



**Damage Assessment
(This is not a Permit)**

8/12/2016

- Fire Damage
- Storm Damage
- Earthquake Damage
- Other _____

The City may require additional information as needed. If you have any questions concerning your application, please visit or call Permit Processing (425-452-4898) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 to 4). Assistance for the hearing impaired: Dial 711.

Applicant Instructions:

Access to a building damaged by fire, earthquake or storm should be avoided until a "Damage Assessment" has been performed by the Building Division. Contact the City of Bellevue Building Division at 425-452-4570 to schedule a damage assessment.

If this is a fire damage assessment:

Access to the building will not be permitted until the fire investigation is completed. Contact the Bellevue Fire Department at 425-452-6892 to determine the status of the fire investigation.

- € If the extent of the damage resulted in structural collapse or in the need to totally replace rooms or areas of the building, plans must be submitted in order to obtain a building permit. Please pick up a permit "Submittal Requirements" packet at the Permit counter. You may wish to proceed in requesting an on-site damage assessment by a City of Bellevue inspector if you have questions such as; which permits are required or you would like to discuss the extent of damage to plumbing, electrical or mechanical systems.
- € If the extent of damage is minimal
Call 425-452-4570 to request a damage assessment inspection from the Building Division. Note: Buildings damaged by fire will require release by the Fire Department prior to calling for the damage assessment. Be prepared to provide the site address and contact person name and phone number when you call. The building inspector will phone you to schedule a time to meet you at the site. **There is no charge for this assessment.** Be sure to bring this form with you to the job site.
- € Upon meeting with the building inspector
Please give the building inspector this form so that he/she can document the extent of the damage.
- € Once the on-site assessment is complete
If the inspector determines that plans **are not required**, bring this completed form to the Permit Center and obtain your over-the-counter building permit. If plans **are required**, you will need to obtain a permit "Submittal Requirements" packet at the Permit counter and submit plans illustrating the work to be done so that it can be reviewed for code compliance. See description sheet #1, *Standards for Plans and Drawings*.
- € After the permit has been issued
Call for inspections at regular intervals as indicated on your permit or requested by your inspector.

Inspector Instructions:

€ This form was given to the client at the Permit Center and is for your use at the job site to document whether plan review is required or, if the damage is minimal, the permit can be issued over the counter.

€ After inspecting the damage, decide if plan review is required and document at the bottom of this page.

Give the completed form back to the client. Please remind the client to bring the completed form back to the Permit Center when he/she comes in to get the building permit.

Property Address _____ Property Owner _____

Contact Person _____ Phone Number _____

To be filled out by the building inspector

Minor or no structural damage – Issue building permit without plans. (Commercial & Residential)

Moderate or extensive structural damage – Applicant must submit plans for full plan review prior to building permit issuance.

Comments:

Inspector's Name: _____ Date: _____

Fire Damage only:

Property was released by the Bellevue Fire Department: Yes No