



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

☐ Manufactured Home

☐ Detached Accessory structure <3000 sq ft

OTHER

☐ Plumbing/Mechanical

☐ Flood Development

☐ Ebey's Landing Historical Reserve

☐ Shoreline, bulkhead & docks

☐ Demolition

BUILDING CODE

☐ Non-Residential & Multi-Family Residential

☐ Tenant Improvement or Change of use

☐ Sign

☐ Sprinkler or Fire Alarm

FIRE CODE

☐ Temporary Operational Permit *

☐ Temporary Tents & canopies*

☐ Motor Vehicle fuel dispensing system

***Temporary is 180 days or less.**

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 CONTRACTOR _____ License # _____ Exp _____ Address _____ City, State, Zip _____ (Quantity) Phone _____	MECHANICAL CONTRACTOR INFORMATION CONTRACTOR _____ License # _____ Exp _____ Address _____ City, State, Zip _____ (Quantity) Phone _____
<div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Back Flow Preventer </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Bathroom Sink </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Bathtub Shower Combo </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Bidet and/or Urinal </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Dishwasher </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Floor Drain (Requires Trap Primer) </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Hot Water Heater/Tankless Water Heater </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Kitchen Sink/Disposal </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Laundry Washer </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Miscellaneous Sink </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Other: _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Shower Stall </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Spa/Jacuzzi Tub and/or Hot Tub </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Toilet </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> (\$10.00 x total fixtures listed above) </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Hose bib - \$7.50 <= 5 > 5 \$1.50 ea. </div> <div style="margin-top: 10px;"> TOTAL PLUMBING FIXTURES </div>	<div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Exhaust Fans (bathroom/ laundry) @ \$10.00 = _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Dryer Vent/Ducting @ \$10.00 = _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Fireplace/Gas @ \$20.00 = _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Forced Air Furnace @ \$20.00 = _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Gas/Propane Piping System 1-5 @ \$7.50 = _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Piping system over 5 outlets (each) @ \$1.50 = _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Gas/Propane Stove (Unit heaters) @ \$20.00 = _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Gas/Propane Tank/Facilities @ \$14.00 = _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Generator @ \$20.00 = _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Boiler Heat Piping <= 100,000 BTU @ \$26.00 = _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> " " <= 15hp or 500,000 BTU @ \$40.00 = _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Insert @ \$20.00 = _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Other: _____ @ \$20.00 = _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Pump & Pressure Tank @ \$14.00 = _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Range Hood @ \$14.00 = _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Heat Pump <=100,000 BTU @ \$26.00 = _____ </div> <div style="display: flex;"> <div style="width: 20px; border-bottom: 1px solid black; margin-bottom: 5px;"></div> Woodstove @ \$20.00 = _____ </div>
<div style="display: flex; justify-content: space-between;"> <div> \$ _____ + <u>\$30.00</u> = \$ _____ </div> <div> Total Plumbing Fixture Fees Basic Plumbing Permit Fee TOTAL PLUMBING FEE </div> </div>	<div style="display: flex; justify-content: space-between;"> <div> Total Mechanical Fixture Fees Basic Mechanical Permit Fee TOTAL MECHANICAL FEE </div> <div> \$ _____ + <u>\$30.00</u> = \$ _____ </div> </div>

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 ½" 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/accesses 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.

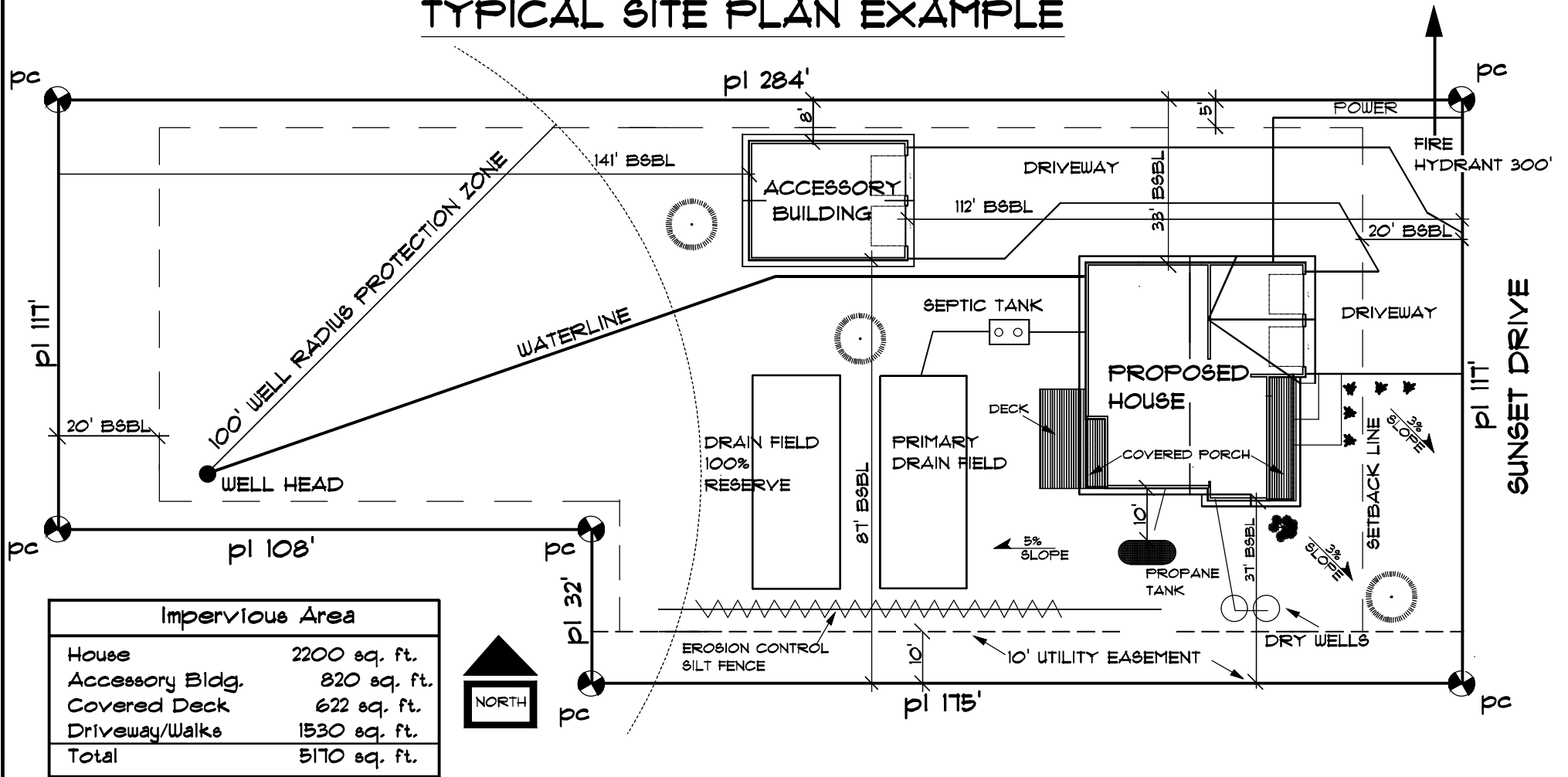
_____ Erosion and sedimentation control plans: Show all areas where soil will be exposed along with measures to limit erosion and transport of silt and sediment.

_____ 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# 55347-00-03004-0

SCALE:

1" = 30'

DATE:

3/15/2005