incurred
➤ EIS review/assessment	\$500.00 plus any additional charges incurred
<b>Shoreline Substantial Development</b>	\$500.00 plus any additional charges incurred
<b>Shoreline Substantial Development Exemption</b>	\$250.00 plus any additional charges incurred
<b>Site Development</b>	\$500.00 plus any additional charges incurred
<b>Special Use Permit</b>	\$500.00 plus any additional charges incurred
<b>Street Cleaning</b>	\$3,000 deposit (May be required)
<b>Subdivision</b>	
➤ Short Plat (4 or less lots)	\$2,500.00 plus any additional charges incurred
➤ Preliminary Plat	\$2,500.00 plus any additional charges incurred
➤ Final Plat	\$2,500.00 plus any additional charges incurred
<b>Telecommunication Permit Application Fee</b>	\$2,500.00 applied toward Town's cost
<b>Tree Removal Permit</b>	\$50.00 plus any additional charges incurred
<b>Variance</b>	\$500.00 plus any additional charges incurred



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 Building Services Department 425.455.1834.

## Fee Schedule - Consultants and Miscellaneous

<b>Consultation with Town's Building Official, Planner, Engineer or Arborist</b>	Fees charged to the Town for services rendered to a resident, other person or firm will be passed on to that resident, other person or firm based on the actual cost to the Town unless related to the original plan review.
<b>Public Hearing before the Hearing Examiner</b>	Fees charged to the Town for services rendered to a resident, other person or firm by the hearing examiner to conduct a public hearing and make findings, conclusions and decisions will be passed on to that resident, other person or firm based on the actual cost to the Town.
<b>Miscellaneous Fees:</b>	
➤ Copies:	Copies of ordinances or codes made at Town Hall: no charge.
➤ Copies of town records, zoning maps, plats, short plats, or other land-use records:	Copies made at Town Hall: \$0.15 per page.
➤ For copies that cannot be made at Town Hall (e.g. large format records):	Actual fees charged by the vendor will be passed on to the person requesting the copying.
<b>NSF Check</b>	Town fee: \$25.00 plus actual bank charge.
<b>Notary Fee:</b>	No charge to residents.
<b>Special Event Permit Fee:</b>	Town fee of \$500.00 plus any additional charges incurred by the Town for services related to the permit.
<b>Town Hall Rental Fee:</b>	The standard rental fee of \$10.00 per hour and a deposit of \$250.00 will be collected from any person or organization seeking to rent meeting space at Town Hall. The cleaning deposit is refundable after conclusion of the rental event. Any charges incurred by the Town for cleaning or repairs necessitated by and specifically attributable to the event will be deducted from the deposit, and any remaining balance will be refunded to the renter. The renter will remain liable for any repairs for cleaning costs that exceed the \$250.00 rental deposit.
<b>Attorney's Fees:</b>	Fees charged to the Town for services rendered to a resident, other person, or firm that were not authorized in advance by the Council will be passed on to that resident, other person, or firm.
<b>Milfoil:</b>	Fee: \$375.00 per lot per year



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## Permit Application Information Numbers

### **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

### **SEWER PERMITS AND INSPECTION**

City of Bellevue Utilities  
450 110<sup>th</sup> Ave. NE  
Bellevue, WA 98009  
For information only not for inspections: 425-452-4187  
For inspections request at: [www.mybuildingpermit.com](http://www.mybuildingpermit.com)

### **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**

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: [www.mybuildingpermit.com](http://www.mybuildingpermit.com) using the tracking number. (See Application for Fire Services to Contract Cities <https://development.bellevuewa.gov/permits-and-inspections/permits-and-forms/fire-permits>)



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