

Mechanical Permit Checklist

New Single Family and Large Remodels, Additions and Setback Reviews Not Measured in Square Feet (Building, Mechanical and Plumbing) Use Table B

Mechanical permits are governed by Section 15.10 of the Hunts Point Municipal Code (HPMC)

Submittal, Preparation and Fee:

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

The required number of plan sets is two (2)

General Requirements (1 original copy of each item is required):
If an item is not applicable, attach explanation.

- Completed mechanical application form;
- Proof of agency and hold harmless agreement form;
- The applicable fee(s);
- Record Sales Tax Under **#1713** Town of Hunts Point, WA 98004-1121, for purposes of reporting to the Department of Revenue.

Mechanical Drawings Shall Include:

- Stamped and signed drawings.

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

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



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- Habitable building volume for whole house ventilation;
- Whole house ventilation system including fan location, cfm capacity, schematic duct plan, dampers, timers and air changes per hour. Prescriptive provisions by number of bedrooms is NOT acceptable. System must show compliance with minimum and maximum ACH specified by VIAQ;
- Provide equipment schedule keyed to plans and identifying units. Show manufacturer and model number together with performance characteristics that will establish WSEC and VIAQ compliance. Include data for system output, efficiencies, special combustion air provisions cfm and static pressure ratings, zone ratings and the like s necessary.

Calculations Shall Include: combustion air provisions cfm and static pressure ratings, zone ratings and the like as necessary:

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

Site Plan Shall Include (if applicable):

- Heat pump location including setbacks.



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Mechanical Permit Application

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

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

FOR STAFF USE ONLY
Permit #: _____
Fee: _____
Receipt #: _____
Expiration: _____

Property Address: _____ Lot #: _____ Zone: _____

Owner Information:

Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ Zip Code: _____

Agent Information:

Contact Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ Zip Code: _____

Contractor Information:

Name: _____ Phone: _____ Email: _____

Mailing Address: _____ City: _____ Zip Code: _____

License: _____ Expiration: _____ Tax #: _____

Property Legal: _____

Assessor's Parcel #: _____

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

_____ VALUATION: \$ _____

Repair Addition Alteration Replacement Conversion New Construction

I CERTIFY UNDER PENALTY OF PERJURY THAT I AM THE OWNER OF THE ABOVE PROPERTY OR THE DULY AUTHORIZED AGENT OF THE OWNER(S) ACTING ON BEHALF OF THE OWNER(S) AND THAT ALL INFORMATION FURNISHED IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT. I FURTHER CERTIFY THAT ALL APPLICABLE FEDERAL, STATE, COUNTY, AND TOWN OF HUNTS POINT REQUIREMENTS FOR THE WORK AUTHORIZED BY THIS PERMIT WILL BE MET.

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

SIGNATURE: _____ Date: _____

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

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

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

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



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Proof of Agency/Hold Harmless Agreement

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. 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)		

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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Engineer's Certificate of Compliance

Mechanical Permit #: _____

Property Address: _____

Owner: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Contractor: _____ License #: _____ Expires: _____

Office Address: _____ City: _____ State: _____ Zip Code: _____

P.O. Box: _____ 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 department. Corrections to the work have been made to effect compliance of the project with applicable codes. I hereby certify that to the best of my knowledge, information, and believe the completed work complies with the requirements of the Washington State Building Code, the approved permit documents and approved revisions thereto approved by the jurisdiction.

- | | |
|--|---|
| <input type="checkbox"/> Forced Air Heating System | <input type="checkbox"/> Fan Coil or Unit Heating Systems |
| <input type="checkbox"/> Air Conditioning System | <input type="checkbox"/> Whole House Ventilation System |
| <input type="checkbox"/> Radiant Electrical Heating System | <input type="checkbox"/> Environmental Ventilation System |
| <input type="checkbox"/> Radiant Liquid Heating System | <input type="checkbox"/> (Other _____) |
| <input type="checkbox"/> Heat Pump System | |

Firm Name: _____ City: _____ State: _____ Zip Code: _____

Arch. Engr.

_____ Title: _____

By (Principal or Authorized Agent)

WA State License #: _____ Expires: _____

Signature: _____ Date: _____

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



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TABLE B

Permit Fee Schedule For New Single Family, Remodel, Additions And Setback Review Not Measured in Square Feet (Building, Mechanical, and Plumbing)

Total Fair Market Valuation			Permit Fee
\$1	To	\$500	\$23.50
\$501	To	\$2,000	\$23.50 for the first \$500, plus \$3.05 for each additional \$100, or fraction thereof, to and including \$2,000
\$2,001	To	\$25,000	\$69.25 for the first \$2,000, plus \$14.00 for each additional \$1,000, or fraction thereof, to and including \$25,000
\$25,001	To	\$50,000	\$391.25 for the first \$25,000, plus \$10.10 for each additional \$1,000, or fraction thereof, to and including \$50,000
\$50,001	To	\$100,000	\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000, or fraction thereof, to and including \$100,000
\$100,001	To	\$500,000	\$993.75 for the first \$100,000, plus \$5.60 for each additional \$1,000, or fraction thereof, to and including \$500,000
\$500,001	To	\$1,000,000	\$3,233.75 for the first \$500,000, plus \$4.75 for each additional \$1,000. or fraction thereof, to and including \$1,000,000
\$1,000,001	And	Up	\$5,608.75 for the first \$1,000,000 plus \$3.65 for each additional \$1,000, or fraction thereof

The plan check fee is 65% of the permit fee



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Mechanical Permit Worksheet

Fee Schedule For New Single Family, Large Remodels, And Setback Reviews

Use Table B

Calculation	Total Fees
<p>Permit Fee</p> <p>1. \$ _____ = \$ _____ (Valuation of Work) (From Table B)</p> <p>Plan Review Fee is:</p> <p>2. 0.65% of Mechanical Permit = \$ _____</p> <p>An inspection deposit may be required.</p>	<p>\$ _____</p>



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Fee Schedule - Permits

Boundary Line Adjustment and Lot Consolidation	\$500.00 plus any additional charges incurred
Building Permit (new construction, remodels and any structure having a floor area measurable in square feet)	See Table A
Building Permit (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
Conditional Use Permit	\$500.00 plus any additional charges incurred
Demolition	\$250.00 plus any additional charges incurred
Fire Marshal Review	Bellevue Fire Department fee
Heavy Truck Fee	1% of the total valuation of the project
Mechanical	
➤ 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
Plumbing	
➤ 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
Pre-Application Meeting (for new construction or remodel valued at \$25,000.00 or greater)	\$500.00
Reconsiderations/Appeals	\$500.00 plus any additional charges incurred
Right of Way Use	\$250.00 plus any additional charges incurred
SEPA Review	\$500.00 plus any additional charges incurred
➤ EIS review/assessment	\$500.00 plus any additional charges incurred
Shoreline Substantial Development	\$500.00 plus any additional charges incurred
Shoreline Substantial Development Exemption	\$250.00 plus any additional charges incurred
Site Development	\$500.00 plus any additional charges incurred
Special Use Permit	\$500.00 plus any additional charges incurred
Street Cleaning	\$3,000 deposit (May be required)
Subdivision	
➤ 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
Telecommunication Permit Application Fee	\$2,500.00 applied toward Town's cost
Tree Removal Permit	\$50.00 plus any additional charges incurred
Variance	\$500.00 plus any additional charges incurred



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Fee Schedule - Consultants and Miscellaneous

Consultation with Town's Building Official, Planner, Engineer or Arborist	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.
Public Hearing before the Hearing Examiner	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.
Miscellaneous Fees:	
➤ 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.
NSF Check	Town fee: \$25.00 plus actual bank charge.
Notary Fee:	No charge to residents.
Special Event Permit Fee:	Town fee of \$500.00 plus any additional charges incurred by the Town for services related to the permit.
Town Hall Rental Fee:	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.
Attorney's Fees:	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.
Milfoil:	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 110th Ave. NE
Bellevue, WA 98009
For information only not for inspections: 425-452-4187
For inspections request at: www.mybuildingpermit.com

ELECTRICAL PERMIT AND INSPECTION

Dept. of Labor and Industries
616 120th 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 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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