

**TOWN OF YARROW POINT
COMMUNITY DEVELOPMENT**



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Yarrow Point, WA 98004

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BUILDING PERMIT APPLICATION INSTRUCTIONS (Page 1 of 4)

Welcome to the Yarrow Point building permit process. Property owners obtain permits to document that the construction proposed for their property complies 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 building permit for your proposed construction project, please complete the following steps:

1. **REVIEW THE TOWN BUILDING AND ZONING CODES THOROUGHLY.** These codes describe the rules governing projects in the Town of Yarrow Point, including the relevant International Design Codes and siting regulations, e.g. setbacks, height limits, lot coverage limits, 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.
2. **DETERMINE WHICH PERMITS YOU WILL NEED.** The Town issues building, fire sprinkler, mechanical, demolition, substantial development permits, right of way use, encroachment and site development permits. The King County Department of Health issues plumbing permits. The Washington State Department of Labor and Industries issues electrical permits.
3. **DETERMINE WHICH OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED** for your project. Detailed information about these items follows on the next page.

- A. **APPLICATION FORM AND CHECKLIST:** You must complete an Application for Plan Review and Permit and a Building Permit Checklist for all proposed construction requiring a building permit. Please complete the forms by providing all information requested, answering all questions accurately and signing the application.
- B. **PLANS AND SPECIFICATIONS:** You must provide **THREE** sets of plans and specifications as follows:
 - **SITE PLAN** showing the exact property dimensions (maximum 1" = 20' scale) including all existing and proposed elevation contours, buildings and improvements, setbacks, lot coverage, landscaping, adjoining street improvements, drainage and utility services, access points and parking areas, fencing and other information to define your proposal.
 - **ORIGINAL GRADE CERTIFICATION** prepared by a licensed surveyor or geotechnical engineer, showing the grade as established by Yarrow Point Municipal Code.
 - **FLOOR PLANS** showing the existing floor configurations and all proposed new construction for each floor.
 - **FOUNDATION PLANS**
 - **GRADING AND DRAINAGE PLAN** showing 1' contours and all existing and proposed drainage features, pathways, and piping.
 - **ELEVATION PLANS** showing all views, i.e. front, rear, and sides.
 - **SPECIFICATIONS, STRUCTURAL CALCULATIONS AND DETAILS, SURVEYS, REPORTS, AND INFORMATION** to sufficiently define and detail the work.
 - **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.
 - Evidence of compliance with the **WASHINGTON STATE ENERGY CODE**.
 - **TRUSS SPECIFICATIONS** with Engineers stamp.
- C. **EVIDENCE OF FIRE DEPARTMENT REVIEW:** When a review by the Fire Department is required, you must submit three sets of plans reviewed by the Fire Department with the reviewer's original comments.

D. **ADDITIONAL APPLICATION FORMS:** You must submit separate application forms for all other permits needed, including fire sprinkler, demolition, mechanical, substantial development, site development, etc.

E. **PRECONSTRUCTION PHOTOS** (4x6 color) of the right of way and street areas. The photos are necessary to document the condition of pavement, landscaping, sidewalks, mailboxes, etc. within 100' of the project site on all public or private streets or lanes, easements, or right of ways.

4. **OBTAIN EVIDENCE OF FIRE DEPARTMENT REVIEW** by contacting the Bellevue Fire Department. You must submit at least three copies of your plans at Bellevue City Hall, Permits Dept, 450 110th Ave. NE, First Floor, Bellevue, WA. There is no charge for this review.
5. **OBTAIN EVIDENCE OF WATER AND SEWER AVAILABILITY** by contacting the water utility serving your property as follows:
 - Bellevue Water and Sewer Utility. Contact the Bellevue City Hall Permit Center.
6. **CALCULATE THE ESTIMATED FAIR MARKET VALUE OF PROJECT** as follows. A.) For **remodel work**, the costs for all of 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. B.) For **new construction**, the costs of all of the construction including but not limited to: design fees, demolition work, site preparation, excavation, disposal, erosion control, utility services, material delivery and placement, site restoration work, and all labor, materials, overhead and profit to complete the building structure calculated at \$300 per sq. ft. for living space, \$175 per sq. ft. for covered decks, \$150 per sq. ft. for garage, storage and unconditioned areas, \$120 per sq. ft. for covered porches, \$75 per sq. ft. for covered patios or uncovered decks, \$40 per sq. ft. for retaining walls, and \$20 per sq. ft. for uncovered patios. The total amount due at the time of permit issuance will be based on the project's estimated fair market value as verified by the Town Building Official. Any changes to project value that occur after the permit is issued must be reported. Additional fees resulting from a change in project value or additional inspection costs must be paid prior to issuance of a certificate of occupancy.
7. **TRAFFIC CONTROL AND PARKING.** The Building Official will review your submittal for compliance with Town Code regulating parking at construction sites. A \$1,250 deposit must be posted at Town Hall for compliance with an approved traffic and parking control plan. The first violation will be given a warning and ten minutes to correct. After that time, a Stop Work Notice will be placed on the project and the deposit may be forfeited. After 24 hours, a new deposit may be placed and the Stop Work Notice may be removed. Repeated violations may result in the forfeiture of the building permit. The person violating Town parking regulations is considered an agent of the property owner or prime contractor.
8. **STREET CLEANING & REPAIRS.** A \$3,750.00 deposit for street cleaning or repairs 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 Building Official, the construction activity will likely result in damage or dirt, mud, or other debris on the streets.
9. **SITE DEVELOPMENT.** You must secure a site development permit before engaging in construction, excavation, demolition work and material hauling. You must designate a project supervisor responsible for work and construction activities and parking to serve as a 24-hour contact.
10. **CONSTRUCTION VEHICLE FEE.** Applicants must pay a construction vehicle fee equal to 1% of the project value to offset and repair damage done to Town streets by the vehicles transporting materials if the Town Engineer determines, based on the application, that fill, gravel, concrete, asphalt, lumber, other bulk material will be transported to or from the site.
11. **SUBMIT THREE COPIES OF THE COMPLETED APPLICATION FORMS, PLANS** and supporting documents to the Town Clerk with all fees required at the time of submittal. Town staff will review your application for completeness and notify you if further information is needed.

12. After accepting your application and fees, the Town Clerk will process your application and documents and forward them to the Town Planner, Town Building Official and Town Engineer for review and approval. If additional or revised information is needed to complete the plan review, staff will notify you directly, whenever possible. **PLEASE PROVIDE ANY ADDITIONAL INFORMATION REQUESTED AS QUICKLY AS POSSIBLE TO AVOID DELAYS IN THE REVIEW OF YOUR APPLICATION.**
13. If community development staff determines that the proposed work requires a variance, you will be notified of the type of variance needed. **CONTACT THE TOWN CLERK TO OBTAIN THE NECESSARY VARIANCE APPLICATION FORMS AND INSTRUCTIONS.** Requests for variance and applications for permits may be processed concurrently; however, in such instances, no construction permit will be issued unless the Hearing Examiner grants the variance needed for the proposed work or determines that no variance is required.
14. After plan review is complete, the Town Clerk will notify you that your permit is ready and will ask you to come to Town Hall to **PICK UP YOUR PERMIT. YOU WILL BE NOTIFIED OF ADDITIONAL FEES WHEN YOU ARE NOTIFIED THAT YOUR PERMIT HAS BEEN APPROVED.** All applicable fees must be paid before the Town 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 that the costs incurred by the Town for your project exceed fees paid, you will be billed for additional inspection and other project-related fees by the Town. **All fees must be paid before a Certificate of Occupancy is issued. Occupancy is illegal until a Certificate of Occupancy is issued.**
15. After you have obtained your permit and inspection cards, **REVIEW THE “CONDITIONS OF PERMIT APPROVAL” ATTACHED TO THE PERMIT.** If 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.
16. **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.
17. If any changes are made to your project after the initial plan review is completed or permit issued, **CONTACT THE TOWN CLERK TO SUBMIT DOCUMENTS** showing the proposed changes and indicating their estimated fair market value. The Town Clerk will notify you if there are any additional fees associated with your changes and will forward the submitted documents to community development staff for review. After your changes are approved, the Town Clerk will provide documentation of approval after all fees have been paid. **KEEP THE REVISED PERMIT 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.
18. During construction, the Building Official will perform inspections as noted on the project inspection card. He/she also may require supplementary inspections or certifications. When your project is ready for a required inspection, **CONTACT THE BUILDING OFFICIAL DIRECTLY TO SCHEDULE AN INSPECTION.** A portion of the fees you paid is set aside to pay for the usual cost of these inspections. Once scheduled, inspections are charged to a project, unless you reschedule the inspection with the Building Official 24 hours in advance. If the total cost of your project’s inspections exceed fees paid, the Town will bill you for the excess inspection costs.
19. 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. **CONTACT THE BUILDING OFFICIAL DIRECTLY TO SCHEDULE THIS RE-INSPECTION.** 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 the inspection.
 - Access to project not provided on the scheduled date and/or time of inspection.

- Construction performed without a valid permit.
 - Construction performed that deviates from the approved permit documents.
20. 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 Town Clerk. Permits issued in error or on the basis of 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.
21. Your **PERMIT EXPIRES EIGHTEEN (18) MONTHS FROM THE DATE OF ISSUE**. If you cannot complete your project within that time frame, **CONTACT THE BUILDING OFFICIAL TO DISCUSS AVAILABLE OPTIONS**.
22. 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 from your project available after one year.

PLEASE NOTE: NO WORK IS ALLOWED IN THE RIGHT OF WAY WITHOUT A RIGHT OF WAY USE PERMIT. LANDSCAPING, OTHER THAN THE PLANTING OF GRASS OR THE LAYING OF GRAVEL, IS NOT ALLOWED WITHIN RIGHT OF WAYS WITHOUT AN ENCROACHMENT AGREEMENT AND PERMIT. FOR ANSWERS TO QUESTIONS REGARDING THESE REQUIREMENTS, PLEASE CONTACT TOWN ENGINEER STACIA SCHROEDER AT: 206-276-8922.