



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 SITE DEVELOPMENT INSPECTIONS
Stacia Schroeder, 206-276-8922

SITE DEVELOPMENT PERMIT APPLICATION INSTRUCTIONS

Welcome to the Hunts Point site development permit process. This permit regulates excavation, grading, site drainage, landscaping, utility, sprinkler system installation, or any other site work, unless exempted. (Chapter 15.45 of the Hunts Point Municipal Code. Property owners must obtain permits to document that the site development proposed for their property complies with all provisions of the laws, ordinances, and codes in effect at the time the application is filed with the Town. To obtain a permit for your proposed project, please complete the following steps:

A PRE-APPLICATION MEETING IS ENCOURAGED PRIOR TO SUBMITTAL OF YOUR PERMIT.

[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. Submit as much information with your 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. This application may be associated with other permits.
2. **READ THE TOWN OF HUNTS POINT BUILDING, ZONING, SITE DEVELOPMENT, TREE REMOVAL, AND ENVIRONMENTAL CODES THOROUGHLY.** The website is 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, excavating, grading, site drainage, other site development work, etc. SEPA (State Environmental Policy Act) may be required. 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. **DETERMINE WHICH OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED** for your project. Information about these items follows:
 - A. **APPLICATION FORM, PROOF OF AGENCY/HOLD HARMLESS AGREEMENT, PROOF OF OWNERSHIP, AND CHECKLIST.** Please complete the forms by providing all requested information, answering all questions accurately and signing and dating the application.
 - B. **SUBMIT SEPA (State Environmental Policy Act) Application.** Download the form from: [SEPA checklist guidance - Washington State Department of Ecology](#). If SEPA is required there is a thirty (30) day notification period.
4. **REVIEW WHICH DOCUMENTS YOU WILL NEED.** The Town issued 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.

TOWN OF HUNTS POINT

5. **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 for plan review and a checklist for all proposed construction requiring a site development permit. Please complete the forms by providing the information requested, answering all questions accurately and signing the application.

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

SITE PLAN showing the exact property dimensions (maximum 1" = 20' scale) including property lines and easements, existing and proposed building and structures including retaining walls and rockeries, on-site parking, elevation contours, buildings and improvements, setbacks, stringline setbacks, landscaping, adjoining street improvements, drainage, utility services, access points, parking areas, fencing, significant trees, and other information to define your proposal. The **SITE PLAN** shall be prepared by a registered professional engineer or land surveyor licensed in the State of Washington. A license stamp or registration number, whichever is applicable, as well as the signature, shall be on the face of the application materials.

- **ORIGINAL GRADE CERTIFICATION** prepared by a licensed surveyor or geotechnical engineer, showing the grade as established by Hunts Point Municipal Code.
- **SOILS REORT** prepared by a geotechnical engineer.
- **MITIGATION PLAN** showing all existing and proposed trees.
- **GRADING AND DRAINAGE PLAN** showing all existing and proposed utilities such as side sewer, storm drainage lines, catch basins and nearest fire hydrant, etc.
- **SPECIFICATIONS, STRUCTURAL AND DETAILS, SURVEYS, REPORTS, AND INFORMATION** to sufficiently define and detail the work.
- **STORMWATER INFORMATION** shows all existing and proposed facilities within fifty (50) feet of the property, existing and proposed storm conveyance systems, detention system, infiltration system, drainage conveyance system, storm water quality control system, and storm drainage report and calculations for design of facilities and analysis of the onsite and off-stie storm water runoff and water quality impacts.
- **LANDSCAPE PLANS** are required wherever soil will be disturbed by construction. Landscaping is not permitted in Town right of way without an encroachment permit and agreement.

C. ADDITIONAL APPLICATION FORMS: You must submit a separate application form for all permits needed, including building, demolition, tree removal, mechanical, plumbing, shoreline substantial development or exemption, right of way, etc.

6. **OBTAIN EVIDENCE OF WATER AND SEWER AVAILABILITY** by contacting the water utility at the City of Bellevue.

https://bellevuewa.gov/sites/default/files/media/pdf_document/forms_availability_certificate.pdf

7. **TRAFFIC CONTROL AND PARKING.** The Town Engineer will review your submittal for compliance with the Town Code.

8. **STREET CLEANNG AND REPAIRS.** A street cleaning or repairs deposit may be required at the time a construction permit is issued and prior to the beginning of any construction activities, if in the opinion of the Town Engineer, the construction activity will likely result in damage or dirt, mud, or other debris on the streets.

TOWN OF HUNTS POINT

- 9. SITE DEVELOPMENT.** A site development permit needs to be secured before engaging in construction, excavation, demolition work, and material hauling.
- 10. HEAVY TRUCK FEE.** Applicants must pay a heavy truck fee equal to 1% of the project value to offset and repair the damage done to the Town streets by vehicles transporting materials if the Town Engineer determines, based on the application, that fill, gravel, concrete, asphalt, lumber, and other bulk material will be transported to or from the site.
- 11. CALCULATE THE ESTIMATED FAIR MARKET VALUE OF YOUR PROJECT AS FOLLOWS:**
For remodel work, the costs for all the construction including but not limited to architect and engineering fees, site preparation, demolition work, disposal, material delivery and placement, restoration work, and all labor, materials, overhead and profit to complete the project. For new construction, the cost will be determined by square footage. The valuation shall be determined the same as the remodel work. A plan review fee will be collected at time of submittal. The total amount due at the time of permit issuance will be based on either valuation for remodel work or square footage on new construction.
- 12. SUBMIT THE COMPLETED APPLICATION FORMS, PLANS** and supporting documents electronically to: 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 bringing the check to Town Hall by appointment. Town staff will review your application for completeness and notify you if further information is needed.
- 13.** 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 reviewers for review and approval. If additional or revised information is needed to complete the plan 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.**
- 14.** 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 to inspect 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.
- 15.** Your permits and associated information will be sent to you electronically. After you have obtained your permits **REVIEW THE “CONDITIONS OF PERMIT APPROVAL.”** If you have any questions about these conditions, contact the Town Engineer 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.
- 16. 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.
- 17. 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.
- 18.** 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**

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DOCUMENTS WITH THE BUILDER COPY 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.

19. During construction, the Building Official, Town Engineer/Planner, and/or Town Arborist will perform inspections as noted on the project inspection card. He/she also may require supplementary inspections or certifications. When the project is ready for a required inspection, **CONTACT THE TOWN ENGINEER DIRECTLY AT LEAST 24 HOURS IN ADVANCE.** If the total cost of your project's inspections exceed fees paid, the Town will bill you for the excess fees. If you have overpaid the inspection fee, the difference will be returned to you.
20. If the Town Engineer finds something to be corrected, because of an inspection, he/she will need to re-inspect when the corrections are completed. **CONTACT THE TOWN ENGINEER DIRECTLY TO SCHEDULE THIS RE-INSPECTION.** Some of the other conditions which may require a re-inspection 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 the inspection.
 - Access to project not provided on the scheduled date and/or time of inspection.
 - Construction performed without a valid permit.
 - Construction performed deviates from the approved permit documents.
21. As the property owner and permit holder, it is your responsibility to **INFORM ALL YOUR CONTRACTORS AND THEIR WORKERS OF CONSTRUCTION REQUIREMENTS** and to **ENSURE THEIR COMPLIANCE**, including **CONSTRUCTION HOURS and PARKING RESTRICTIONS.** Permits are issued on the condition of compliance with 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 an official of the Town becomes aware of the violation.
22. Your **PERMIT EXPIRES FIVE HUNDRED FORTY DAYS FROM THE DATE OF ISSUE.** If you cannot complete your project within that time limit, **CONTACT THE DEPUTY CLERK TO DISCUSS AVAILABLE OPTIONS.**
23. 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.



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SITE DEVELOPMENT PERMIT CHECKLIST

A valid and complete shoreline substantial development exemption permit application is required. This project will be vested to the applicable ordinances in effect at the time of permit application acceptance.

- _____ Pre-application meeting notes
- _____ Complete application
- _____ Project narrative – describe proposed development

Site Plan

- _____ Show boundary line, existing lot lines, all easements, setbacks including stringline setback
- _____ Show topography – existing and proposed
- _____ Show and dimension all and proposed buildings and structures and distance to property line
- _____ Show location of existing and proposed utilities such as side sewer, storm drain lines, catch basins, nearest fire hydrant, etc.
- _____ Locate on-site parking and driveway
- _____ Show topography at 2' contour intervals
- _____ Specifications, structural and detail survey, reports, and any other additional information

Erosion and sediment control information

- _____ Indicate final grading and earthwork calculations
- _____ Specify permanent site restoration features (vegetation slope protection, etc.)

Erosion and Sediment Control Information

- _____ Show all temporary erosion and sediment control (TESC) features
- _____ Include all erosion control notes, specifications, details and appropriate best management and practices
- _____ Specify maintenance schedule for facilities
- _____ Specify construction access and stabilization methods and contractor parking plan
- _____ Specify construction schedule
- _____ Indicate final grading and provide earthwork calculations
- _____ Specify permanent site restoration features (re-vegetation, slope protection, etc.)
- _____ Submit on-site detention, infiltration, drainage conveyance, stormwater control system design and details

Stormwater Information

- _____ Show all existing and proposed facilities within 50 feet of the property
- _____ Show all existing and proposed storm, conveyance systems (pipe size, types, length, slopes, invert elevation, etc.
- _____ Submit onsite detention and infiltration system, design and details
- _____ Submit drainage conveyance system design and details
- _____ Submit stormwater quality control system, design and details
- _____ Submit storm drainage report and calculations for design of facilities and an analysis of the onsite and offsite stormwater runoff and water quality impacts

- _____ Proof of Ownership: Deed, Title Report, Sale Agreement or King County parcel viewer information showing ownership
- _____ Photographs of existing shoreline conditions
- _____ Complete SEPA checklist if grading is equal to or greater than 500 cubic yards
- _____ SEPA and/or JARPA (if required)
- _____ 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. 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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FOR INSPECTIONS
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HEAVY TRUCK FEE

1. All applicants for the following town building permits shall pay a heavy truck fee equal to one percent of the value of the proposed project to offset and repair the damage done to the town streets by the vehicles transporting materials associated with that project.
 - a. Demolition permits
 - b. Building permits for which the town engineer has determined, based on the application materials, that fill, gravel, concrete, asphalt, lumber, or other similar bulk material will be transported to or from the site; and
 - c. Site development permits.
2. This fee shall be waived for any applicant who can document to the town engineer's satisfaction that the materials associated with the applicant's project that would otherwise necessitate heavy truck trips on the town streets will be transported into and out of the town via barge or other method not requiring use of the town streets.

Print Property Owner's Name	Address of Project
-----------------------------	--------------------

Signature of Project Manager or Property Owner	Date
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\$ _____ Valuation	\$ _____ Heavy Truck Fee
-----------------------	-----------------------------

Town Engineer Approval	Date
------------------------	------

Receipt Number	Date Paid
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SEPA APPLICATION COVER SHEET

FOR STAFF USE ONLY

Application # _____

Fee _____

Receipt _____

<https://ecology.wa.gov/Regulations-Permits/SEPA/Environmental-review/SEPA-guidance/SEPA-checklist-guidance>

Received By _____ Date _____

A. STAFF REVIEW HAS DETERMIED THAT PROJECT:

_____ Meet the categorically exempt criteria

_____ Has no significant adverse environmental impact and application should be processed without further consideration of environmental effects

_____ Has significant environmental impact and an Environmental Impact Statement will be prepared

_____ An Environmental Impact Statement for this project has already been prepared

Signature of Responsible Official _____ Date _____

B. COMMENTS: _____

C. TYPE OF PERMIT OR ACTION REQUESTED: _____

D. ZONE: _____