



10550 SE 27th Street
Beaux Arts, WA 98004
425.269.6985
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FOR INSPECTIONS, CALL:
Kolke Consulting Group, Inc. 425.255.3099

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

INSTRUCTIONS FOR SUBMITTING A PERMIT APPLICATION

Welcome to the Beaux Arts building-permit process. Property owners must obtain permits for certain planned projects to document that the construction proposed for their property complies with all provisions of the laws, ordinances, and codes in effect at the time the application is filed with the Town. To obtain a permit for your proposed project, please complete the following steps:

- 1. REVIEW THE TOWN WEBSITE.** The Town website at www.beauxarts-wa.gov provides access to:
 - Forms for permits, variances, boundary line adjustments, subdivisions, SEPA checklists, etc.
 - Additional information about specific permits and permit fees
 - Tree regulations and bald eagle rules
 - Information regarding electronic submittals.
- 2. READ THE TOWN BUILDING, TREE, AND ZONING CODES.** These codes are located online in the Beaux Arts Village Municipal Code [BAV MC 15.05, 16.25, and 18.10]. They describe the requirements governing your project, including the relevant building codes, tree protection requirements, and zoning regulations. The property owner is responsible for determining and complying with all legal requirements. If the proposed project does not comply with the 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.
- 3. REVIEW THE STORMWATER MANAGEMENT REGULATIONS.** Requirements for stormwater management are contained in BAV MC 13.15.
- 4. DETERMINE WHICH PERMITS YOU WILL NEED.** The Beaux Arts Building Department issues the following permits [BAV MC 15.05.101(3)]:
 - **Building permits** are required to construct, enlarge, or remodel most structures. Consult the Town's Building Code for a list of project types exempt from permit. The scope of a building permit may include site work/grading and partial demolition therefore not requiring a separate grading or demolition permit. The building permit shall also include tree protection related to development regulated under the building permit.
 - **Mechanical/Plumbing permits** are required for the installation, replacement, or repair of mechanical or plumbing systems or appliances in new and existing residences. Mechanical and plumbing permits are typically combined.
 - **Tree Removal permits** are required to remove a tree from private property. Removal of trees from the Town right-of-way is PROHIBITED.
 - **Commercial Right-of-Way permits** are required to disturb the paved portion of any street or the unpaved portion of any Town right-of-way in order to install or modify any underground utility or perform other work. Storage of construction materials in the paved or unpaved portion of any town right-of-way is subject to the provisions of a commercial right-of-way permit as determined by the Building Official. See BAV MC 12.20.
 - **Right-of-Way permits** may be required for installation of plant materials, improvements, and the installation of a driveway approach within the non-paved portions of the right-of-way. See BAV MC 12.15.040.
 - **Demolition permits** are required to demolish a structure or if utilities must be disconnected. Partial demolition of a structure related to a building permit shall be included in the scope of the building permit.
 - **Grading permits** are required to grade, excavate, or conduct earthwork construction including fills and embankments. Site work related to a building permit shall be included in the scope of the building permit.

Permits from other authorities may be required and include, but are not limited to:

- **Electrical permits.** These are issued by the Washington State Department of Labor & Industries.
- **Fire-sprinkler permits.** These are issued by the Bellevue Fire Department.

- 5. PREPARE YOUR DOCUMENTS FOR SUBMITTAL.** Please refer to the Town website and download the Permit Submittal Checklist form for your specific permit. Include all information on this checklist in your submittal.

6. **SCHEDULE A PRE-APPLICATION MEETING.** This is required for all new construction and significant remodels unless waived by the Building Official. Contact the Building Department for scheduling and fees for this meeting. This meeting will typically be attended by all reviewers including the Building Official, Town Arborist, Town Planner, and Town Stormwater Engineer in order to give the designer the maximum benefit of immediate feedback prior to submitting documents for plan review. It is important that the design be as complete as possible in order for the reviewers to give the designers and applicant the most valuable feedback. It is recommended that the Pre-Application Meeting be attended by the architect/designer as well as the property owner. We recommend that you have a site plan, floor plans, and elevations at a minimum. It is also beneficial to provide drawings with general notes and project information.
7. **SCHEDULE A REVIEW BY THE FIRE MARSHAL.** Complete the Application for Fire Services to Contract Cities form found on the Town website and submit 2 sets of plans to the Bellevue Fire Department. A Fee Schedule for this review is included on the Town website. The approved documents reviewed and stamped by the Bellevue Fire Department must be submitted to the Town with your Building Permit Application. The Fire Marshall determines if your project requires fire sprinklers. For questions, please contact Bellevue Fire Services at 425.452.4898.
8. **MAKE AN APPOINTMENT FOR SUBMITTING YOUR APPLICATION.** Contact the Building Department at 425.269.6985 to schedule an appointment. Bring with you the Building Permit Application, Building Permit Submittal Checklist, and all required documents listed on the checklist. You will be required to pay the plan-review deposit by check at the time of submittal. (Sorry, we do NOT accept credit cards.) The application and supporting documents must be complete in every aspect, i.e. all questions answered, all forms signed, and the correct number of copies must be provided before the Deputy Clerk can accept them.
9. **SUBMIT PLANS FOR ELECTRONIC REVIEWS.** You may submit your documents electronically. Please refer to the Electronic Review Requirements form on the Town website for complete information.

The following explains the process for plan review and permit issuance in the Town of Beaux Arts Village. Please note that some of these steps may not apply to the permit for which you are applying.

1. After accepting your Permit Application, construction documents, and fees, the Deputy Clerk will process your application and forward the project documents to the Town Building Official, Town Arborist, Town Planner, and Town Stormwater Engineer for review, as needed. If any of the reviewers need additional information to complete their review, they may contact you directly for additional information.
2. Once the initial reviews are complete, you will be contacted directly by the Town Building Official, Town Arborist, Town Planner, and Town Stormwater Engineer. You will be notified that their review is complete or if additional information is required. Correspondence is typically via email and may contain a comment letter. If you received comments, you must make the necessary revisions to your documents and resubmit. All changes must be clouded on the drawings.
3. If you make changes to your project other than to respond to corrections, provide a written description of these changes and submit it along with your revised construction documents. If these changes have an impact on the fair market value, indicate this as well.
4. Contact the Building Department at 425.269.6985 to schedule an appointment to submit your revisions and your response letter(s), where applicable. Refer to the Building Permit Submittal Checklist for information about the number of copies that need to be submitted.
5. When all reviewers have completed their reviews and have no additional comments, your plans will be prepared for permit issuance, and you will be contacted by the Deputy Clerk when they are ready. You will be required to pay the outstanding fees for your permit before it is issued. Fees must be paid by check; we do NOT accept credit cards.
6. Work must start within 180 days of the permit issue date. Excavation or exterior construction must be completed within one year of the permit issue date. If you decide not to proceed with your project after obtaining a permit, contact the Deputy Clerk to learn if you are eligible for a partial refund of the permit fees you paid.
7. Your approval documents will include Conditions of Permit Approval with project-specific requirements. If you are required to have a pre-construction meeting, this will be indicated on that form. Schedule your pre-construction meeting directly with Kolke Consulting Group, Inc. at 425.255.3099.

8. Schedule all building, mechanical, and plumbing inspections with Kolke Consulting Group, Inc. at 425.255.3099. Schedule all tree inspections with Tree Solutions, Inc. at 206.528.4670. Electrical inspections will be scheduled through L&I and fire sprinkler inspections will be scheduled through Bellevue Fire Services.
9. As your project progresses, the Town Clerk will accumulate charges associated with administering your permit, e.g. inspection fees, on a Permit Activity Report. If the accumulated charges exceed 75% of the permit fees paid, you will be billed monthly for the excess charges. Your Certificate of Occupancy may be delayed if these charges are not paid in a timely manner.