



Island County Planning and Community Development

Physical Address: 1 NE 6th Street, Coupeville, WA 98239

121 N East Camano Drive, Camano Island, WA 98282

Mailing Address: 1 NE 7th Street, Coupeville, WA 98239

Phone: Whidbey 360-679-7339 | Camano 360-387-3443 | Fax 360-679-7306

<https://www.islandcountywa.gov/207/Planning-Community-Development>

Building Permit Application – Non-Residential or Multiple Family Permit Application

All applications and supporting documents will be reviewed for completeness prior to acceptance. Allow for at least 60 minutes when submitting applications in person.

Required for submittal:

- Complete application, signed and completed in ink.
- 1 complete sets of building plans.
- 1 complete sets of engineers calculations (if applicable).
- Universal Plot Plan – 11x17 preferred, drawn to a standard engineer's scale, not to exceed 1" - 60'. Indicate water lines, septic lines, septic reserve and drainfield, any buildings currently on the parcel and proposed building(s).
- Completed Washington State Energy Code Worksheet(s).
- Approved Water Availability by the Island County Health Department.
- Approved Septic Permit/As-Built or Applicable Sewer District.
- Approved Access Permit by Island County Public Works (if accessing off a county road - not necessary for private road).
- Provide any applicable land use documents: Geotechnical Reports, Wetland Reports, Shorelines, variances, RUD's, Clearing & Grading, ICN from DNR, etc.
- Landscape Plan, Parking and Circulation Plan, Lighting Details.
- Provide certificate of Transportation Concurrency Permit number.

In-person application submittal hours:

Coupeville Monday – Friday: 8:00 a.m. to 2:00 p.m.

Camano Monday – Friday: 8:00 a.m. to 2:00 p.m.

A permit is an official document that gives a land owner permission to establish a use on or develop their property. Permits provide local government oversight of land use and development in order to protect the health, safety, and welfare of all its citizens. Permit applications are processed by County professionals to ensure proposals are consistent with local, state, and national regulations.

MASTER BUILDING APPLICATION

Owner/Applicant _____

Phone _____

ADDRESS _____

Email _____

City, State, Zip _____

CONTACT/AGENT _____

Phone _____

Address _____

Email _____

City, State, Zip _____

CONTRACTOR _____

License # _____

Expiration _____

Address _____

Phone _____

City, State, Zip _____

Email _____

NAME OF CONSTRUCTION LENDER OR BOND _____

Phone _____

Email _____

Address _____

City, State, Zip _____

PROPERTY INFORMATION

PROJECT ADDRESS _____

City _____ Lot Size _____

Subdivision/Mobile Home Park _____

Space # _____ Zone _____

Parcel # _____

Key # _____

Division _____ Block _____ Lot _____ Section _____

Township _____ Range _____

Has work started? _____

Was this ever an Owner Builder Building? _____

Adjoining Parcels you own _____

Is the property in a special tax program? _____

Is this property subject to a Moratorium? _____ Yes _____ No _____

Type _____

PROJECT INFORMATION

RESIDENTIAL

One and Two Family dwelling & attached accessory structures

OTHER

Plumbing/Mechanical

BUILDING CODE

Non-Residential & Multi-Family Residential

FIRE CODE

Temporary Operational Permit *

Flood Development

Tenant Improvement or Change of use

Temporary Tents & canopies*

Manufactured Home

Ebey's Landing Historical Reserve

Motor Vehicle fuel dispensing system

Detached Accessory structure <3000 sq ft

Shoreline, bulkhead & docks

Sign

*Temporary is 180 days or less.

Demolition

Sprinkler or Fire Alarm

The applicant warrants that all information in this application is truthful and complete. Permits may be suspended or revoked whenever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any provision of the code. **I have read and understand cover sheet instructions.**

Applicant signature

Date

Non- Res

NON-RESIDENTIAL AND MULTIPLE FAMILY RESIDENTIAL UNITS PERMIT APPLICATION

Permit # _____

1. Building Information

Type of Construction _____ Occupancy _____ Occupant Load _____

Project Description _____

Number of Units _____ Is this a mixed use building? Yes _____ No _____

Sprinkler _____ Fire Alarm _____ Fire Flow Available _____ gpm

2. Building Dimensions

Main Floor _____ X _____ = _____ sq. ft.

Second Floor _____ X _____ = _____ sq. ft.

Third Floor _____ X _____ = _____ sq. ft.

Basement _____ X _____ = _____ sq. ft.

Mezzanine _____ X _____ = _____ sq. ft. on floor _____

Garage or Carport _____ X _____ = _____ sq. ft.

Other _____ X _____ = _____ sq. ft.

Maximum Height of Building _____ (measured from average natural grade to high point of building excluding antennas, chimneys or architectural features.)

3. Heating System

Total heated floor area _____ sq. ft. Percentage of glazing _____

Type of heat? Electric resistance _____ Other _____

4. Miscellaneous Structure Description _____

Height of structure _____ Fair Market Value \$ _____

5. Additional Requirements

Health

Provide copy of Water Availability form **approved** by the Island County Health Department.

Approval Date _____

Provide copy of **approved** septic permit or as-built **approved** by the Island County Health Department.

Septic permit # _____

Public Works

Certificate of Transportation Concurrency permit # _____

Copy of **approved** Access Permit # _____

Planning (The following information is required for most projects)

Landscape Plan _____ Parking and Circulation Plan _____ Lighting Details _____

List any other permits associated with this project _____

Island County Plumbing & Mechanical Permit		Permit Number:
<p>1. Has this building been previously heated? _____</p> <p>2. Heat Type (Circle all that apply) : Electric Propane Natural Gas Other (describe) : _____</p> <p>3. Propane Tank(s) proposed? Yes No If yes, how many? _____ # of Gallons _____ ASME Tank / DOT Tank Above Ground / Under Ground (Circle each as appropriate)</p> <p>4. Is this for a manufactured home? _____ If yes, approval of an alteration permit from the Department of Labor and Industries is required for interior fixtures.</p>		
Person doing work must meet all pertinent laws and ordinances.		
PLUMBING CONTRACTOR INFORMATION		MECHANICAL CONTRACTOR INFORMATION
CONTRACTOR _____ License # _____ Exp _____ Address _____ City, State, Zip _____ (Quantity) Phone		CONTRACTOR _____ License # _____ Exp _____ Address _____ City, State, Zip _____ (Quantity) Phone
Back Flow Preventer Bathroom Sink Bathtub Shower Combo Bidet and/or Urinal Dishwasher Floor Drain (Requires Trap Primer) Hot Water Heater/Tankless Water Heater Kitchen Sink/Disposal Laundry Washer Miscellaneous Sink Other: _____ Shower Stall Spa/Jacuzzi Tub and/or Hot Tub Toilet (\$10.00 x total fixtures listed above) Hose bib - \$7.50 <= 5 > 5 \$1.50 ea.		Exhaust Fans (bathroom/ laundry) @ \$10.00 = _____ Dryer Vent/Ducting @ \$10.00 = _____ Fireplace/Gas @ \$20.00 = _____ Forced Air Furnace @ \$20.00 = _____ Gas/Propane Piping System 1-5 @ \$7.50 = _____ Piping system over 5 outlets (each) @ \$1.50 = _____ Gas/Propane Stove (Unit heaters) @ \$20.00 = _____ Gas/Propane Tank/Facilities @ \$14.00 = _____ Generator @ \$20.00 = _____ Boiler Heat Piping <= 100,000 BTU @ \$26.00 = _____ " " <= 15hp or 500,000 BTU @ \$40.00 = _____ Insert @ \$20.00 = _____ Other: _____ @ \$20.00 = _____ Pump & Pressure Tank @ \$14.00 = _____ Range Hood @ \$14.00 = _____ Heat Pump <=100,000 BTU @ \$26.00 = _____ Woodstove @ \$20.00 = _____
TOTAL PLUMBING FIXTURES		
\$ _____ Total Plumbing Fixture Fees + \$30.00 Basic Plumbing Permit Fee = \$ _____ TOTAL PLUMBING FEE		Total Mechanical Fixture Fees \$ _____ Basic Mechanical Permit Fee + \$30.00 TOTAL MECHANICAL FEE = \$ _____

UNIVERSAL PLOT PLAN

Basic Plot Plan Requirements

All building permit applications require a plot plan. Provide minimum of 1 plot plan drawn **not larger** than 11X17 (8 1/2" X 11" may be used if it is to scale and legible). As you draw your plot plan, please use the following Applicant Checklist to ensure all required information as shown.

Drawn to a standard engineering scale not to exceed 1" = 60'. Indicate the engineering scale and provide a bar scale. (Acceptable ranges include: 1"=20' to 1'=60')

Indicate North Arrow directional.

Boundaries, dimensions, and area of lot (square feet or acreage).

Land features: Show top and toe of all slopes, direction of slope, percentage of slope or slope angle, seasonal drainage ways and soggy areas, ditches, ravines, lakes, ordinary high water mark of shoreline, etc.

****NEW CHANGE TO CRITICAL AREAS****

Critical Areas: Show protected species habitats, geologically hazardous areas, floodplains, aquifer recharge areas, streams, wetlands as well as all of their associated buffers onsite or off-site when they may affect the proposal. (note: if a feature is shown on the County's Critical Areas map it must be shown on the plot plan; if you do not believe that feature is present please describe).

Location, size, and purpose of all existing buildings (temporary or permanent) and proposed buildings. Label each as existing or proposed.

Location, dimensions and volume of all existing/proposed propane tanks, fuel tanks, etc. Label each as existing or proposed.

Location, dimensions of all decks, roof overhangs, porches, cantilevers, bay windows, retaining walls, patios and chimneys.

Distances from building to property lines and other buildings.

Location and width of existing and proposed driveways/accessible serving each structure and any parking areas. Access permit numbers, if assigned.

Width and name of road(s) bordering the property.

Indicate all easements (access, utility, drainage, etc.) on the property including their width. Label them with intended use and the Auditor File No.

Indicate location of septic tank, drain field, reserve area and tight line between house and septic tank. Show distance between drain field and reserve area to property lines. Indicate if hooked up to sewer.

Drainage: Location and description of all existing and proposed drainage features and systems, including natural drainage ways, culverts and ditches. Show the direction of water flow.

Grading Plans: Show existing and proposed finished grade contours for any cut or fill 2 feet or greater in height in plan view and cross sections. Indicate quantities of fill or excavation in cubic yards. For any material exported from the site, state quantity and where materials will be disposed. For any materials imported to the site, indicate quantity, source and type of materials.

Existing and proposed vegetation: Please be specific about the type, e.g. grasses, shrubs, types of trees, etc.

Clearing Limits: Show all areas where trees and brush currently exist and will be cut or removed.

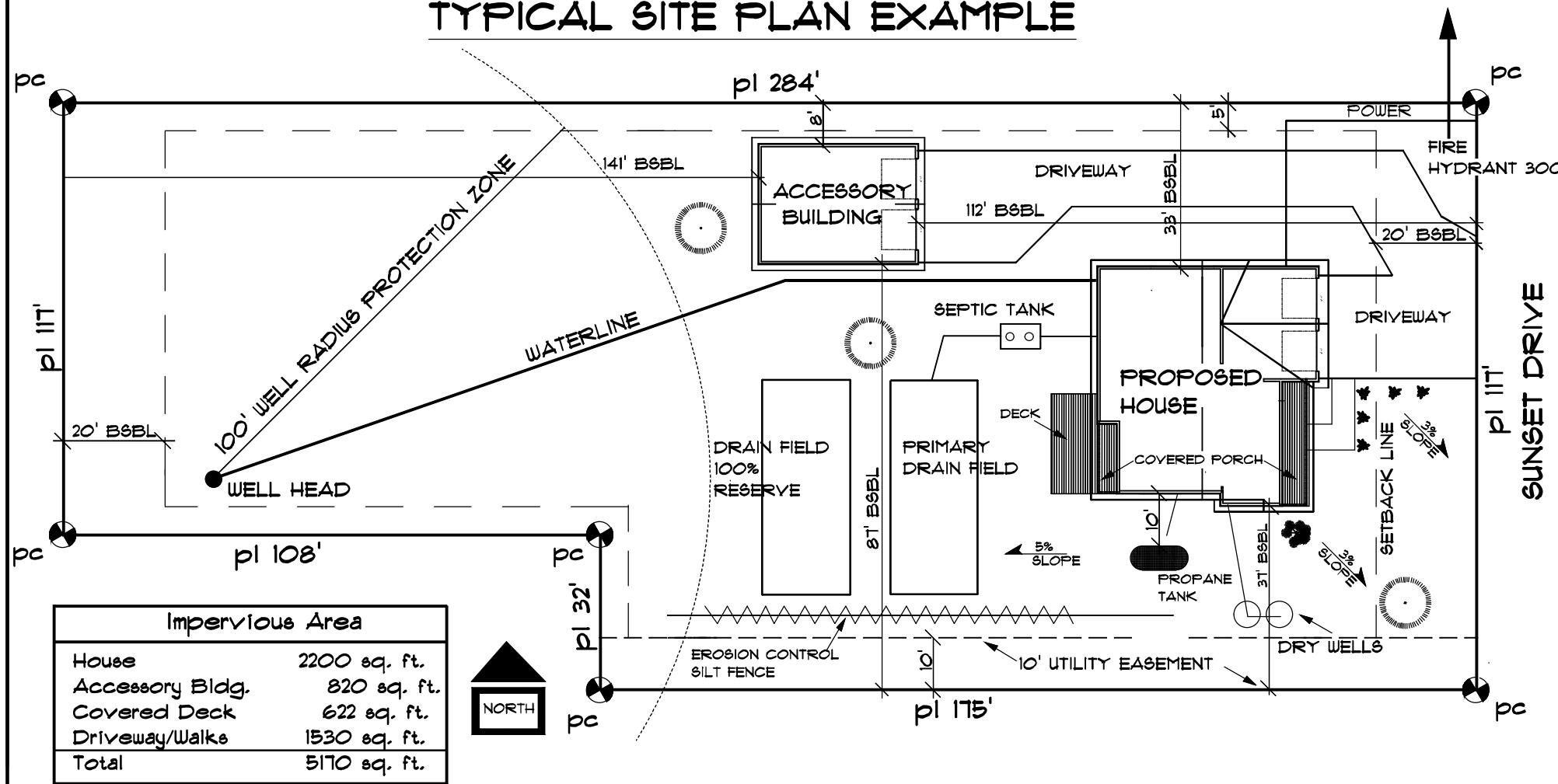
Erosion and sedimentation control plans: Show all areas where soil will be exposed along with measures to limit erosion and transport of silt and sediment.

Indicate location of water lines, well, and pollution control radius. Note; A pollution control radius around an off-site well may impact your project if it overlaps onto your parcel.

Road distances to nearest fire hydrant, if applicant has right to use fire hydrant.

Separate Existing Conditions map for large or complex projects. Show topography with contours at intervals no greater than 5' and all natural features.

TYPICAL SITE PLAN EXAMPLE



NAME/
MAILING ADDRESS:

JOHN C. DOE
4268 RED ROCK ROAD
BELLTOWN, WA 98555

SITE
ADDRESS:

DOE RESIDENCE SITE PLAN
5394 SUNSET DRIVE
GREENBANK, WA

PROPERTY ID #:

TAX PARCEL# S5347-00-03004-0

SCALE:

1" = 30'

DATE:

3/15/2005