3000 Hunts Point Road
Hunts Point, WA 98004-1121
425.455.1834
email: permits@huntspoint-wa.gov

FOR BUILDING INSPECTIONS
Steve Wilcox, 206-235-9137

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

MECHANICAL PERMIT APPLICATION INSTRUCTIONS
TABLE B
New Single Family and Large Remodels, Additions and Setback Reviews
Not Measured in Square Feet
(Building, Mechanical and Plumbing)

Welcome to the Hunts Point mechanical permit process. Property owners must obtain permits to document that the installation or replacement of mechanical equipment 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:

1. **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.

2. **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 mechanical permit. Please complete the forms by providing all the information requested, answering all questions accurately and signing the application.

   B. **PERMIT FEE:** When submitting your application for Plan Review and Permit, you must pay a mechanical permit review fee. The fee is based on Table B.

Fee Schedule - Hunts Point, WA (huntspoint-wa.gov

   C. **PLANS AND SPECIFICATIONS:** Submit your plans and application electronically as follows:

      a. **FLOOR PLAN** showing the existing or new floor configuration and the proposed installation of mechanical equipment for each floor.

      b. **SITE PLAN** showing location and setbacks for appliances outside of residence.

      c. Other specifications, calculations, reports, and information are available to you at the time the application is submitted.

      d. Evidence of compliance with the **WASHINGTON STATE ENERGY CODE.**

3. **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.

4. **SUBMIT THE COMPLETED APPICATION FORMS, PLANS** and supporting documents electronically to: 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 bring the check to Town Hall by appointment. Town staff will review your application for completeness and notify you if further information is needed.

5. 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.**

6. 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.

7. 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.

8. **PRINT AND POST THE PERMIT AT THE PROJECT SITE** in a conspicuous place and maintain a full set of approved plans, documents, and supporting reports available on the jobsite at all times until final inspection.

9. **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.

10. 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 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.

11. 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 or 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.

12. 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 BUIDING 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.

13. 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.

14. 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.**

15. 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.

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MECHANICAL PERMIT CHECKLIST TABLE B

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

_____ Mechanical Permit Application
_____ Plans and specifications
_____ Site plan showing location and setbacks of appliances outside of residence
_____ Proof of Agency/Hold Harmless Agreement
_____ Fees

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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.

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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 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.

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PERMIT APPLICATION

ACCEPTED _____ DATE _____ APPROVED _____ DATE _____
APPROVED _____ DATE _____ APPROVED _____ DATE _____
ISSUED _____ DATE _____ APPROVED _____ DATE _____

FOR STAFF USE ONLY
Permit # _____
Expiration _____

PERMIT TYPE:

_____ Building Permit
_____ Demolition Permit
_____ Mechanical Permit
_____ Plumbing Permit
_____ Shoreline Substantial Development Permit
_____ Shoreline Substantial Development Exemption Permit
_____ Site Development Permit
_____ Tree Removal 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 _____ UBI # _____

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 _____

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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 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

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ENGINEER'S CERTIFICATE OF COMPLIANCE

Mechanical Permit # _____

Property Address _____

Owner _____ Address _____

City _____ State _____ Zip Code _____

Phone # _____ Email _____

Contractor _____ License # _____

Office Address _____ City _____ State ____ Zip Code _____

Phone _____ 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 official. 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 document and approved revisions thereto approved by the jurisdiction.

_____ Forced Air Heating System
_____ Air Conditioning System
_____ Radiant Electrical Heating System
_____ Heat Pump System
_____ _____

_____ Fan Coil or Heating System
_____ Whole House Ventilation System
_____ Environmental Ventilation System
_____ Other
_____ _____

Firm Name _____ City _____ State _____ Zip Code_____
Architect Engineer

_____ Title _____
By Principal or Authorized Agent Title

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.