



Submittal Requirements

1/1/2017

SINGLE-FAMILY COMBINATION BUILDING PERMITS

Single-Family Combo: Construction of a new single-family residence. Includes all clearing & grading, right of way work on-site and in the public right of way, storm connection, mechanical (except fire protection), electrical (except temporary & low voltage), and plumbing work. May also include demolition work if required. Does not include side sewer connection or water meter installation; see Utilities representative in Development Services Center. **Note:** Additions greater than 3,000 gross square feet of new and/or replaced floor area require a Single-Family Combo permit. **(BS)**

Single-Family Addition: The addition of attached floor space to an existing dwelling (new or replaced living space, deck, deck with spa, garage, carport, etc.). Also, all buildings and structures not attached to the house (garages, storage and equipment sheds, retaining walls greater than 4' in height, repair, expansion or construction of a dock, boat house, boatlift or bulkhead greater than 4' in height, swimming pool, bathing or hot tubs that is 24 or more inches in depth and all in-ground etc.). Includes clearing & grading, mechanical (except fire protection), electrical (except temporary & low voltage), and plumbing work. May also include demolition work if required. **Note:** Additions greater than 3,000 gross square feet of new and/or replaced floor area require a Single-Family Combo permit. **(BR)**

Single-Family Remodel Combo: Any change within an existing dwelling that does not increase the area and roof sheathing that is being replaced or altered. Includes all mechanical (except fire protection), electrical (except temporary & low voltage), and plumbing work. **(BU/BT)**

Site Address:	Date:
FOR OFFICE USE ONLY: This section to be completed prior to application submittal by the planner in the Permit Center.	
Planner:	
Type of Critical Area: <input type="checkbox"/> Streams <input type="checkbox"/> Wetlands <input type="checkbox"/> Geologic Hazard Areas <input type="checkbox"/> Flood Hazard Areas	<input type="checkbox"/> Habitat Associated with Species of Local Importance <input type="checkbox"/> Shoreline <input type="checkbox"/> Critical areas offsite within 100 feet
Comments:	

To submit your application online use www.mybuildingpermit.com.

If you are applying in person at City Hall, submit the number of copies specified below for your application type.

Initial for waiver by City of Bellevue Planner	Single-Family Combo	Single-Family Addition	Single-Family Remodel
This Chart	1	1	1
Building Permit Application	1	1	1
Supplemental Application	1	1	1
Over-the-Counter Qualification Sheet			Footnote A
Utility Abandonment Form	1		
Value of Improvements Form		1	
Issaquah or Renton School District Impact Fee Notification Form	1		
Transportation Impact Fee Notification	1		
Title Report		See Footnote D	
Site Plan ^B	10	5	
Storm Water Site Plan	10 ^H	5 ^I	
Boundary & Topographic Survey	4 ^C	4 ^C	

Initial for waiver by City of Bellevue Planner	Single-Family Combo	Single-Family Addition	Single-Family Remodel
Construction Stormwater Pollution Prevention Plan (CSWPPP)	2 ^E	2 ^E	
Architectural Plan	3	3	2 ^A
Structural Plan	2	2	2 ^A
Structural Calculations	2	2	
Pool/Spa Plan	2 ^J	2 ^J	
Geotechnical Report	Footnote F		
Res. Energy Code Data Sheet	Provide 2 copies of the Data Sheet OR identical information on the plans.		
Shoreline or Critical Areas Land Use Permit	Footnote G		
Other Requirements	<p><u>King County Health Dept. Approval:</u> Required (1 copy) for installation of septic tanks or if the dwelling is served by a septic system and (2 copies) if there is a private well on the property. During review, submit your Approval in the form of a letter or stamped plan from the King County Health Department (206-296-4600) to Permit Processing. (See separate requirements for pool and spa permits.)</p> <p><u>Right of Way Use Review:</u> No construction materials may be stored in the right of way. Contact the right of way use representative in Development Services (425-452-6800) for permitted uses.</p> <p><u>Manufactured Homes:</u> Installers Certificate required.</p> <p><u>Adult Family Home:</u> If the use of this residence is for an adult family home, see Information Sheet #52 for additional requirements</p> <p><u>Critical Areas:</u> Sites containing critical areas must demonstrate compliance with <i>Land Use Code</i> 20.25H.</p>		
Fees	Permit Processing provides current fee information (425-452-4898). Fees are due at submittal; additional fees are due at issuance and may be due in monthly billings.		

Footnotes

- ^A If this project qualifies for an over-the-counter permit, architectural and structural plans are not required.
- ^B Refer to sheet #63 for site plan and Erosion and Sediment Control BMPs (Best Management Practices) submittal requirements.
- ^C Required for all Single-Family Combination Permits (Exception - lots in plats approved in last 5 years). Required for Single-Family Additions permits if ANY of the following apply: The proposed structure is within 2' of any required setback, within 2 % of the maximum lot coverage or impervious surface, or within 2' of the maximum height; the site is within the Shoreline Overlay District, or has critical areas. In addition to the above, any site within the Bridle Trails R-1 zoning district is required to provide a survey of all trees with trunk widths of 8" or greater when measured at 4' of height. Date of the survey must be within the last 5 years.
- ^D Title Report- Sites that are not platted require a title report to locate easements and verify legal status.
- ^E CSWPPP must be submitted with application if clearing and grading is included. For projects with less than 7,000 square feet of clearing and less than 100 cubic yards of grading, a [CSWPPP Short Form for Small Construction projects](#) may be submitted.
- ^F A Geotechnical Report is required at submittal unless waived by the planner in the Development Services Center. The report needs to include recommendations for grading, foundation, stability analysis, and rockery or retaining wall construction (Additions - **2 copies**; Single-Family Combo - **2 copies**). A report is required for the "Newport Shores" subdivision; submit **1 copy**.
- ^G If applicable, must be applied for or approved before submittal.
- ^H Storm Drainage Report (submit 2 copies), infiltration test results, Operations and Maintenance Manual, and Minimum Requirements determination from figures 2.2 or 2.3 are required to accompany the Storm Water Site Plan. Reference the [Single Family Residential Storm Water Management Guidelines](#) attached to submittal packet for these additional notes. A separate storm drainage permit will be required for installation of storm water Improvements for the site prior to issuance of the building permit.
- ^I Determine if the site will trigger Minimum Storm Water Requirements by using figures 2.2 or 2.3 from the [Single Family Residential Storm Water Management Guidelines](#) prior to submittal. If you trigger Minimum Requirement 5 then submit items listed in footnote H.
- ^J Required if scope of work includes a pool or spa.

Please Note

The property owner bears the responsibility for the accuracy and completeness of all information provided with or affecting the application submittal. If the property contains or is adjacent to critical areas (streams and stream buffers, wetlands, flood plains, and geologic hazard areas), then additional information may be required. See a planner for handouts.

The city may require additional information as needed. If you have any questions concerning your application submittal, please visit or call Development Services (425-452-6800) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 a.m. to 4 p.m.).

The city will provide reasonable assistance with physical access, communication, or other needs related to a disability. Assistance for the hearing impaired: dial 711.