

**TOWN OF YARROW POINT
COMMUNITY DEVELOPMENT**



4030 -95th Ave NE
Yarrow Point, WA 98004

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

DEMOLITION/STRUCTURE MOVING PERMIT APPLICATION INSTRUCTIONS (Page 1 of 2)

Welcome to the Yarrow Point demolition/structure moving permit process. Property owners obtain demolition permits to document that the removal of existing improvements on their property will comply with the requirements of the utilities serving the property and any and all provisions of the laws, ordinances and codes in effect at the time the application is filed with the Town. The attached packet includes information and forms for your use in preparing your Application for Plan Review and Permit and managing your project. To obtain a demolition permit for your proposed construction project, please complete the following steps:

1. **DETERMINE WHICH PERMITS YOU WILL NEED.** You must obtain a site development permit before engaging in excavation, demolition work and material hauling.
2. **DESIGNATE A PROJECT CONTACT:** A project supervisor responsible for construction activities and compliance with a parking plan must be designated and will serve as a 24-hour contact.
3. **DETERMINE WHICH OF THE FOLLOWING DOCUMENTS & FEES MUST BE SUBMITTED** for your project.

A. APPLICATION FORM AND CHECKLIST: You must complete an Application for Plan Review and Permit and a Demolition/Structure Moving Permit Checklist for the proposed demolition on your property if you plan to remove 50% or more of an existing structure or if utilities must be disconnected during the project. Please complete the forms by providing all information requested, answering all questions accurately and signing the application. When completing the checklist, please be aware that **FAILURE TO CONTACT THE APPROPRIATE UTILITIES CONCERNING DISCONNECTION WILL DELAY YOUR PROJECT.**

B. PERMIT FEE: When submitting your Application for Plan Review and Permit, you must pay a demolition/structure moving permit fee of \$937.50. For a partial demolition the fee is \$312.50. This fee covers the cost of the review of your application and inspections. It also includes a \$6.50 state surcharge.

C. CONSTRUCTION VEHICLE FEE: Applicants must pay a construction vehicle fee equal to 1 percent of the value of the proposed project to offset and repair the damage done to Town streets by the vehicles transporting materials associated with the project.

D. STREET/PARKING DEPOSITS: If in the opinion of the Building Official, the demolition activity likely will result in damage or dirt or other debris on streets, the applicant must pay a \$3,750 deposit prior to permit issuance. Funds will be used for any necessary street cleaning or repairs and the remaining amount refunded. A \$1,250 parking deposit is required for all projects.

4. **REVIEW THE TOWN'S RESTRICTIONS ON CONTRACTOR PARKING.** Contractors must comply with the parking regulations of the Town at all times and must file a parking plan with the Town. The Building Official will review the plan and forward a copy of it to the Clyde Hill Police Department. **Parking Deposit :** A \$1,250 deposit must be posted at Town Hall for compliance with an approved traffic control and parking 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.
5. **SUBMIT THE COMPLETED APPLICATION FORMS** electronically to permits@yarrowpointwa.gov with your permit fee. When filed with the Town Clerk, items 2A through C (as needed) constitute a complete Application for Plan Review and Permit. The application must be complete in every respect, i.e. all questions answered, utility information completed, forms signed, and fees paid, before the Town Clerk can accept it. **Asbestos Abatement**

**TOWN OF YARROW POINT
BUILDING DEPARTMENT**

DEMOLITION/STRUCTURE MOVING PERMIT APPLICATION INSTRUCTIONS (Page 2 of 2)

reports must be submitted with demolition permit applications in order for those applications to be processed by the building department.

6. After accepting your application and fees, the Town Clerk will process your application and documents and forward them to the Town Building Official for his/her review and approval. If the Building Official needs additional or revised information to complete the plan review, he/she 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.**
7. After the Building Official completes the plan review, the Town Clerk will notify you that your permit is ready. Any additional fees must be paid before the Town Clerk can issue your permit. Permit fees cover the administrative costs of processing your permit application and most, if not all, of the costs to inspect your project during construction. In the event that the costs incurred by the Town for your project exceed the permit fee paid, you will be billed for additional inspection and other project related fees by the Town. Financial guarantees as determined by the Building Official may be required prior to permit issuance.
8. **POST THE PERMIT IN A CONSPICUOUS PLACE AT THE PROJECT SITE** at all times.
9. If any changes are made to your project after the permit is issued, **CONTACT THE TOWN BUILDING OFFICIAL** to determine whether a new application should be submitted.
10. When the demolition 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 the permit fee, the Town will bill you for the excess inspection costs.
11. 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.
12. 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.
13. As the property owner and permit holder, it is your responsibility to **RETAIN COPIES OF ALL PERMIT DOCUMENTS**, including the application and supporting documents, the permit card with inspection record, and any other paperwork or information that documents the type of work performed and its permitted status.

DEMOLITION/STRUCTURE MOVING 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 demolition or structure moving 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, including permit numbers and issue dates, when applicable. yes 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. yes no

3. Have you notified City of Bellevue utilities of a water and sewer disconnect and complied with Bellevue requirements? yes no

4. Have you made arrangements with Puget Sound Energy to disconnect any power and gas service lines and remove/relocate the meters, as appropriate? yes no

5. Will any portion of the foundation be removed? If so, what percentage: _____%. yes no

6. Are there other utilities serving the property that are not named above? If so, please list them here and indicate the action taken to disconnect. yes no

7. 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. yes 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: _____ Address: _____

Signature _____ Owner Agent Date _____

DEMOLITION/STRUCTURE MOVING PERMIT APPLICATION CHECKLIST (Page 2 of 2)
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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 complies with these laws, regulations, codes, and requirements in all particular respects.

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 _____

**TOWN OF YARROW POINT
COMMUNITY DEVELOPMENT**



4030 -95th Ave NE
Yarrow Point, WA 98004
(425) 454-6994 Fax: (425) 454-7899



PERMIT NO.

ACCEPTED _____ DATE _____
APPROVED _____ DATE _____
ISSUED _____ DATE _____
SDP NO. _____ DATE _____

**APPLICATION FOR PLAN REVIEW AND PERMIT
DEMOLITION**

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. _____
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"/> DEMOLITION
<input type="checkbox"/> FENCE/WALL	<input type="checkbox"/> REMODEL	<input type="checkbox"/> BULKHEAD/PIER
<input type="checkbox"/> POOL/SPA	<input type="checkbox"/> REPAIR / RECONSTRUCTION	<input type="checkbox"/> FIRE SPRINKLER
<input type="checkbox"/> PIER/MOORAGE	<input type="checkbox"/> _____	<input type="checkbox"/> MECHANICAL
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____

IS WORK WITHIN 200 FEET OF LAKE WASHINGTON
HIGH WATER LINE? YES NO

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 _____

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

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 Community Development Department issues the following project permits:
 - **Building Permits** are required to construct buildings, garages, carports, porches, decks, piers, boat lifts, bulkheads, retaining walls over four 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 Encroachment 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.

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

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 _____