



10550 SE 27th Street
Beaux Arts, WA 98004
425.269.6985 Fax 425.688.1786
bldgdept@beauxarts-wa.gov

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.**

DEMOLITION-PERMIT-APPLICATION INSTRUCTIONS

Welcome to the Beaux Arts demolition-permit process. Property owners obtain demolition permits to document that the removal of existing improvements on their property will comply with the requirements of the utilities serving the property and 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. **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.

2. **DETERMINE WHICH OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED** for your project:

- A. **APPLICATION FORM AND CHECKLIST:** You must complete an Application for Demolition Permit for the proposed demolition of improvements on your property if you plan to remove 50% or more of an existing structure or if utilities must be disconnected during the project. Please complete the form by providing all information requested, answering all questions accurately and signing the application
- B. **PERMIT FEE:** You must pay a permit fee at the time you submit your application.
- C. **ASBESTOS REMOVAL AUTHORIZATION:** You must conduct an asbestos survey. If asbestos is found, you must submit a copy of the authorization to remove asbestos issued by the Puget Sound Clean Air Agency.
- D. **EVIDENCE OF UTILITY DISCONNECTIONS:** You must submit evidence showing that you have scheduled the disconnection of all utilities currently connected to the building to be demolished. **FAILURE TO CONTACT THE APPROPRIATE UTILITIES FOR DISCONNECT PERMITS WILL DELAY YOUR PROJECT.**
- 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.

3. **CONTACT THE PUGET SOUND CLEAN AIR AGENCY (PSCAA) TO OBTAIN INFORMATION** about conducting an asbestos survey at asbestos@psccleanair.org or by phone at 206.689.4058. If the building(s) to be demolished contain asbestos, PSCAA will handle the needed permits to remove and dispose of it.

4. **CONTACT THE APPROPRIATE UTILITIES TO ARRANGE FOR SERVICE DISCONNECTIONS.**

Beaux Arts Water Department	townhall@beauxarts-wa.gov	425.454.8580
Bellevue Sewer Utility, Operations and Maintenance		425.452.7840
Puget Sound Energy		1.888.321.7779

5. **COMPLETE THE APPLICATION FORMS AND MAKE THREE COPIES**, including all other supplemental forms.

6. **CONTACT THE BLDG DEPT AT 425.369.6985 TO MAKE AN APPOINTMENT FOR SUBMITTING YOUR COMPLETED APPLICATION DOCUMENTS AND FEES.** When filed with the Town Clerk, items 2A through E (as required) constitute a complete Application for Demolition Permit. The application must be complete in every respect (all questions answered, forms signed) before the Town Clerk can accept it.

7. 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 this 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.**

8. When the Building Official determines that your request complies 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. **CONTACT THE TOWN CLERK TO ARRANGE TO COLLECT YOUR PERMIT.**
9. After you collect your permit, **POST THE PERMIT IN A CONSPICUOUS PLACE AT THE SITE** of the proposed work.
10. If any changes are made to your project after the permit is issued, **CONTACT THE TOWN CLERK** to determine whether a new application should be submitted.
11. When your project is ready for a required inspection, **CONTACT THE BUILDING OFFICIAL DIRECTLY AT LEAST 24 HOURS IN ADVANCE TO SCHEDULE AN INSPECTION.**
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.