

Mechanical Permit Checklist

In-Kind Replacements and Individual Additions – Use Table C

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.



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121. Phone 425.455.1834.
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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 C

TOWN OF HUNTS POINT

Mechanical Permit Fee

In-kind replacements only; all other mechanical permits will be based on Table B

Permit Issuance and Heaters

1. For the issuance of each mechanical permit \$ 32.00
2. For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized \$ 13.00

Unit Fee schedule

(Note: The following do not include permit-issuing fee.)

1. Furnaces

- For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h (29.3kW) \$ 14.80
- For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, over 100,000 Btu/h (29.3kW) \$ 18.20
- For the installation or relocation of each floor furnace, including vent \$ 14.80
- For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater \$ 14.80

2. Appliance Vents

- For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit \$ 7.25

3. Water Heater and/or Vent

- For each water heater and/or vent \$ 10.00
- For each gas-piping system of one to five outlets \$ 8.00
- For each additional gas piping system outlet, per outlet \$ 4.00

4. Repairs or Additions

- For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporation cooling system, including installation of controls regulated by the Mechanical Code . . . \$ 13.70

5. Boilers, Compressors and Absorption Systems

- For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW) \$ 14.70



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For the installation or relocation of each boiler or compressor over three horsepower (10.6 kW), to and including 15 horsepower (52.7kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000Btu/h (146.6 kW)	\$ 27.15
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7 kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW)	\$ 37.25
For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	\$ 55.45
For the installation or relocation of each boiler or compressor over 50 horsepower (176 kW), or each absorption system over 1,750,000 Btu/h (512.9kW)	\$ 92.65
6. Air Handlers	
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719L/s), including ducts attached thereto	\$ 10.65
Note: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.	
For each air-handling unit over 10,000 cfm (4719 L/s)	\$ 18.10
7. Evaporative Coolers	
For each evaporative cooler other than portable type	\$ 10.65
8. Ventilation and Exhaust	
For each ventilation fan connected to a single duct	\$ 7.25
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	\$ 10.65
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$ 10.65
9. Incinerators	
For the installation or relocation of each domestic-type incinerator	\$ 18.20
For the installation or relocation of each commercial or industrial-type incinerator	\$ 14.50



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Mechanical Permit Fee

10. Miscellaneous

For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table \$ 10.65

Other Inspections and Fees:

- 1. Inspections outside of normal business hours, per hour (minimum charge – two hours) \$ 75.00*
- 2. Re-inspection fees assessed under provisions of Section 116.6, per inspection \$ 75.00*
- 3. Inspections for which no fee is specifically indicated, per hour minimum charge – one-half hour \$ 75.00*
- 4. Additional plan review required by changes, additions or revisions to plans or to plans for which an initial review has been completed (minimum charge – one-half hour) \$ 80.00*

* Or the total hourly cost to the Town of Hunts Point, whichever is the greatest.

Permit Fees (Work without permit) Doubled

Permit fees for work begun without valid permit shall be doubled for the work in violation and/or appliances not covered by permit.



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Mechanical Permit Worksheet

In-Kind Replacements and Single Item Installation Only From **Table C**

Fuel Type	Fixture Type	# Units	Fee/Unit	Fee
	Issuance Fee			
	Furnace(s)			
	Appliance Vents			
	Water Heater and/or Vent			
	Gas-Piping			
	Repairs or Additions			
	Boilers, Compressors & Absorption Systems			
	Air Handlers			
	Evaporative Coolers			
	Ventilation and Exhaust			
	Incinerators			
	Miscellaneous			
			Total Fees	\$



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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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