



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 – Shoreline Bulkhead, Docks, and Beach Access Stairs

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.
- 2 complete set of building plans
- 2 complete set of engineers calculations (if applicable)
- Provide a copy of the Geotechnical Report or Soils Engineering Report.
- Provide a copy of the approved Shoreline (SHE) Application

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 _____

SHORE LINE BULKHEAD, DOCKS AND BEACH ACCESS STAIRS BUILDING PERMIT APPLICATION

Permit # _____

Project description _____

Island County shoreline permit # _____ Expiration date _____

Washington State Hydraulic project approval # _____ Expiration date _____

What are the timing limitations of this project? _____

Bulkheads

Height of bulkhead from bottom of footing to top of wall _____ Length _____

Height of unbalanced fill _____ Bulkhead material _____

Type of bulkhead _____

Description _____ Fair Market Value\$ _____

Docks

Float _____ X _____ = _____ sq. ft. # of piles _____

Construction materials _____ Type of floats _____

Float _____ X _____ = _____ sq. ft. # of piles _____

Construction materials _____ Type of floats _____

Gang way _____ X _____ = _____ sq. ft.

Construction material _____

Elevated dock _____ X _____ = _____ sq. ft. # of piles _____

Description _____ Fair Market Value\$ _____

Beach Access stairs or Conveying System

Beach stair _____ Tram _____ Elevator _____

Other (describe) _____

Height of bluff _____ construction materials _____

Fair market value \$ _____ Is this a geological hazardous bluff? Yes _____ No _____

Provide a copy of the Geotechnical Report or Soils Engineering Report.

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.

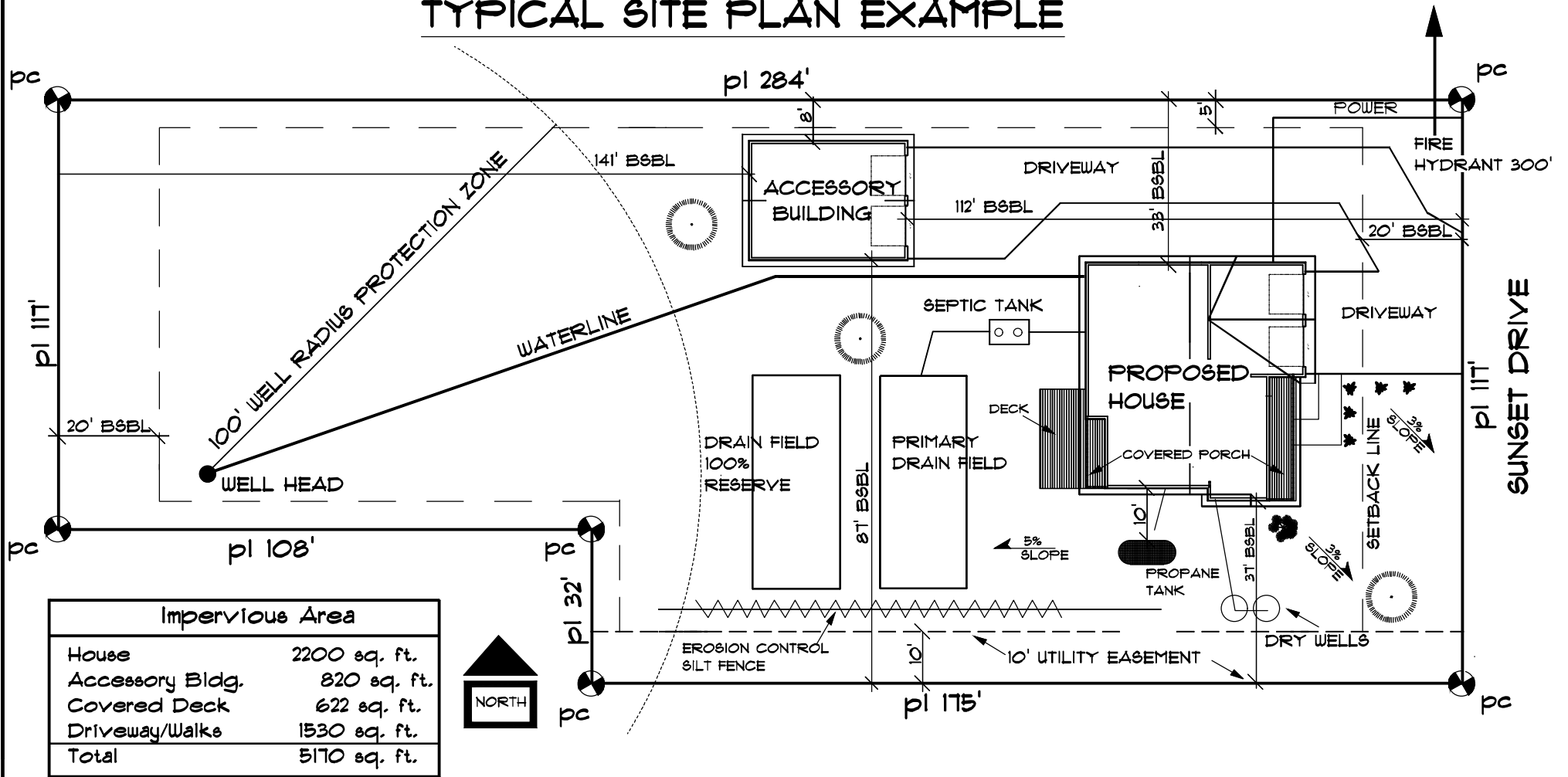
_____ Erosion and sedimentation control plans: Show all areas where soil will be exposed along with measures to limit erosion and transport of silt and sediment.

_____ 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