



## **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

OTHER

Plumbing/Mechanical

BUILDING CODE

Non-Residential & Multi-Family Residential

### FIRE CODE

Temporary Operational Permit \*

Manufactured Home

Flood Development

Tenant Improvement or Change of use

Temporary Tents & canopies\*

Detached Accessory structure <3000 sq ft

Ebey's Landing Historical Reserve

Sign

Motor Vehicle fuel dispensing system

Shoreline, bulkhead & docks

Sprinkler or Fire Alarm

\*Temporary is 180 days or less.

Demolition

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 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.

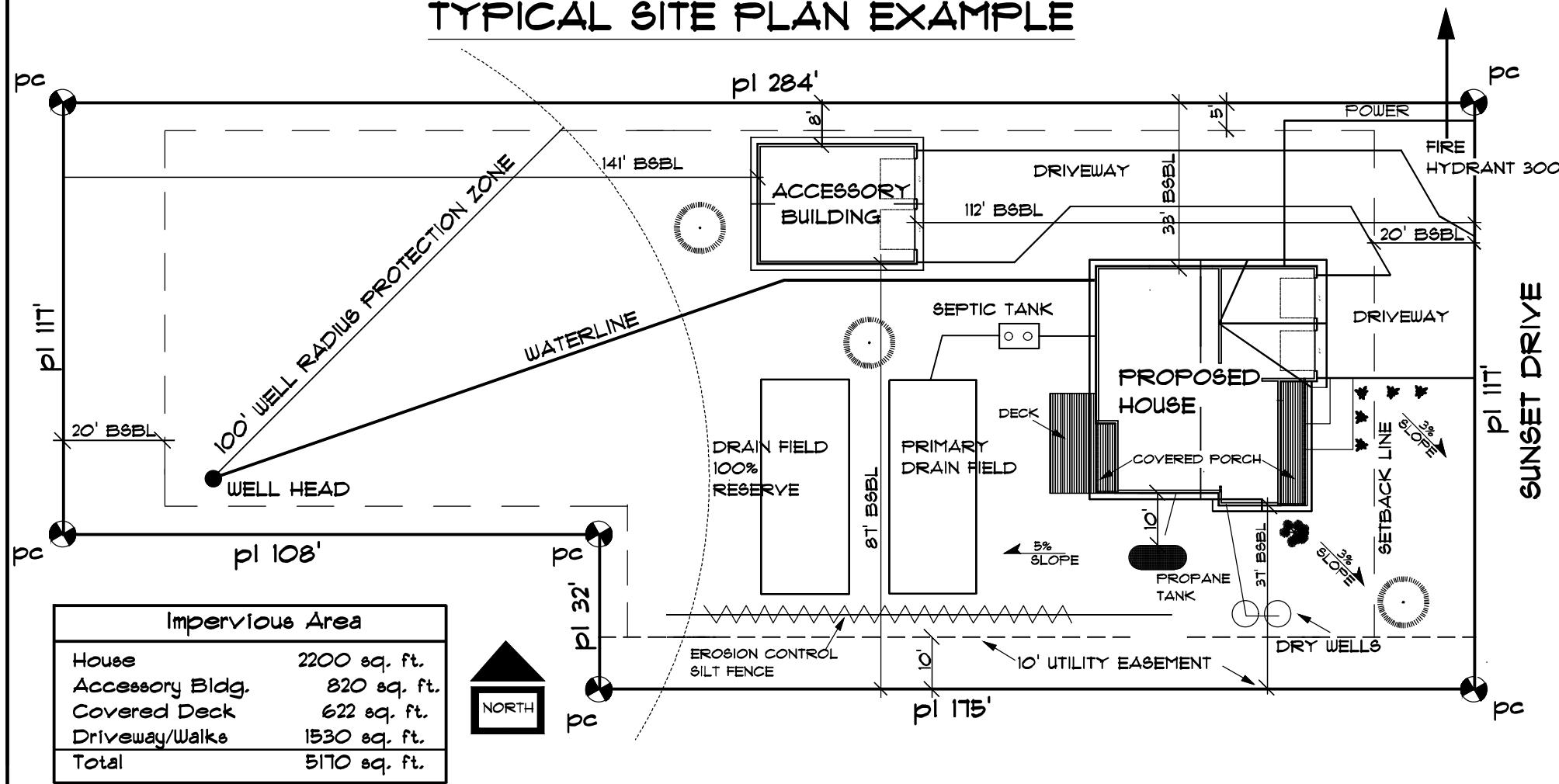
Erosion and sedimentation control plans: Show all areas where soil will be exposed along with measures to limit erosion and transport of silt and sediment.

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