



3000 Hunts Point Road  
Hunts Point, WA 98004-1121  
425.455.1834  
email: [permits@huntspoint-wa.gov](mailto:permits@huntspoint-wa.gov)

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

## PRE-APPLICATION MEETING INSTRUCTIONS

Welcome to the Hunts Point pre-application meeting process. To obtain a pre-application meeting for your proposed project, please complete the following steps:

**A PRE-APPLICATION MEETING IS REQUIRED FOR ALL NEW CONSTRUCTION OR REMODEL OVER \$25,000 OR GREATER BEFORE YOU SUBMIT FOR PERMITS.**

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

- 1. SCHEDULE A PRE-APPLICATION MEETING.** You will be contacted with the time and date for a Virtual Zoom Meeting. The meeting will typically be attended by all reviewers including the Building Official, Town Planner/Engineer, Town Arborist. The design must be as complete as possible for the reviewers to give the designer and/or applicant constructive feedback. It is recommended that the Pre-Application Meeting be attended by the architect/designer as well as the property owner and that you submit site plan, floor plans, and elevations at a minimum for review prior to the meeting. It is also beneficial to provide drawings with general notes and project information.
- 2. READ THE TOWN OF HUNTS POINT BUILDING, ZONING, SITE DEVELOPMENT, TREE REMOVAL, AND ENVIRONMENTAL CODES THOROUGHLY.** The website is [www.huntspoint-wa.gov](https://www.huntspoint-wa.gov) which provides access to the rules governing projects in the Town, including the relevant International Codes and Hunts Point Municipal Code citing regulations, e.g., setbacks, height limits, gross floor area, etc. As the applicant you are responsible for complying with all legal requirements. If the proposed project does not comply with the Zoning Code, you must apply for a variance.
- 3. 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.
- 4. 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 and a checklist for your proposed pre-application meeting. Please complete the forms by providing all information requested, answering all questions accurately and signing the application.
  - B. PROOF OF OWNERSHIP:** Deed, title report, sale agreement or King County parcel viewer information showing ownership.
  - C. WRITTEN NARRATIVE** outlining the proposed development.

## TOWN OF HUNTS POINT

**D. PLANS AND SPECIFICATIONS:** You must submit your plans and applications as follows:

**SITE PLAN** drawn to scale, depicting existing and proposed improvements on the property including property lines and approximate location of adjacent structures. Include the tree inventory on the property if applicable for the proposed construction. The more details shown on the site plan will enable more specific feedback from the town.

**PROPOSED NEW STRUCTURES** show preliminary elevation drawings clearly indicating the structure(s) height, setback, and the gross floor area ratio.

- 5. SUBMIT THE COMPLETED APPLICATION FORMS** and supporting documents electronically to: [permits@huntspoint-wa.gov](mailto: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.
- 6. 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. If additional or revised information is needed to complete the 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.**
- 7. DESIGNATE A PROJECT CONTACT:** A project supervisor must be designated and will serve as a 24-hour contact.



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### PRE-APPLICATION MEETING CHECKLIST

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

- \_\_\_\_\_ Pre-application meeting application
- \_\_\_\_\_ Written narrative outlining the proposed development
- \_\_\_\_\_ Proof of Ownership: Deed, Title Report, Sale Agreement or King County parcel viewer information showing ownership
- \_\_\_\_\_ Site Plan drawn to scale
- \_\_\_\_\_ Depict existing and proposed improvements on the property
- \_\_\_\_\_ Property lines and approximate location of adjacent structures
- \_\_\_\_\_ Proposed new structures
- \_\_\_\_\_ Preliminary elevations drawing indicating structure(s) height, setback and gross floor area ratio
- \_\_\_\_\_ Proof of Agency/Hold Harmless Agreement
- \_\_\_\_\_ Fee



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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](mailto: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       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 _____	



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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		