



# Building Project Guide

## Permit Submittal Procedure and Requirements

*This guide is intended to help homeowners and their agents understand what needs to be included in a permit submittal package. For more details, please refer to the Clyde Hill Municipal Code which can be accessed from our website: [www.clydehill.org](http://www.clydehill.org)*

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## A. Introduction

The following information is intended as a helpful guide to building in Clyde Hill; however, this is only a guide. If there are any conflicting or confusing guidelines in this document, refer to the Clyde Hill Municipal Codes (CHMC) and the Washington State Codes, which are the final authority.

The City of Clyde Hill requires permits for all non-exempted construction projects. This document provides detailed instructions for submitting a building permit.



## B. Meeting Current City Codes

Many of the structures in Clyde Hill were built or remodeled under City codes that are no longer in effect. Depending on the scope of your project, you may be required to bring your property into compliance with current code.

### Substantial Remodel

If a project's value is greater than a defined threshold value, it is identified by the City as a substantial remodel.

Substantial remodels trigger the requirement that all of the structures and the land upon which the structures are located become subject to the City's current zoning code, drainage and on-site stormwater detention system regulations. The applicant then has the following responsibilities:

#### Zoning

The proposed work must meet the current zoning code and all structures on the property must be brought into compliance with the current zoning code. For example, buildings must comply with current setback and height restrictions and lot coverage requirements must be met.

#### Drainage

A substantial redevelopment requires that the property be brought into compliance with the City's storm drainage regulations, including connection to the City's stormwater system.

### Legal-Nonconforming Structure

Structures that met previous building codes, but do not comply with current codes are referred to as legal-nonconforming structures.

If your proposed project would increase any existing nonconformities, you must meet with the Building Official to determine the requirements for project approval.

## C. Permit Applications

Check with the building department to determine whether your project requires a permit. Building or demolishing without a permit can lead to fines, penalties and delay of your project.

An application form for a building permit from the City of Clyde Hill. The form is titled "Application for Building Permit" and includes sections for property information, description of work, and lot coverage. The property information section includes checkboxes for Residential, School, and Business, and fields for property address, parcel number, and address. The description of work section includes checkboxes for New Residence, Remodel, Addition, Substantial Remodel, Storm Drainage, Fire Sprinkler, and Fence over. The lot coverage section includes fields for Total Lot Size and Structural Coverage. The form also includes a section for approval and issuance, with fields for Accepted by, Approved by, Issued by, and Date.

The following items may be required in your permit application package:

### **Original Grade Determination**

The original grade of a property is defined as the contours and topography of the property in March 1953, when the City was incorporated.

Each property needs an original grade determination done only once, so if there is one on-file for your property you may request a copy.

If an original grade is required for your project and one does not exist, you must submit an Original Grade Determination application with two copies of a current survey. When complete, a city-signed copy of the survey with the original grade contours marked on it will be returned to you.

### ***--- Height limitations are strictly enforced in Clyde Hill. ---***

All heights are measured from a property's original grade lines. The original grade contour lines must be digitized and shown on your project plans.

### **Import / Export Calculations**

Include calculations for the amount of material that will be imported to the site and exported from the site.

If the combined import/export total is over 100 cubic yards, you must have a Washington State Environmental Policy Act (SEPA) review. This entails submitting a Clyde Hill SEPA permit application and mitigation proposal along with a State Environmental Checklist. The SEPA review process generally takes three to four weeks.

A building permit may be submitted for a project that is in SEPA review, but a permit cannot be issued until the SEPA process is complete.



### **Structural and Impervious Coverage**

Include calculations for the proposed structural coverage and the proposed impervious coverage of the parcel.

### ***--- Lot overages must be calculated using the outermost projection of all structures. ---***

Structural coverage may not exceed 30% of the lot.

Impervious coverage may not exceed 60% of the lot.

### **Stormwater Drainage**

A stormwater drainage and/or detention system is required if your proposed project is:

- A new home
- A substantial remodel
- There is a net increase of over 750 square feet of impervious surface

For drainage submittal details see the ***Stormwater Drainage Guidelines*** handout.

### **City of Bellevue**

The City of Bellevue provides water, sanitary sewer and fire services to Clyde Hill.

They can be contacted at: City of Bellevue, [www.bellevuewa.gov](http://www.bellevuewa.gov)  
450 110<sup>th</sup> Avenue NE  
Bellevue, WA 98009  
425-452-6800

### **Bellevue Utilities**

Check with the Building Official to determine whether the following forms will be required for your project. If so, you must get them from the City of Bellevue.

A **Certificate of Water Availability & Certificate of Sewer Availability** form is generally required for new homes and substantial remodels.

An **Abandonment of Utilities** form is generally required for new homes and demolitions.

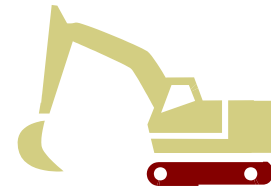
### **Bellevue Fire Department**

New homes, additions and remodel projects may require the installation of fire sprinklers. To determine whether or not sprinklers will be required, submit two sets of your project drawings to the City of Bellevue Fire Department. The results of the sprinkler determination are stamped directly on your plans by the Fire Reviewer; these two stamped plan sets are the ones you will submit to Clyde Hill with your building permit application.

If your project requires fire sprinklers, you will submit the fire sprinkler permit application directly to the City of Bellevue Fire Department for review.

### **Demolition**

Check with the Building Official to determine whether you will need a demolition permit for your project.



### **Permit Valuation**

Determination of permit valuation shall be made by the Building Official; final permit fees are based on this value.

The owner is responsible for providing an estimate of the value of the project on the permit application form for the purpose of calculating the initial plan review fee that is due at in-take.

### **Parking Plan**

For new homes and for substantial remodel projects a parking plan is required. All workers must park on the construction site or on the right-of-way directly in front of the property under construction. The homeowner or assigned agent is responsible to create a staging area if necessary. A cash security deposit of \$250, which can be used by the City to recover the costs of parking enforcement, must be submitted prior to issuance of the building permit.

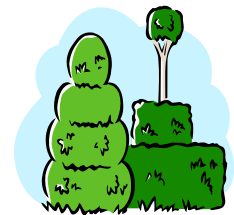
Violations of the parking plan will be subject to a Stop Work Order. Refer to CHMC Section 15.05 for details.

### **Landscape Plan**

A landscape review is required for projects that will impact the landscape of the property. Refer to CHMC Section 15.04.090.

Landscape plans are reviewed by the City's arborist for appropriateness of plant species and location, assessment of potential view issues and corner visibility for traffic and pedestrians. Use the Clyde Hill Urban Forest Management Guide for species suggestions.

If required, submit two site plans showing the size, species and planting location of all trees, shrubs and groundcover. Submit the plans at least three weeks prior to your final inspection. The landscape plan must be approved before the Building Inspector can final your project.



***--- The landscape review is for plants only. ---***

***Hardscape features (such as patios, walkways, arbors, trellises, retaining walls, etc.) must be approved on building plans.***

If the landscape plan contains hardscape features that were not approved on the original permit plans, or if there are changes to the hardscape details shown on the permitted plan set, you must submit revised building permit plans for approval.

### **Tree Preservation Consultation**

For new homes and for substantial remodel projects you are required to meet with the City Arborist (prior to permit submittal) to discuss the potential preservation of trees on the property.

A time will be arranged with the City Arborist to meet the site manager on the property. The site manager must bring a survey/site plan to this meeting. The Arborist will prepare a report and this report must be made part of the permit submittal package.

## D. Permit Submittal Requirements Table

Use this table to determine what plans and documents to submit with your permit application.

Section	Documents Required	Project Type				
		New SFR	Interior Only	Addition	Wall or Deck	Detention & Drainage
1	Pre-Application Meeting	Yes	Over \$50,000	Yes	Yes	Yes
2	Permit Application Form(s) As needed: Building, SEPA, Demolition, Mechanical, Street Opening, Driveway	1	1	1	1	1
3	Proof of Ownership (title report)	1	1	1	1	1
4	Legal Description & Parcel Number (this may be on the plans)	1	1	1	1	1
5	Copies of all Recorded Easements	1	1	1	1	1
6	Assignment of Agency (if needed)	1	1	1	1	1
7	Site Plan	2	2	2	2	2
8	Existing Conditions Survey	2		2	2	2
9	City-signed Original Grade	2		2	2	
10	Fire Sprinkler Determination Stamped directly on two plan sets by the City of Bellevue Fire Department	2		2		
11	Architectural Design	2	2	2	2	
12	Structural Design	2	2	2	2	2
13	Structural Calculations	1	1	1	1	1
14	Mechanical Design (if requested by the Building Official)	2	2	2		
15	Stormwater Control Plan	2		2		2
16	Erosion/Sedimentation Control Plan	2		2	2	2
17	Certificate of Water & Sewer Availability	1				
18	Abandonment of Utilities	1				
19	Landscape Plan	2		2		
20	Parking Plan	2		(maybe)		
21	Tree Preservation Plan	2		(maybe)		
22	Rodent Abatement	1				
23	Asbestos Abatement, PSCAA	1	(maybe)	(maybe)		
24	Soils Report	1		(maybe)		1
25	Recorded Detention Maintenance Agreement	1		(maybe)		1
	Verify that you have submitted any information or documents that are required from Section C.	2	2	2	2	2

1. **Pre-Application Meeting**  
A pre-application meeting is required for all projects with a value over \$50,000, or as required by the Building Official. The minimum fee for this meeting is \$200; if the meeting lasts longer than one hour, you will be charged an additional \$50 per hour. If a complete application for a building permit is received within 120 days of the pre-application meeting, the meeting fee will be applied towards the permit plan check fee.
2. **Permit Application**  
All permit applications must be filled out completely and signed by the owner or a designated agent. If signed by an agent, we must have an *Assignment of Agency* form on-file.
3. **Proof of Ownership**  
Submit a copy of the title report.
4. **Legal Description & Parcel Number**  
Include the legal description of the property and parcel number on the site plan. If a site plan is not required for your project, include this information on a separate piece of paper.
5. **Copies of all Recorded Easements**  
Include a copy of all easements that are recorded on your property. Show all easements on site plans.
6. **Assignment of Agency**  
This form must be filled out by the property owner(s) to grant permission for an agent (usually an architect or a contractor) to submit applications and communicate with the Building Department on their behalf. The homeowner's signature must be witnessed by a Notary.
7. **Site Plan**  
The City relies on the applicant to accurately depict the property. Site plans must be drawn to scale and accurately show the following:

Feature	Details
Property Lines	
Easements	Label each easement type.
Original Grade Lines	Superimpose on the site plan the original grade lines as shown on the approved City-signed copy of the Original Grade Determination.
Setbacks	Designate and dimension the front, side and rear yard setback lines. Show structure setbacks as measured from the outermost projections of the structure.
Existing and Proposed Structures	Show the location, dimensions and use of all existing and proposed buildings and structures on the site; show the distances of the structures from the property lines.
Walls, Fences and Retaining Structures	Indicate the location, length, height and method of construction. Indicate all existing and proposed retaining structures and/or rockeries and show the base and top elevations.
Streets and Alleys	Show the location, including the name or number, of all streets and alleys adjacent to the site. Show any off-site easements or private streets that provide access from a public road.
Driveways and Parking	Show the location of on-site parking and driveways.
Heights	Show that all structure and building heights conform to City Code.
Drainage	Show the location of all footing, roof, driveway, patio and other drains and how they will be directed and connected. Show the existing and proposed detention or tight-line drainage system and furnish design calculations.

## 8. Existing Conditions Survey

Provide a topographic map showing original and proposed grading topography at 2-foot intervals. Show all impervious surfaces and contours. The survey and/or topography plan must:

- Be stamped and signed by a licensed surveyor.
- Locate and establish a permanent elevation bench mark on the site or within 100' of the site which can be used in the future to verify structural heights. Acceptable benchmarks are elevations on fire hydrant bolts, existing survey monuments within the public right-of-way or a survey monument installed on the site.
- Show the surface elevation at each corner of the site, at the corners of all existing buildings and at uniform distances along each property line.
- Show the original and the proposed contours at 2-foot intervals.
- Show significant tree base elevations.
- Show the top and base elevations of all rockeries and retaining walls.
- Label and dimension all easements.
- Identify the location of any known oil tanks or wells.

## 9. City-signed Original Grade

A property's Original Grade is defined as the topographic characteristics of the lot that existed at the time of the City's incorporation (March 1953.) This determination is made by the Public Works Director based on an existing conditions survey, a site visit and any other historic information available. Maximum structure heights are calculated from original grade.

## 10. Fire Sprinkler Determination

New homes, additions and remodel projects may require the installation of fire sprinklers. To determine whether or not sprinklers will be required, submit two sets of your project drawings to the City of Bellevue Fire Department. The results of the sprinkler determination are stamped directly on your plans by the Fire Reviewer; these two stamped plan sets are the ones you will submit to Clyde Hill with your building permit application.

If your project requires fire sprinklers, you will submit the fire sprinkler permit application directly to the City of Bellevue Fire Department for review.

## 11. Architectural Design

Compliance with state and local codes is required and must be proven through your complete permit application. The architectural design must completely describe the proposed project. State and local building code minimum requirements must be clearly indicated. A complete set of architectural working drawings (*plans*) are required. The plans are to conform to standard architectural practices and include:

- 1/4" = 1'-0" scale plans. Details may be larger scale;
- Standard and specific architectural note sheet;
- Floor plans;
- Exterior elevations;
- Cross-sections;
- Details;
- Window and door schedules;
- State Energy Code compliance

## 12. Structural Design

Compliance with state and local codes is required and must be proven through your complete permit application. The structural design is to follow either the detailed prescriptive methods allowed by the state building code, or an engineered design specific to your project. The structural design must completely describe the proposed project. Two complete sets of structural working drawings (*plans*) are required. The plans are to conform to standard engineering practices and include:

- 1/4" = 1'-0" scale plans. Details may be larger scale;
- Plans and details sufficient to fully describe the design and minimum code compliance



For projects involving a structural engineer, provide the following additional information:

- A Washington State licensed Engineer's stamp and signature on all plans and other documents;
- Calculations (one copy) used in the design;
- Standard and specific engineering note sheet

Please note that the City requires special inspections and structural observations for many residential projects similar to commercial projects.

**13. Structural Calculations**

One set of structural calculations wet-stamped by an engineer are required.

**14. Mechanical Design**

Mechanical permits are issued separately by the City. Mechanical plans are needed for all new projects and for substantial alterations or as determined by the Building Official. Non-engineer designed mechanical plans may be included within your architectural plan set. Include mechanical standard and specific notes with all permit applications.

All mechanical permit applications involving outdoor appliances must include a site plan. The dimensions from the property lines to the appliances are required. Compliance with the City Zoning Code is required.

A mechanical engineer's design of your mechanical system may be required by the Building Official. Projects involving a mechanical engineer's design will also require that the engineer perform periodic on-site inspections and reporting.

Duct leakage testing according to the State Energy Code may be needed for your project as a condition for final inspection approval.

Compliance with WAC 173-60 regarding noise is required. The City does not generally require noise testing as a condition of permit final; but must be performed if required by City Staff.

**15. Stormwater Control Plan**

Submit complete plans and calculations for the stormwater control system. Submit these separately from the building plans (package with the Erosion/Sedimentation Control Plan) as they will be reviewed independently.

**16. Erosion/Sedimentation Control Plan**

The erosion/sedimentation control plans shall be prepared in accordance with the following requirements. Submit these plans separately (package with the Stormwater Control Plan) as they will be reviewed independently.

***Include all of the following verbiage (A-K) on your erosion control plan:***

- A. Prior to beginning earth disturbing activities, including clearing and grading, all clearing limits, easements, setbacks, trees and drainage courses shall be clearly defined and marked in the field to prevent damage and offsite impacts.
- B. Construction vehicle access and exit shall be limited to one route if possible. Access points shall be stabilized with quarry spalls or crushed rock to minimize the tracking of sediments onto public streets. Wheel wash or tire baths shall be located on-site. If sediment is transported onto a road surface, the pavement shall be cleaned thoroughly at the end of each day. Sediment shall be removed from the pavement by shoveling or sweeping and be transported to a controlled sediment disposal area. Street washing will only be allowed after sediment is removed in this manner. Pavement washing shall not occur until all storm drain inlets, located downstream of the washing area, have been protected by placement of a filter cloth under the inlet grate.
- C. Properties and waterways downstream from the development site shall be protected from erosion due to increases in the volume, velocity, and peak flow rate of stormwater runoff from the project site.
- D. Prior to leaving the site, stormwater runoff shall pass through a sediment pond, sediment trap, or other approved sediment removal facility. Sediment ponds and traps, vegetated buffer strips, sediment barriers or filters, dikes, or any other approved facility intended to trap sediment on-site shall be constructed as one of the first steps in grading. These facilities shall be functional before any other land disturbing activity

takes place. Earthen structures such as dams, dikes, and diversions shall be seeded and mulched according to the timing indicated under Item E.

- E. All exposed and unworked soils shall be stabilized by the placement of sod or other vegetation, plastic covering, mulching, application of base rock within areas to be paved, or some other approved means, to protect the soil from the erosive forces of raindrop impact and flowing water. From October 1 through April 30, no soils shall remain exposed and unworked for more than 2 days. From May 1 through September 30, no soil shall remain exposed and unworked for more than 7 days. This condition applies to all soils on site, whether at final grade or not. The soil stabilization measures selected should be appropriate for the time of year, site conditions, estimated duration of use, and the potential water quality impacts that the stabilization measures may have on the downstream waters. Soil stockpiles shall be stabilized and protected with sediment trapping measures.
- F. Cut and fill slopes shall be designed and constructed in a manner that will minimize erosion. Consider soil type and its potential for erosion. Reduce slope runoff velocities by (1) reducing the length of continuous slopes by using terracing and diversions, (2) reducing the grade of the slope, and (3) roughen slope surface. Contain downslope collected water in pipes or protected channels.
- G. All storm drain inlets made operable during construction shall be protected so that stormwater runoff shall not enter the conveyance system without first being filtered or treated to remove sediments.
- H. All temporary on-site conveyance channels shall be designed, constructed and stabilized to prevent erosion. Stabilization, including armoring material, adequate to prevent erosion at all discharge points, adjacent stream banks, slopes and downstream reaches, shall be provided.
- I. All pollutants, including waste materials and demolition debris, that occur on-site during construction shall be handled and disposed of in a manner that does not cause contamination of stormwater. Maintenance and repair of heavy equipment and vehicles involving oil changes, hydraulic system drain down, solvent and de-greasing cleaning operations and other activities which may result in discharge or spillage of pollutants to the ground or into stormwater runoff, must be conducted under cover and on impervious surfaces. These surfaces shall be cleaned immediately following any discharge or spillage incident. Wheel wash, or tire bath wastewater, shall not be discharged to the storm drain, or on-site stormwater treatment system.
- J. All foundation, vault, and trench de-watering water, which has similar characteristics to stormwater runoff at the site, shall be discharged into a controlled conveyance system, prior to discharge to a sediment trap or sediment pond. Channels must be stabilized.
- K. All temporary and permanent erosion and sediment control facilities shall be maintained and repaired as needed to assure continued performance of their intended function.

**17. Certificate of Water & Sewer Availability**

This form is provided by the City of Bellevue Utilities Department.

**18. Abandonment of Utilities**

This form is provided by the City of Bellevue Utilities Department.

**19. Landscape Plan**

See Landscape Plan on Page 4 for details.

**20. Parking Plan**

See Parking Plan on Page 4 for details.

**21. Tree Preservation Plan**

See Tree Preservation Plan on Page 5 for details.

**22. Rodent Abatement**

Prior to issuing a demolition, clearing or land surface modification activity, a rodent abatement program is required. The abatement program shall be handled by a qualified pest control agent, and a report is required. See CHMC 15.04.150.

**23. Soils Report**

Projects that have between 2,000 and 5,000 square feet of new or replaced hard surfaces must prepare a soils report. This report must be prepared by a professional engineer, geologist, or

hydrogeologist, or engineering geologist registered in Washington State. See Section 3 in the *City of Clyde Hill Stormwater Drainage Guidelines*.

**24. Recorded Stormwater Facility Maintenance Agreement**

Per the NPDES Western Washington Phase II Municipal Stormwater Permit issued to the City by the Department of Ecology and CHMC 15.10.100 and 15.10.110, the City requires a recorded Stormwater Maintenance agreement prior to final inspection on new homes. For a Maintenance Agreement form, see Appendix D in the *City of Clyde Hill Stormwater Drainage Guidelines*.

**E. Other Information You Should Know**

**Sales Tax**

Report all sales tax associated with a project using the **Clyde Hill Tax Number: 1708**.

**Business Licenses**

A business license is required for any person or company doing business in the Clyde Hill City limits. A Clyde Hill business license may be obtained from the Washington State Department of Revenue at <http://www.bls.dor.wa.gov/cities/clydehill.aspx> or at City Hall.

**Permit Review**

What happens after you submit your permit application package?

**Time for Permit Review**

After submission of a complete building permit application, approval or denial of the permit shall generally occur within 15 to 45 working days. Review of major projects such as certain residences, schools, churches or commercial buildings may take longer, depending upon the complexity of the project.

If an environmental determination is required (SEPA), the review time does not include the SEPA review process. No permit(s) can be issued until the SEPA process is complete.

You will be contacted when your permit has been approved. All fees must be paid prior to the permit being issued.

**Permit Expiration**

Permits do expire. If your permit has not yet been issued, you have 180 days to pick it up before it expires as long as the total plan review fee has been paid. Permit pick up can be extended for 180 days by written request to the Building Official with explanation of just cause for the extension.

If your permit has been issued, it expires one year from the date of issuance. Issued permits can be renewed. Refer to CHMC Section 15.04.060.

***--- Building permits expire one year from the date they are issued. ---***

**Mechanical Permits**

You must obtain a mechanical permit through the City of Clyde Hill for gas appliance hookups, hot water heaters, furnaces, air conditioning units, heat pumps, emergency generators, fans, fireplace inserts or starters and BBQ connections. Mechanical permits are applied for and issued separately from building permits.

**City Streets and Rights-of-Way**

Most work or activity in the City street or right-of-way requires a permit.

***--- Each activity in the City right-of-way requires a separate permit. ---***

***--- Dumpsters, equipment and construction vehicles may not be located in the right-of-way. ---***

**Right-of-Way Use Permits**

Driveway replacements, some kinds of landscaping and most utility modifications (gas, water, electricity and cable TV) require a permit. Check with the Building Department to determine what permits you may need.

**Utilities Locate**

Call 1-800-424-5555 to request locations of all utilities in the City right-of-way. Allow two working days for a response. Show the utility details on your project site plan. Sewer, water, electricity, cable and other utilities will often require a Street Opening permit for hook-up.

**Vehicle Length Restrictions**

It is illegal for trucks in excess of forty feet to use City streets.

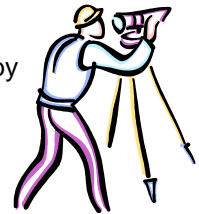
***--- No tandem dump trucks are allowed in the City. ---***

If it necessary to bring equipment or materials into the City that cannot be carried on a vehicle that is less than forty feet long, a Special Vehicle Length permit is required.

***--- Special Vehicle Length permits must be obtained prior to entering the City. ---***

**Setback & Height Compliance**

After framing is complete, a structure's setbacks and heights may need to be certified by a surveyor. If required, this will be indicated on your approved building plans. This surveyor certification must be submitted before a framing inspection will be approved.

**Noise Compliance**

Outdoor air conditioners, heat pumps and pool equipment must meet the Washington State noise limitations. You may be required to have an Acoustic Engineer test the noise emitted from equipment on your property for compliance.

**F. Permits from Other Agencies**

It is your responsibility to contact the following agencies for permits and inspections.

**City of Bellevue Utilities Department and Fire Sprinkler Permits:**

450 110<sup>th</sup> Avenue NE  
 Bellevue, WA 98009  
 425-452-6800

**Electrical Permits and Elevator Permits:**

State of Washington Department of Labor and Industries  
<http://www.ini.wa.gov/TradesLicensing/LicensingReq/PermitsInspect/default.asp?&source=FF>  
 616 120th Avenue NE, Suite #C201  
 Bellevue, WA 98005  
 425-990-1400

**Plumbing and Gas Piping Permits:**

Environmental Health Services  
<http://www.kingcounty.gov/healthservices/health/ehs/plumbing/permit.aspx>  
 14350 SE Eastgate Way  
 Bellevue, WA 98007  
 Phone: 206-477-8000

**Asbestos Removal:**

Puget Sound Clean Air Agency  
<http://www.pscleanair.org/business/Asbestos/Pages/default.aspx>  
1904 Third Avenue, Suite #105  
Seattle, WA 98101  
206-343-8800

**G. Construction Hours**

Monday – Friday	7am – 6pm
Weekends & Holidays	10am – 4pm

**H. Inspection Requests**

Call by 3:00pm the day before you wish to have an inspection.

**Inspection Hotline: 425-462-1936**