

Building Permit

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The intake checklist identifies minimum application elements necessary for the town to accept the application. Should any of the following minimum items not be provided, the application may not be accepted at the counter.

Applicant: Check each box on the checklist to confirm items that are included in your submittal.

The required number of plan sets is 3 (three). If applying for multiple permits concurrently, submit the highest number of required plan sets.

General Requirements (1 original copy of each item is required):

- Completed general application form
- Proof of agency and hold harmless agreement form
- Deed/title report
- 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
- Evidence of adequate water and sewer availability (water and sewer certificate of availability) Needed for all new projects or projects increasing fixture count. The City of Bellevue Utilities Department provides water and sewer services to residences in the town;
- Notes and determinations from the pre-application conference (if applicable).
- Fire Marshal approval: Submit 2 plan sets as needed by the Bellevue Fire Marshal for review before you submit your plans to the Town of Hunts Point for review.
 - The Fire Marshal will stamp and sign the drawings and specify whether or not a fire sprinkler system is required.
 - If a fire sprinkler system is required submit the plans to the City of Bellevue for review and issuance.
 - The City of Bellevue charges for the review and issuance. See Application for Fire Services to Contract Cities.

Application Requirements:

Site Survey of Record:

- 1" = 20' scale drawing or larger including
- Surveyor's name, professional stamp and signature, and date of sealing



Town Hall, 3000 Hunts Point Road, Hunts Point, WA 98004-1121, Phone 425.455.1834,
FAX 425.454.4586, Permit intake and issuance hours are Tuesday and Thursday,
8am-12pm and 1pm-5pm, Building Services Department 425.455.1834

- Total lot area excluding any inundated portions of the lot
- Property boundary dimensions, bearings, basis of bearings, and control monumentation
- Property boundary stake; identify by type and show placement
- Location and identification of abutting streets (showing complete right-of-way)
- Location and identification of access and turnaround easements, parking, and drives
- Topographic contours at intervals of 2 feet or less. Specify permanent benchmarks
- Location and identification of visible existing site and waterfront structures
 - Show roof areas as solid lines. Show walls under roofs dashed
 - Show dimension to nearest property line from roof and wall corner points
 - Show dimensions at closest approach of structure(s) to property line
- Location of known service utilities on abutting street and/or private lane
- Location of known utilities on abutting street and/or private lane
- Location and extent of fences, walls retaining walls, walks stairs and rockeries
- Location of sport courts, pools, hot tubs, trellis arbors, or other site improvements
- Location and area of impervious site surfaces
- Location of trees, size and species
- Location of building site, setbacks, and stringline setbacks

Site Plan:

- Minimum 8 1/2" x 11" size paper at a scale of 1" = 20' showing the proposed structure in plan view indicating
- North arrow and bar scale
- Square footage of site
- Legal description and assessors parcel number
- Existing streets surrounding the property
- Show the centerline and give the name of adjacent streets

- Driveway and parking information for existing and proposed driveway, including location and width of the existing driveway and/or depressed curb
- Existing and proposed contours (2' increments)
- Location and dimensions of property lines
- Location and dimensions of existing and/or proposed easements
- Setbacks and stringline setbacks
- Location, dimensions, and square footage of all existing and proposed buildings and structures including retaining walls, rockeries and fences, their use, and their distances to property lines
- Title block indicating name, address, phone number of applicant and owner, and property (site) address
- Existing sewer, water and storm drains, and nearest fire hydrant (Obtain verification of sewer line from the City of Bellevue)
- Show the location and method of proposed sewer connection, water meter, catch basins, roof drain connection to the existing storm drain, and the location of the foundation drain with point of disposal indicated
- Show a design and location for a type I catch basin at the storm drain; interconnection
- Identify the location and design for an oil/silt separator – required at the lowest point in the driveway
- Location, intention to save or remove, and dimensions of all evergreen trees on subject property and within 20 feet of proposed improvements that may impact surrounding properties

Construction Plans:

- 1" = 20' scale drawing or larger including
- Engineer's name, Washington State wet stamp and seal, dated and signed
- Floor plans showing each floor, including roof structure, floor framing and deck framing
- Foundation plan
- Dimensioned cross-sections of each different foundation condition if not shown elsewhere
- At least one full cross-section taken at a location which describes the building best. Preferable 1/2" = 1' or 3/4" = 1' scale

- One typical wall section fully detailed to show the basic construction materials that will be used 1/4" = 1' scale, minimum
- Four elevations (Less as needed to fully describe additions)
- Show all calculations and dimensions used in determining the gross floor area ratio, including exclusions
- Building height per HPMC 18.10.270, Appendix B1 and B2. Show roof height and original and finish grade elevations. Show height envelope and elevations on building elevation drawing accompanied by Washington State surveyor's wet stamp and seal, dated and signed
- Complete plumbing fixture count list and show all plumbing and electrical fixtures on drawings
- Show mechanical systems
- Show a gas piping diagram including the full run of gas piping from the regulator to the branch ends. Indicate size of piping and appliances and their BTU's on each branch
- Lateral and vertical calculation by a Washington State Licensed Engineer
- Indicate location of required safety glass
- Door and window schedules

Erosion & Sediment Control Information:

- Show all temporary erosion and sediment control (TESC) features
- Include all erosion control notes, specifications, details, and appropriate best management practices (BMPs)
- Submit an erosion control plan and drainage plan for impervious surfaces
- Specify construction access and stabilization methods and contractor parking plan
- Indicate the quarry spill at the construction entrance to the project
- Specify permanent site restoration features (re-vegetation, slope protection, etc.)

Storm water Information:

- Show all existing and proposed facilities within 50 feet of property
- Show all existing and proposed storm conveyance systems (pipe sizes, types, lengths, slopes, invert elevation, etc.)

- Submit storm water management plan and calculations, and storm water quality control system design and details

Additional Items Required:

- Copies of Washington State Energy Code compliance form
- A completed building permit information sheet
- Attach all subdivision or short plat restrictions
- Soils report from a licensed geo-technical engineer if certain sensitive areas or steep slopes are present on area to be altered
- Asbestos and lead certification form. Required for all remodels, additions, or reconstruction, partial or complete demolition of a structure
- Complete sets of the approved land use decision (i.e., conditional use, special use, variance and substantial development permit) and/or SEPA Determination (i.e., EIS, DNS, MDNS) and all items required by those decisions
- SEPA Environmental Checklist (if subject to the SEPA review, refer to SEPA intake checklist). Needed if grading is equal to or greater than 500 cubic yards
- Include a list of all codes currently in force under HPMC Title 15 acknowledging compliance
- Indicate that a street-opening permit is required for all driveways and utility and storm drain connections. Provide sightlines for driveway/street interface
- Indicate the method to maintain clean street relating to the project
- Submit a traffic control plan (for all 2-axle construction deliveries in and out of the project – i.e.; a signal person to direct the interface with all street traffic) and an estimate of all 2-axle loads in and out of the project
- Submit the heavy truck fee form for demolition, building permit and site development permits