

**TOWN OF YARROW POINT  
COMMUNITY DEVELOPMENT**



4030 -95<sup>th</sup> Ave NE  
Yarrow Point, WA 98004

(425) 454-6994  
Fax: (425) 454-7899  
Inspections: (206) 235-9137

**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, mechanical, plumbing, demolition, substantial development permits, right of way use, encroachment and site development permits. Bellevue City Hall issues fire sprinkler 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 **TWO** 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, 450 110<sup>th</sup> 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 TWO 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**

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.

**TOWN OF YARROW POINT  
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PERMIT NO.

**BUILDING PERMIT APPLICATION CHECKLIST (Page 1 of 2)**

This checklist is an important part of your permit application; please complete it accurately. Submitting an incomplete application may delay the issue of your permit. The checklist is used to help you and the Town's plan reviewer determine whether your project complies with local ordinances prior to permit issue.

Please describe the nature of the proposed project:

1. Is this project part of a larger project requiring other permits? If so, please list the other permits for which you have applied or will be applying. o yes o no
  
2. Will the project require excavation or other work on public streets or rights of way? If so, a Right of Way Use permit is required. o yes o no
3. Are all sanitary facilities connected to the sewer system? o yes o no
4. Does the project lot meet the requirements of a legal building site? o yes o no
5. If the project lot is nonconforming, does it qualify as an established building site? o yes o no
6. Does the project involve construction of a new residence or an increase in floor area of at least 10%? If so, a Bellevue Fire review is required. o yes o no
7. Does the project include the removal of 50% or more of the existing structure or the disconnection of utilities? If so, a demolition permit is required. o yes o no
8. If the structure or any of the rooms in the existing or proposed structure(s) are to be rented, are all requirements for accessory dwelling units met? o yes o no
9. Will the project include a fence or free-standing wall? If any part of this fence is higher than six (6) feet or located in the setback area, a building permit is required. o yes o no
10. If any part of the fence is located in the setback area, does that portion exceed six (6) feet in height? If so, a variance is required. o yes o no
11. Will the project include a satellite/microwave-receiving system? o yes o no
12. Do the submitted plans accurately show the location, size, and configuration of all structures, appurtenant structures, and off-street parking? o yes o no
13. Is the type, size, and amount of off-street parking provided on the project site as required and have you prepared a parking/traffic control plan? o yes o no
14. Does the proposed structure, including any ground-level structures, heat exchange & air conditioner units comply with the front, rear, and side setback requirements? o yes o no

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PERMIT NO. \_\_\_\_\_

**BUILDING PERMIT APPLICATION CHECKLIST (Page 2 of 2)**

15. Does the proposed building or structure comply with the 25 feet above original grade or 31 feet above finished grade, whichever is less, maximum height limit? o yes o no
16. Is the combined lot coverage area within the required 30% limit? o yes o no
17. Does any structure to be enlarged contain a nonconforming use? o yes o no
18. Is the structure for which this permit is requested conforming on the building lot? o yes o no
19. Will the work under this permit create or increase the degree of non-conformity of any structure on the building lot? If so, a variance is required. o yes o no
20. If the existing structure is nonconforming, will the work under this permit add over 25% to the existing structure area or 100% to the existing habitable floor space? If so, a variance is required. o yes o no
21. Has a variance been granted previously to this property? If so, when?  
\_\_\_\_\_ o yes o no
22. Are there any conditions, covenants, or restrictions included in your title that restrict building activity on this property? If so, you must comply with these restrictions in addition to Town regulations. o yes o no

I certify under penalty of perjury that I am the owner or the duly authorized agent of the owner of the property for which this permit application is made and that all information furnished in support of this application is true and correct.

Name (type or print): \_\_\_\_\_ Address: \_\_\_\_\_

Signature \_\_\_\_\_ Owner  Agent  Date \_\_\_\_\_

**HOLD HARMLESS AGREEMENT:**

I certify that I or my authorized agent have reviewed and do understand all federal, state, county, and town of yarrow point laws, codes, regulations, and requirements pertinent and applicable to construction of the proposed project and that the project described in the permit application documents complies with these laws, regulations, codes, and requirements in all particulars.

I hereby agree as a condition of permit issue to hold harmless the Town of Yarrow Point, its officers, agents, and employees and to indemnify them from all liability, loss, and expense, including reasonable attorney's fees, that the town, its officers, agents, or employees may incur by reason of the issue of such permit and all other acts taken by the Town of Yarrow Point relating to the work described under the permit documents, including but not limited to plans examination, issue of permit(s), inspections, and approval of construction and issuance of certificates of occupancy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**CONCRETE DELIVERY LOG (Page 1 of 1)**

The Town of Yarrow Point's stormwater system is compromised by contractors and their suppliers who use the public catch basins as a concrete wash out area. Per YPMC 20.04.030 and YPMC 20.16.020(A), it is illegal to discharge pollutants, including concrete, into the Town's storm and surface water system. To monitor and ensure that contractors and their suppliers do not use the Town's storm and surface water systems as concrete washout areas, we are requiring all contractors working in Yarrow Point to log all concrete deliveries to your project and specify the method of concrete disposal.

DATE	TIME	QUANTITY (CY)	CONCRETE SUPPLIER NAME / ADDRESS	CONCRETE SUPPLIER DRIVER NAME	CONCRETE SUPPLIER PHONE NUMBER	METHOD OF DISPOSAL	CONTRACTOR SUPPLIER NAME	CONTRACTOR SUPPLIER PHONE NUMBER

The concrete Delivery Log is a part of your permit package and will be required to achieve final permit approval pursuant to YPMC 20.12.010(B).

**Project Owner / Agent:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Town Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**OWNER'S DECLARATION OF AGENCY**

Property Address: \_\_\_\_\_  
Yarrow Point, WA 98004

Parcel Number: \_\_\_\_\_

Permit Numbers: \_\_\_\_\_

I/We \_\_\_\_\_

do hereby declare and affirm that I/we are:

- the owners or contract purchasers of the above property
- an officer or representative of \_\_\_\_\_,  
a Washington corporation or trust which is the owner of the above property. I am duly authorized by this entity to represent the above property in matters of ownership, land use, and construction. Attached, please find a copy of the Power of Attorney or other document by which I have been appointed.

**AGENCY**

I/We are applying for one or more permits for development of the above property. I/We understand that the proposed work may also include additional permits for land use approvals.

For the purposes of applying for the applicable permits and managing the owner's responsibility for compliance with the approved plans and any land use permits associated with this project, I/We:

- will act as my own agent
- do hereby appoint (Name) \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

to act as my agent in dealing with the Town of Yarrow Point in all acts and decisions related to processing the application for permit, review and approval of the application, authorization of revisions, and coordination of required inspections and project approvals.

**AGREEMENT TO CONDITIONS**

I/We agree as a condition of this permit:

- To comply with all applicable codes, ordinances, laws and conditions of approval in effect at the time of permit issue.
- To ensure that all work shall be done in accord with the approved plans and specifications (which shall not be modified without the prior approval of the Building Official.) I/We will provide all data and details of revisions to the approved plans to the Town prior to undertaking any work that differs from the approved plans. The official approved plans for the project shall be those plans that are stamped and dated as approved by the Town of Yarrow Point.
- To inform all contractors, subcontractors and workers of:



- All permit conditions and any project mitigation requirements agreed to, and I/we will enforce compliance thereto.
  - The need to report all sales taxes for materials and labor done in Yarrow Point to the Town's 4-digit location code: **1730**
  - The need to comply with the attached construction guidelines.
- To maintain the approved plans, all correction notices, all inspection reports, and all permit documents on the project site and readily available to the inspectors.
  - To ensure that requests are made to the Town for the required inspections. Failure to notify the Building Department that the work is ready for inspection may necessitate the removal of some of the construction materials at the owner's expense in order to perform required inspections.
  - To cause all certifications required by the Town to be completed and to reconcile the permit fees upon completion of the work. I/We understand that the Town will not issue a Certificate of Completion or a Certificate of Occupancy until these documents are completed.

**OWNERS' NAMES AND SIGNATURES**

I have read, understood and agree to the above requirements.

Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

(The City Clerk is a notary and can provide this service.)

State of Washington )  
   ) ss.  
 County of King         )

(Seal)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
 before me, the undersigned, a Notary Public in and for the  
 State of Washington, duly commissioned and sworn,  
 personally appeared:

\_\_\_\_\_  
 Signature: \_\_\_\_\_

\_\_\_\_\_  
 Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Being duly sworn, on his/her oath deposes and says that he/she has prepared or has had prepared under their direction, has read the forgoing statements and has acknowledged to me that the recitations contained therein are true, and has signed this application as his/her free and voluntary act and deed for the purposes therein mentioned.



TOWN OF YARROW POINT  
 4030 - 95<sup>th</sup> Avenue NE  
 Yarrow Point, WA 98004

(425) 454-6994 Fax: (425) 454-7899

### Complete Building Permit Application Checklist

A valid and complete building permit application is required. This project is vested to the building, zoning, and other applicable related ordinances in effect at the time of permit application acceptance.

Town Use		Qty.	Documents listed below are required for a complete application
Req. (✓)	Rec. (✓)		Description
		1	Yarrow Point building permit application
		1	Yarrow Point demolition permit application
		1	Asbestos and lead surveys
		1	Owner's assignment of agent
		1	Proof of ownership
		1	Legal description
		1	Recorded easements
		1	Bellevue Fire Prevention Office determination of fire sprinklers
		1	Bellevue Utilities Department Water and Sewer Availability form
		1	General contractors license
		2	Property boundary survey
		2	Property topographic survey
		2	Architectural plans
		2	Washington State Energy Code compliance
		2	Structural engineering plans
		1	Structural engineer's calculations
		2	Original grade determination
		2	SEPA Checklist
		2	Shoreline Exemption
		2	Shoreline Substantial Development Permit

Town Staff Use	
Pre-Application Number:	Pre-Application Meeting date:
Applicant Name/Project Address:	
Intake: Application is complete and may be accepted.	
Staff Signature/date: _____ / _____	

## DESCRIPTIONS

Yarrow Point building permit application	Complete all applicant information
Yarrow Point demolition permit application	A separate demolition permit is required when a building is being removed. The demolition permit is included in the building permit for alterations and additions.
Asbestos and lead surveys	Asbestos survey required for buildings 1985 and older. Lead survey required pre-1978 buildings.
Owner's assignment of agent	A "Declaration of Agency" form is needed when an owner wishes to assign another person to interact with the Town of Yarrow Point for them.
Proof of ownership	Copy of your Deed, Title, or Purchase and Sales Agreement for new projects. Additions and alterations may copy King Co. Assessors property data showing ownership.
Legal description	A full legal description is needed separately.
Recorded easements	Copies of all easements are needed. These should also be shown on your survey.
Bellevue Fire Prevention Office determination of fire sprinklers	All new buildings require a formal determination of the need for automatic fire sprinklers by the Bellevue Fire Prevention Office. Substantial alterations and additions will also require a determination. Consult the Town Building Official. If fire sprinklers are planned, then a determination is not necessary.
Bellevue Utilities Department Water and Sewer Availability form	A completed form is needed for all new projects. Alterations and additions which require the addition of fire sprinklers require sewer and water availability. All other projects are exempt.
General contractors license	Provide a photo copy of the general contractors valid Washington State license.
Property boundary survey	Needed for all new projects. Needed for certain additions where setbacks are critical. Consult the Town Building Official.
Property topographic survey	Required based upon site conditions.
Architectural plans	Complete architectural working drawings which fully describe the project. Yarrow Point requires a "Construction Activities and Parking Plan" as a site plan with details according to Chapter 12.30 TYPMC. New buildings of 4,000 sq. ft. gross area and greater require a Washington State registered architect.
Washington State Energy Code compliance	Use forms found on the Washington State University Energy Program website. Either provide all forms separately, or print them into the plans. The architectural plans and mechanical plans must match the information in the WSU forms.
Structural engineering plans	All new projects require lateral and gravity designs by a Washington State licensed professional engineer. Alterations and additions may require a partial or complete professional design. Stamp and sign all documents. Consult the Town Building Official.
Structural calculations	Required to support all required designs.
Original Grade Determined	Required for most new projects, and for most projects which add height. This is needed to confirm building height is within maximum Zoning Code limits. Consult the Town Planner and Building Official.
SEPA Checklist	Required based upon your specific project. Consult the Town Planner.
Shoreline Exemption	Required based upon your specific project. Consult the Town Planner.
Shoreline Substantial Development Permit	Required based upon your specific project. Consult the Town Planner.

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**PERMIT NO.**

ACCEPTED \_\_\_\_\_ DATE \_\_\_\_\_  
APPROVED \_\_\_\_\_ DATE \_\_\_\_\_  
ISSUED \_\_\_\_\_ DATE \_\_\_\_\_  
SDP NO. \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICATION FOR PLAN REVIEW AND PERMIT  
BUILDING**

To be completed by owner or owner's agent:

PROPERTY ADDRESS \_\_\_\_\_ PARCEL NO. \_\_\_\_\_  
PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
OWNER'S AGENT \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
CONTRACTOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
REGISTR. NO. \_\_\_\_\_ EXPIRES \_\_\_\_\_ TAX NO. \_\_\_\_\_  
LENDER OR BOND ISSUER NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ EMAIL \_\_\_\_\_  
PROJECT DESCRIPTION \_\_\_\_\_

(Attach separate legal description)

USE TYPE	IMPROVEMENT TYPE	PERMIT TYPE
<input type="checkbox"/> RESIDENCE	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> BUILDING
<input type="checkbox"/> ACCESSORY BUILDING	<input type="checkbox"/> ADDITION	<input type="checkbox"/> BULKHEAD/PIER
<input type="checkbox"/> WALL	<input type="checkbox"/> REMODEL	
<input type="checkbox"/> POOL/SPA	<input type="checkbox"/> REPAIR	
<input type="checkbox"/> PIER/MOORAGE	<input type="checkbox"/> _____	
ESTIMATED FAIR MARKET VALUE OF PROJECT * _____	IS WORK WITHIN 200 FEET OF LAKE WASHINGTON HIGH WATER LINE? _____	o YES o NO

RCPT NO. _____	<u>ESTIMATED PERMIT FEES</u>
REC'D BY: _____	PLAN REVIEW FEE \$ _____
AMOUNT: _____	PERMIT FEE \$ _____
PLAN REVIEW COMPLETE/APPROVED FOR ISSUE:	<u>ACTUAL PERMIT FEES</u>
Town Building Official _____	PLAN REVIEW FEE \$ _____
Date _____	PERMIT FEE \$ _____
RCPT NO. _____	STATE BLDG. CODE FEE \$ _____
REC'D BY: _____	STREET DEPOSIT \$ _____
AMOUNT: _____	CONSTRUCTION VEHICLE FEE \$ _____
	LESS FEE PAID AT SUBMITTAL \$ ( _____ )
	ADDITIONAL REVIEW & INSPECTIONS \$ _____
	OTHER FEES \$ _____
	TOTAL DUE AT ISSUANCE \$ _____

I certify under penalty of perjury that I am the owner of the above described 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 permit application is true and correct. I further certify that all applicable federal, state, county, and local requirements for the work authorized by this permit will be met.

SIGNATURE \_\_\_\_\_ OWNER  AGENT

DATE \_\_\_\_\_

General Permit Conditions:

1. The owner or the owner's agent may apply for a project permit by submitting this form with the necessary additional documentation and permit deposit fees to Yarrow Point Town Hall.
2. The Yarrow Point Building Department issues the following project permits:
  - **Building Permits** are required to construct buildings, garages, carports, porches, decks, piers, boat lifts, bulkheads, retaining walls over 4 feet in height, swimming pools, fences, large antennas, and substantial recreational facilities. There may be other situations in which the Building Official determines that a building permit is required.
  - **Mechanical Permits** are required for the installation, replacement, or repair of mechanical systems and appliances in new or existing residences.
  - **Demolition Permits** are required to remove 50% or more of an existing structure or if utilities must be disconnected during a project.
  - **Fire Sprinkler Permits** must have a design approval that is required through review of your fire sprinkler plans by the Bellevue Fire Dept. located in the Bellevue City Hall. The Town of Yarrow Point will also provide a review of approval and will then issue your permit.
  - **Right of Way Use Permits** must be obtained for work altering public streets or right of ways. Private roads are exempt.
  - **Right of Way Enroachment Permits** are required for landscaping or installation of anything other than gravel or grass in the Town right of way.
  - **Site Development Permits** must be obtained for projects involving fill or excavation totaling 50 cubic yards or more, clearing 750 square feet or more, adding 120 square feet or more of new impervious surface, retaining walls or rockeries over four feet in height, grading or paving of an area used for storm water facility, or connection, extension and/or modification of the public and/or private storm and surface water drainage systems including, but limited to, detention and other runoff control facilities.
3. Permits from other authorities may be required and include, but are not limited to:
  - **Electrical Permits** are issued by the Washington State Dept. of Labor & Industries.
  - **Plumbing Permits** are issued by the King County Department of Health.
4. All construction must conform to the requirements of the current edition of the Washington State Building Code, the Uniform Building Code, the Uniform Mechanical Code, the Yarrow Point Building and Zoning Codes and other state and local codes that may apply.
5. The permit card, approved plans, and other permit documents must be posted or available at the project site at all times when authorized work is in progress. Work must start within 180 days of the permit issue date. Permits are valid for 18 months from the date of issue.
6. Any changes to the construction or location of this project must be submitted to Town Hall for review prior to the actual work taking place. Additional fees may be due before final approval of revisions is granted.
7. The height of all new structures or remodeled roof lines must be verified to conform to the height restrictions of the Yarrow Point Zoning Code by a licensed professional surveyor prior to your framing inspection.
8. During construction, work must not proceed until the Town Building Inspector has approved each stage of construction. Inspections other than the final must be scheduled 24 hours in advance. A final inspection for new construction must be scheduled three days in advance. In addition, the Town building inspector may require special inspections by the engineer of record or a previously approved inspector.

Construction hours are as follows. These hours are STRICTLY enforced. Violation will result in a STOP-WORK ORDER.

<b>Monday through Friday</b>	<b>7 AM – 6 PM</b>
<b>Saturday</b>	<b>9 AM – 5 PM</b>
<b>Sunday and Holidays</b>	<b>No Work Allowed</b>

9. Contractors must comply with the Town's parking regulations and he/she must file a traffic control and parking plan with the Town. The Building Official will review this plan and forward a copy of it to the Clyde Hill Police Department. The Building Official will place a Stop Work Notice with possible deposit forfeiture for repeated violations.
10. Contractors are responsible for removing dirt and construction debris from the roadway and for protecting neighboring properties from runoff or other damage from construction.
11. Contractors should code sales tax on job-related costs to **State Revenue Code 1730**.
12. The permit conditions listed here are general conditions only. Additional permit conditions may be imposed and will be listed on the actual permit card.
13. \*Fees will be reassessed if the Building Official determines that the market value estimate was inaccurate.

**I certify that I have read the general permit conditions listed above and that I understand that failure to comply with these and any other permit conditions listed on the permit card or imposed during construction may result in a Stop Work Order.**

Signature \_\_\_\_\_ Owner  Agent  Date \_\_\_\_\_