



TOWN OF YARROW POINT
 4030 - 95th Avenue NE
 Yarrow Point, WA 98004
 (425) 454-6994 Fax: (425) 454-7899

Submittal Date: _____

Project: _____

Building Permit Complete Application Checklist

The following items must be included with building permit applications in the Town of Yarrow Point unless otherwise determined by staff. Only complete applications may be accepted. Forms may be obtained at Town Hall or at the Yarrow Point website: <http://www.ci.yarrow-point.wa.us/page.cfm?id=32>

	Staff Use Check if Required	Staff Use Check if Accepted	No. of Copies	Description
1			3	Yarrow Point building permit application form fully completed
2			2	Bellevue Fire Prevention Office determination of fire sprinklers
3			3	Working drawings. 1/4"=1'-0 scale typical
4			3	Professional boundary survey and Architectural Site Plan
5			1	Design and Calculations: Engineering, Energy, Geotechnical
6			2	Sewer and Water availability form approved by Bellevue Utilities for all New Single Family Residential projects.
7			1	Owner's Declaration of an Agent for representation
8			1	Proof of Ownership. Typically a Deed, Title or Purchase and Sales Agreement
9			1	General Contractors state license number or license copy
10			1	All recorded easements
11			1	Full property legal description
12			2	SEPA Checklist where applicable
13			2	Shoreline Exemption where applicable
14			2	Shoreline Substantial Development permit where applicable

Building Permit Application Deemed Complete: _____ / _____

- Submittal of a complete building permit application as determined by Town staff does not guarantee permit issuance. Compliance with minimum requirements of all applicable state and local ordinances is required and must be confirmed through Town review.
- Site Development, Right of Way Use, Mechanical permits and Encroachment Agreements are separate applications from the building permit.
- Estimated plan review fees must be paid at the time of permit application. Estimated fees are accepted at time of building permit application. All actual fees are due at time of permit issuance. Actual fees are based upon Town of Yarrow Point Resolution No. 306.
- Structural calculations which support the design provided in print may be submitted on CD.

Notes:

Preserving and enhancing Yarrow Point's environment and community