



3000 Hunts Point Road
Hunts Point, WA 98004-1121
425.455.1834
email: 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

MECHANICAL PERMIT APPLICATION INSTRUCTIONS TABLE C

(In-kind replacements only, all other mechanical permits will be based on Table B)

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

1. DETERMINE IF YOUR PERMIT CAN BE ISSUED OVER THE COUNTER OR IF IT REQUIRES A PLAN REVIEW. Most mechanical permits for the installation, replacement of mechanical appliances e.g., furnaces, water heaters, gas piping, vents, fans, etc.) in existing residences are issued over the counter. On occasion, the Building Official may require a plan review for systems that are complex or unusual so that he/she can verify that the proposed system complies with the International Mechanical Code, the Washington State Energy Code, and other state and local regulations.

2. PLAN REVIEW: Air conditioner units require a plan review to determine that it is not placed in the setback. The plan review fee will be based on project valuation (See Table B).

[Fee Schedule - Hunts Point, WA \(huntspoint-wa.gov\)](#)

3. DETERMINE WHICH DOCUMENTS MUST BE SUBMITTED for your project.

4. CONTACT THE BUILDING DEPARTMENT TO SUBMIT YOUR APPLICATION FORM, PLANS, and supporting documents electronically at: 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 it to Town Hall by appointment. When filed with the Deputy Clerk the application must be complete in every respect (all questions answered, and forms signed) before the Deputy clerk can accept it.

5. After accepting your application documents and fees, the Deputy Clerk will process your application and issue the over-the-counter permit. If it needs plan review the application documents will be forwarded through the permit tracking system to the Town Planner, Building Official, Town Engineer, and/or Town Arborist if needed for review and approval. If additional information or revised information is needed to complete this review, they will notify you directly, whenever possible. **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

TOWN OF HUNTS POINT

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. The permit and all documents will be emailed to you, so you can print and post them on site before your first inspection.
9. 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 ORIGINAL 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.
10. During installation, the Building Official will perform inspections as noted on the project inspections 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.**
11. **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.
12. If the Building Official finds something to be corrected, as a result of an inspection, he/she will need to re-inspect the corrections when completed. 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 inspection,
 - Construction performed without a valid permit,
 - Construction performed that deviate from the approved permit documents.
13. As the property owner and permit holder, **IT IS YOUR RESPONSIBILITY TO INFORM ALL CONTRACTORS AND WORKERS OF THE REQUIREMENTS FOR CONSTRUCTION AND TO ENSURE THEIR COMPLIANCE.** All permits issued are conditioned upon compliance with any and all provisions of 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 the violation becomes apparent to an official of the Town.
14. 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.



3000 Hunts Point Road
Hunts Point, WA 98004-1121
425.455.1834
email: 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

MECHANICAL PERMIT CHECKLIST TABLE C

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
- _____ Mechanical Permit Worksheet
- _____ Proof of Agency/Hold Harmless Agreement
- _____ Installation of Air Conditioner Unit
- _____ Engineer's Certificate of Compliance
- _____ Site Plan depicting location of unit with setbacks identified on plan
- _____ Fees



3000 Hunts Point Road
Hunts Point, WA 98004-1121
425.455.1834
email: 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

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. 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

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

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

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

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 | _____ Fan Coil or Heating System |
| _____ Air Conditioning System | _____ Whole House Ventilation System |
| _____ Radiant Electrical Heating System | _____ Environmental Ventilation System |
| _____ Heat Pump 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.



3000 Hunts Point Road
 Hunts Point, WA 98004-1121
 425.455.1834
 email: 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, CALL:
 Steve Wilcox, 206-235-9137

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 Vents			
	Gas-Piping			
	Repair or Additions			
	Boiler, Compressors & Absorption Systems			
	Air Handlers			
	Evaporative Coolers			
	Ventilation and Exhaust			
	Incinerators			
	Miscellaneous			
	Inspection Fee			
	Total			