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FOR INSPECTIONS, CALL:
Kolke Consulting Group, 425.255.3099

APPLICANTS AND CONTRACTORS:
Please code sales tax for project-related expenditures to the **TOWN'S SALES TAX REVENUE #1703.**

BUILDING-PERMIT-APPLICATION INSTRUCTIONS

Welcome to the Beaux Arts building-permit process. Property owners obtain building permits to document that 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. The attached packet includes information and forms for your use in completing your Application for Plan Review and Permit. To obtain a building permit for your proposed construction project, please complete the following steps:

1. **READ THE TOWN BUILDING CODE AND ZONING CODE ORDINANCES.** These ordinances describe the requirements for your project, including the relevant uniform design codes and zoning regulations, e.g. setbacks, height limits, lot coverage and gross-floor-area restrictions, etc. As the applicant, you are responsible for determining and complying with all legal requirements. If the proposed project does not comply with the Town Zoning Code, you must submit a completed Application for Variance. The Town will not consider any plea for relief from compliance due to ignorance of the law, lack of information, or the Town's failure to prevent a violation.
2. **DETERMINE WHICH PERMITS YOU WILL NEED.** The Town issues building, mechanical, demolition, substantial-development permits, tree-removal and right-of-way permits. The King County Department of Health issues plumbing permits. The Washington State Department of Labor and Industries issues electrical permits. The City of Bellevue issues fire-sprinkler permits.
3. **DETERMINE WHICH OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED** for your project:

- A. **APPLICATION FORM AND CHECKLIST:** You must complete the Application for Plan Review and Building Permit and Building-Permit Checklist for all proposed construction requiring a building permit. Please complete the form by providing all information requested, answering all questions accurately and neatly, and signing the application.
- B. **PLAN-REVIEW-FEE DEPOSIT:** You must pay a plan-review-fee deposit based on the fair market value of the proposed construction. This deposit must be paid when you file your Application for Plan Review and Building Permit. The Town reserves the right to increase this valuation when appropriate.
- C. **PLANS AND SPECIFICATIONS:** You must provide **THREE** full-size (24" x 36") sets of the following plans and specifications as required by the Town Building Code ordinance:
 - A **SITE PLAN** showing the exact dimensions of the property to an appropriate engineer's scale (e.g. 1"=20'). Show all existing and proposed buildings or improvements and their setbacks, tree and ground cover, adjoining streets, access points, fencing, rockeries, and other information that will illustrate your proposal on your site plan.
 - **FLOOR PLANS** for each floor showing the existing floor configurations and any proposed new construction.
 - **FOUNDATION AND STRUCTURAL FLOOR PLANS.**
 - A **TYPICAL SECTION DRAWING** through the house at its highest point.
 - **ELEVATION PLANS** showing all views, i.e. Front, rear, and sides.
 - **OTHER SPECIFICATIONS, CALCULATIONS, SURVEYS, REPORTS, AND INFORMATION** as may be available to you at the time the application is submitted. During the plan review, the Building Official may require that you submit additional plans, specifications, etc. when needed to demonstrate code compliance.
 - A **WASHINGTON STATE ENERGY CODE CHECKLIST.** See <http://www.energy.wsu.edu/buildings>.
- D. **EVIDENCE OF FIRE MARSHAL REVIEW:** A Fire Marshal Review is required for projects involving new construction, additions, and substantial remodels.
- E. **APPLICATIONS FOR ADDITIONAL PERMITS:** You must submit separate applications for any additional permits needed, including Demolition, Mechanical, Fire-Sprinkler, Tree Removal and Street-Opening.

4. If your project needs a Fire Marshal review, **SUBMIT FOUR SETS OF YOUR ORIGINAL PLANS TO THE FIRE MARSHAL BEFORE** submitting your application to the Town. All copies will be stamped "Reviewed by the Fire Marshal" and marked as to whether a sprinkler system is required. When the Fire Marshal has completed his/her

review, **SUBMIT THREE OF THESE REVIEWED SETS TO THE TOWN** with your permit application; the Fire Marshal will keep the fourth. Contact the Bellevue Fire Marshal at 425.452.6032 if you have questions.

5. If the Fire Marshal determines that a fire-sprinkler system is required, **CONTACT THE CITY OF BELLEVUE TO OBTAIN THE FIRE-SPRINKLER PERMIT** and follow their instructions to pay all fees and arrange for inspections.
6. **COMPLETE THE APPLICATION FORMS AND PREPARE THREE COPIES** of the application forms, plans, and other documents needed, as outlined in 3A through E above.
7. **CONTACT THE BLDG DEPT AT 425.269.6985 TO MAKE AN APPOINTMENT FOR SUBMITTING YOUR COMPLETED APPLICATION DOCUMENTS AND FEES.** When filed with the Town Clerk, items 3A through E (as required) constitute a complete Application for Plan Review and Building Permit. The application must be complete in every respect (all questions answered, forms signed) before the Town Clerk can accept it.
8. After accepting your application documents and fees, the Town Clerk will process your application and forward the application documents to the Town Building Official for his/her review. If the Building Official needs additional or revised information to complete the plan review, he/she will notify you directly, whenever possible. **PROVIDE ANY ADDITIONAL INFORMATION REQUESTED AS QUICKLY AS POSSIBLE TO AVOID DELAYS IN THE REVIEW OF YOUR APPLICATION.**
9. When the Building Official determines that your plans comply with all Town rules and regulations, he/she will approve the permit for issue and return the application documents to the Town Clerk, who will inform you that your permit is ready to issue and the permit fees due. **CONTACT THE TOWN CLERK TO ARRANGE TO PAY YOUR PERMIT FEES AND COLLECT YOUR PERMIT.** You must pay all permit fees before the Town Clerk can issue your permit, including any fees associated with an increase in project valuation.
 - Your plan review is valid for 180 days. You must pay for and collect your permit during this time, or your plan review will expire.
 - Your building permit will expire either (1) in 180 days from permit's date of issue if the project work has not begun OR (2) within one year of the permit's date of issue if all excavation or exterior construction is not completed.
 - If you decide not to proceed with your project after obtaining a permit, contact the Town Clerk to learn if you are eligible for a partial refund of the permit fees you paid.
10. If the Building Official determines that the proposed work requires a variance, he/she will notify you of the type of variance needed. **CONTACT THE TOWN CLERK TO OBTAIN THE NECESSARY VARIANCE-APPLICATION FORMS AND INSTRUCTIONS.** No permit will be issued until the Board of Adjustment grants the variance needed for the proposed work. Requests for variance and applications for permits may be processed concurrently.
11. After you collect your permit, **POST THE PERMIT IN A CONSPICUOUS PLACE AT THE SITE** of the proposed work and keep the set of application documents labeled "Builder Copy" available on the jobsite at all times.
12. If any changes are made to your project after the initial plan review is completed, **CONTACT THE TOWN CLERK TO SUBMIT DOCUMENTS** illustrating the proposed changes and indicating their fair market valuation. The Town Clerk will notify you of any additional fees associated with your changes and will forward the submitted documents to the Town Building Official for his/her review. After the Building Official approves your changes, the Town Clerk will provide documentation of the approval after all fees have been paid. **RETAIN 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 and approved in advance may delay the completion of your project.
13. During the construction phase, the Building Official will perform inspections at the following milestones:
 - **FOUNDATION** - to be called when all required steel is in place and forms are complete; all property lines shall be clearly marked at the time of this inspection.
 - **FRAMING** - to be called prior to placing insulation and after heating, wiring, and plumbing approvals, as appropriate, have been granted by the proper agencies.
 - **INSULATION** - to be called after insulation is in place and thermal requirements are completed and before sheetrock or other covering is installed.
 - **SHEETROCK** - to be called after sheetrock is installed.
 - **FINAL** - to be called after all other required inspections and corrections are completed; the final inspection must be completed before the project may be legally occupied.

14. When your project has reached one of these milestones, **CONTACT THE BUILDING INSPECTOR DIRECTLY AT LEAST 24 HOURS IN ADVANCE TO SCHEDULE AN INSPECTION AND AT LEAST 3 DAYS IN ADVANCE TO SCHEDULE A FINAL INSPECTION.** Once scheduled, inspections are charged to a project, unless you reschedule the inspection with the Inspector in advance.
15. 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 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.
16. As the property owner and permit holder, **IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR CONTRACTORS ADHERE TO THE ALLOWED HOURS FOR CONSTRUCTION WORK AS FOLLOWS:**
- Monday through Friday 7 AM – 6 PM**
Saturday 8 AM – 5 PM
Sunday and Holidays No Work Allowed
- Out of courtesy to your neighbors, no construction work may take place except during those hours. This includes loading or unloading equipment and materials, setting up for the day's work, performing work that results in other noises that are unreasonable for a residential area, etc. These hours are strictly enforced. A violation will result in a Stop Work Order, which will delay your project.
17. As the property owner and permit holder, **IT IS YOUR RESPONSIBILITY TO INFORM ALL CONTRACTORS AND WORKERS OF THE REQUIREMENTS FOR CONSTRUCTION AND TO ENSURE THEIR COMPLIANCE.** All permits issued are conditioned upon compliance with any and all provisions of 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 the violation becomes apparent to an official of the Town.
18. 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 documents, 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 after the completion of your project; however, after six months there is no guarantee that the Town will still have documentation from your project available.
19. Your building permit is valid for a period of eighteen (18) months from the date of permit issue provided the conditions of the permit are met. If you need an extension of your permit, **CONTACT THE TOWN CLERK TO ARRANGE TO SUBMIT A WRITTEN REQUEST FOR PERMIT EXTENSION** to the Board.
20. As your project progresses, the Town Clerk will accumulate the charges paid by the Town on behalf of your permit on a Permit Activity Report. If the accumulated charges exceed 75% of the permit fees paid, you will be billed for the excess charges as soon as is practical. **PLEASE FORWARD YOUR PAYMENT FOR THESE FEES TO THE TOWN CLERK PROMPTLY.** Your Certificate of Occupancy may be delayed if these charges are not paid in a timely manner.