

Plumbing Permit Checklist

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

Plumbing 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 plumbing 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 plumbing 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.

Plumbing Drawings and Calculations: (2 sets of plans)

Drawings are required for all new house projects; and for additions or remodels involving new fire sprinklers. Drawings are not typically required for other projects.

When drawings are required provide:

- 1/4" = 1'0 scale architectural floor plans showing the locations and name /type of all plumbing fixtures;
- Architectural site plan showing any exterior fixtures, water meter location, service water line location;
- Water meter size calculation and service line size calculation;



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- Location and model/type of all backflow devices as approved by Bellevue Utilities;
- Fixture unit count typically in a table format;
- Projects requiring calculations are to be stamped and signed by a Washington State engineer;
- All notes as required to fully describe the work;

Water meter and service supply lines are to be sized according to the larger of a fire sprinkler system design or fixture unit design using the Uniform Plumbing Code Sec. 610 and App. A.



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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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TABLE B

TOWN OF HUNTS POINT – 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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Plumbing 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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