



3000 Hunts Point Road  
Hunts Point, WA 98004-1121  
425.455.1834  
email: [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov)

**APPLICANTS AND CONTRACTORS:**  
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

**FOR BUILDING INSPECTIONS**  
Steve Wilcox, 206-235-9137

## **BUILDING PERMIT APPLICATION INSTRUCTIONS**

Welcome to the Hunts Point building permit process. Property owners must obtain permits to document that the construction proposed for their property complies with all provisions of the laws, ordinances, and codes in effect at the time the application is filed with the Town. To obtain a permit for your proposed project, please complete the following steps:

**A PRE-APPLICATION MEETING IS REQUIRED FOR ALL NEW CONSTRUCTION OR REMODEL OVER \$25,000 OR GREATER BEFORE YOU SUBMIT FOR PERMITS.**

### **[Fee Schedule - Hunts Point, WA \(huntspoint-wa.gov\)](https://www.huntspoint-wa.gov)**

- 1. SCHEDULE A PRE-APPLICATION MEETING.** You will be contacted with the time and date for a Virtual Zoom Meeting. The meeting will typically be attended by all reviewers including the Building Official, Town Planner/Engineer, Town Arborist. The design must be as complete as possible for the reviewers to give the designer and/or applicant constructive feedback. It is recommended that the Pre-Application Meeting be attended by the architect/designer as well as the property owner and that you submit site plan, floor plans, and elevations at a minimum for review prior to the meeting. It is also beneficial to provide drawings with general notes and project information.
- 2. READ THE TOWN OF HUNTS POINT BUILDING, ZONING, SITE DEVELOPMENT, TREE REMOVAL, AND ENVIRONMENTAL CODES THOROUGHLY.** The website is [www.huntspoint-wa.gov](http://www.huntspoint-wa.gov) which provides access to the rules governing projects in the Town, including the relevant International Codes and Hunts Point Municipal Code citing regulations, e.g., setbacks, height limits, gross floor area, etc. As the applicant you are responsible for complying with all legal requirements. If the proposed project does not comply with the Zoning Code, you must apply for a variance.
- 3. REVIEW WHICH DOCUMENTS YOU WILL NEED.** The Town issues building, demolition, mechanical, plumbing, shoreline substantial development and exemptions, site development, tree removal, and right-of-way use permits. Bellevue City Hall issues fire sprinkler permits. The Washington State Department of Labor and Industries issues electrical permits.
- 4. DETERMINE WHICH OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED** for your project. Detailed information about these items follows.
  - A. APPLICATION FORM AND CHECKLIST:** You must complete an application for plan review and a checklist for all proposed construction requiring a building permit. Please complete the forms by providing the information requested, answering all questions accurately and signing the application.
  - B. Proof of Ownership:** Deed, title report, sale agreement or King County parcel viewer information showing ownership.
  - C. PLANS AND SPECIFICATIONS:** You must submit your plans and applications as follows:

## TOWN OF HUNTS POINT

### SITE PLAN:

- Show the exact property dimensions excluding any inundated portions of the lot (maximum 1" = 20' scale) including all existing and proposed elevation contours, buildings and improvements, setbacks, landscaping, adjoining street improvements, drainage and utility services, access points and parking areas, fencing, significant trees, and other information to define your proposal.
- **ORIGINAL GRADE CERTIFICATION** prepared by a licensed surveyor or geotechnical engineer, showing the grade as established by Hunts Point Municipal Code.
- **FLOOR PLANS** showing the existing floor configurations and all proposed new construction for each floor.
- **FOUNDATION PLANS**
- **TREE MITIGATION PLAN** showing all existing and proposed trees.
- **GRADING AND DRAINAGE PLAN** showing all contours and all existing and proposed drainage features, pathways, and piping.
- **ELEVATION PLANS** showing all views, i.e.. front, rear, and sides.
- **SPECIFICATIONS, STRUCTURAL AND DETAILS, SURVEYS, REPORTS, AND INFORMATION** to sufficiently define and detail the work.
- **LANDSCAPE PLANS** are required wherever soil will be disturbed by construction. Landscaping is not permitted in Town right of way without an encroachment permit and agreement.
  - Evidence of compliance with the **WASHINGTON STATE ENERGY CODE**,
  - **TRUSS SPECIFICATIONS** with Engineers stamp.

**D. ADDITIONAL APPLICATION FORMS:** You must submit a separate application form for all permits needed, including building, demolition, tree removal, mechanical, plumbing, shoreline substantial development or exemption, site development, right of way, etc.

- 5. OBTAIN EVIDENCE OF FIRE DEPARTMENT REVIEW** by contacting the Bellevue Fire Department at: <https://bellevuewa.gov/city-government/departments/development/permits/fire-permits/fire-permits-contract-cities> There is a charge for this review. Submit the plans reviewed by the Fire Department with the reviewer's original comments via electronic submittal to: [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov) The Bellevue Fire Marshal will determine if your project requires fire sprinklers. If they are required, you will need to obtain a separate permit from Bellevue once the Town of Hunts Point Building Permit is approved. Please contact the Bellevue Fire Services at 425-452-4898 or email [permits@bellevuewa.gov](mailto:permits@bellevuewa.gov) if you have questions. An entry gate to your property needs to be reviewed by the Bellevue Fire Department before you apply for a building permit.
- 6. OBTAIN EVIDENCE OF WATER AND SEWER AVAILABILITY by contacting the water utility at the City of Bellevue.**  
[https://bellevuewa.gov/sites/default/files/media/pdf\\_document/forms\\_availability\\_certificate.pdf](https://bellevuewa.gov/sites/default/files/media/pdf_document/forms_availability_certificate.pdf)
- 7. TRAFFIC CONTROL AND PARKING.** The Building Official will review your submittal for compliance with the Town Code regulating parking at construction sites. The Town Engineer will review all Right Of Way Use Permits which require traffic control plans.
- 8. STREET CLEANNG AND REPAIRS.** A street cleaning or repairs deposit may be required at the time a construction permit is issued and prior to the beginning of any construction activities, if in the opinion of the Town Building Official, the construction activity will likely result in damage or dirt, mud, or other debris on the streets.
- 9. SITE DEVELOPMENT.** A site development permit needs to be secured before engaging in construction, excavation, demolition work, and material hauling. You must designate a project supervisor responsible for work and construction activities and parking to serve as a 24-hour contact.

## TOWN OF HUNTS POINT

- 10. HEAVY TRUCK FEE.** Applicants must pay a heavy truck fee equal to 1% of the project value to offset and repair the damage done to the Town streets by vehicles transporting materials if the Town Engineer determines, based on the application, that fill, gravel, concrete, asphalt, lumber, and other bulk material will be transported to or from the site.
- 11. CALCULATE THE ESTIMATED FAIR MARKET VALUE OF YOUR PROJECT AS FOLLOWS:** For remodel work, the costs for all the construction including but not limited to architect and engineering fees, site preparation, demolition work, disposal, material delivery and placement, restoration work, and all labor, materials, overhead and profit to complete the project. For new construction, the cost will be determined by square footage. The valuation shall be determined the same as the remodel work. A plan review fee will be collected at time of submittal. The total amount due at the time of permit issuance will be based on either valuation for remodel work or square footage on new construction.
- 12. SUBMIT THE COMPLETED APPLICATION FORMS, PLANS** and supporting documents electronically to: [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov). The fees are required at time of submittal, either by mail, putting the check in the Town mailbox at the east end of the parking lot, or bringing the check to Town Hall by appointment. Town staff will review your application for completeness and notify you if further information is needed.
- 13.** After accepting your application and fees, the Deputy Clerk will process your application and documents and forward the plans through the permit tracking system to the Town Planner, Town Building Official, Town Engineer, and/or Town Arborist if needed for review and approval. If additional or revised information is needed to complete the plan review, the staff reviewer will notify you directly. **PLEASE PROVIDE ANY ADDITIONAL INFORMATION REQUESTED AS QUICKLY AS POSSIBLE TO AVOID DELAYS IN THE REVIEW OF YOUR APPLICATION.**
- 14.** After the plan review is complete, the Deputy Clerk will notify you that your permit is ready to be issued. **YOU WILL BE NOTIFIED OF ADDITIONAL FEES WHEN YOUR PERMIT HAS BEEN APPROVED.** All applicable fees must be paid before the Deputy Clerk can issue your permit. Fees cover the administrative costs of processing your permit application and anticipated costs of inspecting your project during construction. In the event the costs incurred by the Town for your project exceed fees paid, you will be billed for additional inspections and other project-related fees by the Town. **All fees must be paid before a Certificate of Occupancy is issued. Occupancy is illegal until a Certificate of Occupancy is issued.**
- 15.** Your permits and associated information will be sent to you electronically. After you have obtained your permits and inspection sign-off card, **REVIEW THE “CONDITIONS OF PERMIT APPROVAL.”** If you have any questions about these conditions, contact the Building Official directly. As the property owner and permit holder, it is your responsibility to ensure that these conditions are met. If your contractor fails to meet any of these conditions, the Building Official may impose a fine and/or Stop Work Order on your project.
- 16. PRINT AND POST THE PERMIT AT THE PROJECT SITE** in a conspicuous place and maintain a full set of approved plans, documents, and always supporting reports available on the jobsite until final inspection.
- 17. DESIGNATE A PROJECT CONTACT:** A project supervisor must be designated and is responsible for all construction activities and compliance with the parking plan and will serve as a 24-hour contact.
- 18.** If any changes are made to your project after the initial plan review is completed or a permit issued, **CONTACT THE DEPUTY CLERK TO SUBMIT REVISED DOCUMENTS** electronically showing the proposed changes and indicating the changes by clouding the revisions. There will be a plan review fee associated with the changes which will be billed to you. **KEEP THE REVISED PERMIT**

## TOWN OF HUNTS POINT

**DOCUMENTS WITH THE BUILDER COPY SET ON THE JOBSITE AT ALL TIMES.** Deviations from your approved permit documents that are not reviewed/approved in advance may delay the completion of your project.

19. During construction, the Building Official will perform inspections as noted on the project inspection card. He/she also may require supplementary inspections or certifications. When the project is ready for a required inspection, **CONTACT THE BUILDING OFFICIAL DIRECTLY TO SCHEDULE AN INSPECTION AT LEAST 24 HOURS IN ADVANCE.** If the total cost of your project's inspections exceed fees paid, the Town will bill you for the excess fees. If you have overpaid the inspection fee, the difference will be returned to you.
20. If the Building Official finds something to be corrected because of an inspection he/she will need to re-inspect the corrections when completed. **CONTACT THE BUILDING OFFICIAL DIRECTLY TO SCHEDULE THIS RE-INSPECTION.** Some of the other conditions under which a re-inspection may be necessary include but are not limited to:
  - Permit or permit documents not posted or not available on the jobsite,
  - Work to be inspected not complete enough to perform the inspection,
  - Access to project not provided on the scheduled date and/or time of inspection,
  - Construction was performed without a valid permit,
  - Construction performed deviates from the approved permit documents.
21. As the property owner and permit holder, it is your responsibility to **INFORM ALL YOUR CONTRACTORS AND THEIR WORKERS OF CONSTRUCTION REQUIREMENTS** and to **ENSURE THEIR COMPLIANCE**, including **CONSTRUCTION HOURS and PARKING RESTRICTIONS.** Permits are issued on the condition of compliance with the laws, ordinances, and codes in effect at the time the permit application was filed with the Deputy Clerk. Permits issued in error or based on incomplete, incorrect, or inaccurate information may be suspended or revoked. Upon inspection, work found to be constructed in violation may be ordered removed and/or brought into compliance at any time an official of the Town becomes aware of the violation.
22. Your **PERMIT EXPIRES FIVE HUNDRED FORTY DAYS FROM THE DATE OF ISSUE.** If you cannot complete your project within that time frame, **CONTACT THE DEPUTY CLERK TO DISCUSS AVAILABLE OPTIONS.**
23. As the property owner and permit holder, it is your responsibility to **RETAIN COPIES OF ALL PERMIT DOCUMENTS**, including the application and supporting plans and documentation, the permit card with inspection record, and any other paperwork or information that documents the type of work performed and its permitted status. The Town retains copies of this information, but there is no guarantee that the Town will still have documentation for your project available after one year.

**The information above explains the process for plan review and permit issuance in the Town of Hunts Point. Please note that some of these steps may not apply to the permit for which you are applying.**

**PLEASE NOTE:** No work is allowed in the right of way without a Right of Way Use Permit. For answers to questions regarding these requirements, please contact the Town Engineer, Stacia Schroeder at: 206-276-8922.



3000 Hunts Point Road  
Hunts Point, WA 98004-1121  
425.455.1834  
email: [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov)

**APPLICANTS AND CONTRACTORS:**  
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

**FOR BUILDING INSPECTIONS**  
Steve Wilcox, 206-235-9137

## BUILDING PERMIT CHECKLIST

A valid and complete building permit application is required. This project will be vested to the applicable ordinances in effect at the time of permit application acceptance.

- \_\_\_\_\_ Pre-Application Meeting notes
- \_\_\_\_\_ State Environmental Policy Act (SEPA), if applicable
- \_\_\_\_\_ Bellevue Fire Department approval
- \_\_\_\_\_ Building Permit Application
- \_\_\_\_\_ Proof of Agency/Hold Harmless Agreement
- \_\_\_\_\_ Building Permit Worksheet
- \_\_\_\_\_ Proof of Ownership: Deed, Title Report, Sale Agreement or King County parcel viewer information showing ownership
- \_\_\_\_\_ Water/Sewer availability certificate from City of Bellevue
- \_\_\_\_\_ Geotechnical Report (Required for new construction)
- \_\_\_\_\_ Storm Drainage Report with hydraulic calculations
- \_\_\_\_\_ Structural calculations
- \_\_\_\_\_ Drawings
- \_\_\_\_\_ Topographic Survey: (stamped and signed with all easements)
- \_\_\_\_\_ Site plan based on the topographic survey (minimum 1" = 20') including the following information
- \_\_\_\_\_ North arrow, scale and scalebar
- \_\_\_\_\_ All property lines and easements noted with dimensions
- \_\_\_\_\_ Proposed topography at 2-foot maximum contour intervals
- \_\_\_\_\_ All setbacks from property lines with dimensions
- \_\_\_\_\_ Location of adjacent streets with street names
- \_\_\_\_\_ Location and dimensions of all existing buildings/structures on property
- \_\_\_\_\_ Improvements in the town right of way, including driveways, utilities and landscaping
- \_\_\_\_\_ Location of any exterior mechanical equipment, e.g., generators and HVAC units
- \_\_\_\_\_ Foundation Plan
- \_\_\_\_\_ Floor Plans
- \_\_\_\_\_ Structural Framing Plans
- \_\_\_\_\_ Cross Sections
- \_\_\_\_\_ Elevation
- \_\_\_\_\_ Erosion Control Plans
- \_\_\_\_\_ Stormwater/Utility Plan
- \_\_\_\_\_ Tree Plan and Arborist's Report
- \_\_\_\_\_ Energy Code Checklist
- \_\_\_\_\_ Show original and finished grade
- \_\_\_\_\_ Show all setbacks
- \_\_\_\_\_ Indicate lot area excluding any inundated portions of the lot and lot impervious coverage (Refer to Town of Hunts Point Shoreline Master Program and HPMC, Chapter 18.25
- \_\_\_\_\_ Indicate gross floor area (GFAR) (See HPMC, Chapter 18.10.240 – Gross Floor Area exclusions)
- \_\_\_\_\_ Fee



3000 Hunts Point Road  
Hunts Point, WA 98004-1121  
425.455.1834  
email: [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov)

**APPLICANTS AND CONTRACTORS:**  
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

## PDF FILE FORMAT REQUIREMENTS

To maintain consistency, all documents submitted electronically must be in PDF file format. This document lays out the minimum requirements for a PDF file.

### File size and type requirements

- Document must be in Portable Document Format (PDF)
- Individual file sizes should not exceed 200 MB
- Security settings must be unrestricted PDF/A (archival) format is not acceptable.

### Drawing Requirements

- Combine all plan set pages into one PDF document
- Sets over 150 pages must be broken into volumes. Each volume requires a cover sheet with index.
- Orient all sheets so the top of the page is at the top of the screen
- All sheets must be the same size (do not combine 24" x 36" sheets with 8 ½ x 11")
- Each PDF page label must match the sheet number of the page.

### PDF Bookmarking

- Plan sets must be fully bookmarked with sheet number and name, grouped by discipline.

### Flatten Markups

- All components of the plans including lines, stamps and signatures must be flattened before submittal.

### Supplemental Documents Requirements

- Each supplemental document must be uploaded as a separate PDF
- One PDF file per document (do not upload as a separate PDF)
- Every page must be oriented so the top of the page is at the top of the screen
- The PDF page labels must match the page number of the actual document.
- Whenever possible, export the PDF from the original source (do not scan).

### Font Type and Size

- All text should be easily readable when printed. Clarity must be equivalent to or better than the theme fonts, Arial, Gill Sans or Tahoma. Font size should be minimum 10 pt.

### Scanned Documents

PDF documents produced by scanning paper documents are inherently inferior to those produce from electronic sources and the document file size is greatly increased.

Paper documents should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. Scanning should be done at a minimum of 150 dpi and a maximum of 330 dpi to balance legibility and file size. All pages must be properly labeled and orient so the top of the page is at the top of the computer screen. If your software supports OCR (Optical Character Recognition), please run it. Upside down and sideways scans will not be accepted.



3000 Hunts Point Road  
Hunts Point, WA 98004-1121  
425.455.1834  
email: [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov)

**APPLICANTS AND CONTRACTORS:**  
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

## **ELECTRONIC PERMIT SUBMITTAL**

The Town of Hunts Point is now accepting all plans electronically to facilitate review times and reduce reprographic costs.

### **INITIAL SUBMITTAL**

1. All documents are to be submitted electronically to [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov). Your permit fee will be required before drawings can be uploaded to the permit tracking program for review.
2. All documents listed on the permit checklist will be required to be uploaded with your submittal.
3. Documents must be in PDF format and security setting must allow reviewer editing.
4. Electronic drawings must be submitted, not scans of drawings.
5. All drawing sheets must have page number and title so that reviewers can easily move through the plans.
6. Structural calculations should be broken down into subheadings, such as general, gravity, and lateral.
7. All drawings should be included in a single PDF, however, other support documents such as calculations, reports, worksheets, etc. must be included in separate PDFs.
8. As the plans are being reviewed, the reviewer will notify the applicant by email of any changes that need to be made.

### **RESUBMITTING**

1. When resubmitting a document, the applicant needs to include the entire document, not just revised sheets.
2. The applicant must cloud all revisions.
3. All revisions the applicant makes to the documents must be permanently incorporated into the submitted documents before resubmitting.

### **PLANS APPROVAL**

1. When all reviews are complete and approved, the Town will have your drawings and necessary support documents ready to be issued.
2. The applicant will be notified by the Deputy Clerk of the fees that need to be paid before the permit(s) can be issued.
3. After the fees have been paid, the Deputy Clerk will send the applicant the plans and supporting documents to print out and post on site until completion of the project.



3000 Hunts Point Road  
 Hunts Point, WA 98004-1121  
 425.455.1834  
 email: [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov)

**APPLICANTS AND CONTRACTORS:**  
 Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

**PERMIT APPLICATION**

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

**FOR STAFF USE ONLY**

Permit # \_\_\_\_\_  
 Expiration \_\_\_\_\_

**PERMIT TYPE:**

\_\_\_\_\_ Building Permit      \_\_\_\_\_ Plumbing Permit      \_\_\_\_\_ Site Development Permit  
 \_\_\_\_\_ Demolition Permit      \_\_\_\_\_ Shoreline Substantial Development Permit      \_\_\_\_\_ Tree Removal Permit  
 \_\_\_\_\_ Mechanical Permit      \_\_\_\_\_ Shoreline Substantial Development Exemption Permit      \_\_\_\_\_ Other \_\_\_\_\_

Property Address \_\_\_\_\_ Zone \_\_\_\_\_

**Owner Information:**

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

**Agent Information:**

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

**Architect/Designer Information:**

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

**Contractor Information:**

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

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

**Valuation \$** \_\_\_\_\_ **Square Footage** \_\_\_\_\_  
 \_\_\_\_\_ 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.

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

SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_  
 \_\_\_\_\_ OWNER      \_\_\_\_\_ AGENT

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

PLAN REVIEW DEPOSIT \$ \_\_\_\_\_  
 RECEIPT \_\_\_\_\_ BY \_\_\_\_\_  
 DATE \_\_\_\_\_

PERMIT FEE \$ \_\_\_\_\_  
 INSPECTION DEPOSIT \$ \_\_\_\_\_  
 HEAVY TRUCK FEE \$ \_\_\_\_\_  
 OTHER CHARGES \$ \_\_\_\_\_  
 STATE BUILDING FEE \$ \_\_\_\_\_  
 LESS FEES PAID \$ ( \_\_\_\_\_ )  
 TOTAL \$ \_\_\_\_\_  
 RECEIPT \_\_\_\_\_ BY \_\_\_\_\_  
 DATE \_\_\_\_\_





3000 Hunts Point Road  
 Hunts Point, WA 98004-1121  
 425.455.1834  
 email: [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov)

**APPLICANTS AND CONTRACTORS:**  
 Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

**BUILDING PERMIT WORKSHEET**

Permit Application # \_\_\_\_\_ Residential Zone \_\_\_\_\_ Owner's Name \_\_\_\_\_  
 Address \_\_\_\_\_ Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

**GROSS FLOOR AREA RATIO**

**MAXIMUM GROSS FLOOR AREA (GFA) RATIO:**  
**R-40 Zone**  
Lot Area (40,000 sq. ft.) GFAR  
 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.  
**R-20 Zone** (20,000 sq. ft.) GFAR  
 Greater of 5,200 sq. ft. or a GFA ratio of 0.25  
**R-20A Zone**  
Lot Area (12,000 sq. ft.) GFAR  
 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(4) sets forth the building permit fees for the Town of Hunts Point. 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 a different fee basis.  
  
**TOTAL PROJECT SQUARE FOOTAGE:**  
 Proposed Project Square Footage \_\_\_\_\_ sq. ft.

**BUILDING HEIGHT: 18.25.040 R-20A zone: (6)(a)** Maximum building height shall be measured by an inward sloping line at 45 degrees from the vertical beginning at a point 15’ above the intersection of the original grade and the minimum side yard setback lines but not to exceed 26’ 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’ above an original grade reference line or 36’ above the finish grade, provided an additional setback measured from an inward sloping line 45 degrees from the vertical beginning at a point 15’ above the intersection of the original grade and the minimum front yard setback line is incorporated into the project design. **18.25.030 R-20 zone: (6)(a)** Maximum building height shall be measured by an inward sloping line at 45 degrees from the vertical beginning at a point 15’ above the intersection of the original grade and the minimum side yard setback lines but not to exceed 26’ above an original grade reference line nor a height of 32’ 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’ above an original grade reference line or 36’ above the finish grade, provided an additional setback measured from an inward sloping line 45 degrees from the vertical beginning at a point 15’ above the intersection of the original grade and the minimum setback line on the addressed side of the property to incorporate into the project design. **18.25.020 R-40 zone: (6)** Maximum height of building: An inward sloping line at 45 degrees from the vertical beginning at a point 15’ above the intersection of the original grade and the minimum side yard setback lines but not to exceed 30’ above an original grade reference line nor a height of 36’ 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).

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, Chapter 18.**



3000 Hunts Point Road  
Hunts Point, WA 98004-1121  
425.455.1834  
email: [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov)

**APPLICANTS AND CONTRACTORS:**  
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

**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 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.

**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 Code

\_\_\_\_\_  
Phone Number Email Address

# TOWN OF HUNTS POINT

## TO BE COMPLETED BY AGENT

Print name of Agent	Signature of Agent	Date	
Contact Address	City	State	Zip Code
Phone Number	Email Address		

## 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 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, officials, boards, commissions, authorized agents, representatives, and employees, and to indemnify them from any action or claim for injury, damage, settlement, proceeding, judgement, liability, loss, cost or expense, including court and appeal costs and attorneys' fees and expenses, arising from any acts, errors, or omissions, including all damages in any way arising out of, or by reason of, any construction, excavation, erection, operation, maintenance, repair or reconstruction, or any other act 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), inspections, 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.**

Print Name of Property Owner/Chief Executive	Signature of Property Owner/Chief Executive	Date	
Contact Address	City	State	Zip Code
Phone Number	Email Address		



3000 Hunts Point Road  
Hunts Point, WA 98004-1121  
425.455.1834  
email: [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov)

**APPLICANTS AND CONTRACTORS:**  
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

**FOR INSPECTIONS**  
Stacia Schroeder, 206-276-8922

### HEAVY TRUCK FEE

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.

Print Property Owner's Name	Address of Project
-----------------------------	--------------------

Signature of Project Manager or Property Owner	Date
------------------------------------------------	------

\$ _____ Valuation	\$ _____ Heavy Truck Fee
-----------------------	-----------------------------

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

Receipt Number	Date Paid
----------------	-----------



3000 Hunts Point Road  
Hunts Point, WA 98004-1121  
425.455.1834  
email: [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov)

**APPLICANTS AND CONTRACTORS:**  
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

**FOR INSPECTIONS**  
Steve Wilcox, 206-235-9137

## 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 mostly 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, backing 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, the Town of Hunts Point requires that the property owner review the property for potential asbestos-bearing material and lead-bearing material and certify their intent to comply with all local and state 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 estimated project costs that you be aware of the regulations imposed by agencies outside this jurisdiction. Please educate yourself of the asbestos abatement requirements by contacting <https://pscleanair.gov>

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 appear 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.



3000 Hunts Point Road  
Hunts Point, WA 98004-1121  
425.455.1834  
email: [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov)

**APPLICANTS AND CONTRACTORS:**  
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1713.**

**FOR INSPECTIONS**  
Steve Wilcox, 206-235-9137

**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 \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_