



Damage Assessment Form

This is not a permit application. This form is used to assess damage and permit requirements for:

Fire Damage Storm Damage Earthquake Damage Other: _____

Applicant Instructions

1. Do not access a building damaged by fire, earthquake or storm until a building inspector performs a damage assessment.
2. Call 425-452-4570 to schedule a damage assessment inspection.

Notes

1. Buildings damaged by fire will require release by the Fire Department prior to receiving a damage assessment.
2. Be prepared to provide the site address and a contact name and phone number when you call.
3. The building inspector will call you to schedule a meeting at the site.
4. There is no charge for this assessment.
5. Be sure to bring this form with you to the site.

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, a building permit with plan review is required. Please call or email permit processing (425-452-4898 or permits@bellevuewa.gov) to obtain permit submittal information. You may request an on-site damage assessment by a building 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 us at 425-452-4570 to schedule a damage assessment inspection.

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 to obtain a permit**, go to www.MyBuildingPermit.com to obtain your over-the-counter building permit.

If plans **are required to obtain a permit**, prepare and submit your plans showing the work to be done and apply online at www.MyBuildingPermit.com. Call or email permit processing if you have questions about your permit application. See our [Standards for Plans and Drawings](#) publication for basic plan-submittal information.

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 our customer 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

1. Decide if plan review is required and document your findings at the bottom of this form.
2. Give the completed form back to the customer to bring to the permit center when he/she comes in to get the required permits.

Property Address _____

Property Owner _____

Contact Person _____ Phone _____

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.
- Fire Damage Only: Property was released by the Bellevue Fire Department*

Comments:

Inspector's Name _____ Date _____